

The Bowen Forum
Executive Report

Grant Period April 2007 to March 2008

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1. Executive Summary

Progress

The Bowen Forum has continued to make progress and the main achievements have been:

Participation in the Federal Working Group and communication of progress to Professional Associations, Education providers and Bowen practitioners.

Production of the Core Curriculum by the Education Sub-Group.

Meeting with the Professional Associations to keep them informed on how the voluntary regulation process was progressing and how it would affect them in the future.

Meeting with all the main education providers in the UK to help with making sure their requirements were taken on board. and to aid the completion of the Core Curriculum.

Changes to the project

There have been no changes to the project during the period, and no major changes are anticipated.

Challenges

The main challenges to the project still continue to be a matter of communication and man power. It was apparent from our presentation at our AGM that even though we had tried to keep people informed through our website and newsletters there was still a fair level of misunderstanding. We hope that over the coming months people will really start to grasp what VSR means to them as they become increasingly familiar with the messages that we are giving them. There still tends to be a general lack of interest among practitioners.

One of the smaller professional associations disbanded recently and this has left the Bowen Forum with even fewer representatives. The challenge will be to recruit extra helpers so that we can manage the fairly heavy workload that is anticipated for the coming months.

The common code of conduct and ethics has yet to be finalised. There will need to be some compromises between the professional associations when it comes to completing APEL and Grandparenting standards.

Main targets for the next twelve months

- To work with the professional associations to help them to prepare for the regulatory environment.
- To finalise the Code of Conduct, Ethics and FTP.
- To agree APEL and Grandparenting standards.
- To consult practitioners on whether they want to join the FRC
- To look at ways to transfer registers to FRC and incentives to maintain membership of PAs and the FRC.

2. Progress during the twelve month period to 31 March 2008

| | Milestone | Target Date |
|-------------------------------|---|------------------------|
| Federal Working Group: | <ul style="list-style-type: none"> • To participate in all meetings of the FWG • To disseminate information widely, and to involve Bowen therapists wherever possible in the decision-making process. | Sept 2007 Sept 2007 |

Action:

The Bowen Forum was fully represented at all the FWG meetings. Feedback from training providers was obtained through an FWG sub-group that was set up, and we conducted an online survey of Bowen therapists to find out how many therapies they practice, and how many professional associations they are members of. Information was disseminated through newsletters on our website and in the Professional Associations’ magazines. A full presentation was given at our AGM.

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| Legal: | <ul style="list-style-type: none"> • To agree criteria for Affiliate membership of The Bowen Forum. • To agree a code of conduct for Bowen Practitioners • To agree a complaints procedure for Bowen Practitioners • To agree a fitness to practice procedure for Bowen Practitioners | July 2007 Dec 2007 Dec 2007 Dec 2007 |
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Actions:

The Education Sub-Group has contacted all the training establishments who are known to be offering Bowen training courses in the UK. Some of these never responded, but the five who did are all involved in agreeing the educational standards. The code of conduct, complaints and FTP will be based on the standards agreed for the CNHC.

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| Finance: | <ul style="list-style-type: none"> To agree a fee structure for Associate members. | July 2007 |
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Action:

A proposed fee structure for Associate members has been approved, with the charges varying, depending on the number of trainers, and with a cap for larger establishments. However it has been agreed not to apply this in 2007.

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| Recruitment: | <ul style="list-style-type: none"> To co-opt additional Bowen practitioners onto appropriate sub-groups for specific project work. | July 2007 |
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Action:

We are in the process of co-opting additional practitioners onto the Bowen Forum to assist with the various projects. We are also looking to recruit a new lay member who should be able to lead and co-ordinate the Education Sub-Group.

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| NOS: | <ul style="list-style-type: none"> To make the agreed standards available through the Bowen Forum website. | April 2007 |
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Action:

The National Occupational Standards are now available on the Bowen Forum website.

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| AGM: | <p>To organise an event which therapists can attend, and where they can share their views on the VSR process:</p> <ul style="list-style-type: none"> To select the date and book the venue To prepare workshops | Oct 2007 |
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Action:

The AGM was held in November 2007. The primary focus of the day was to inform all practitioners about the work of the FWG. A presentation was given by Ian Cambray-Smith from PFIH on the structure of the FRC. This proved to be a successful day. It highlighted areas where misunderstandings were present. Practitioners had a very clear understanding of the structure by the end of the day. A short role play exercise also helped to illustrate the proposed structure of the FRC. Unfortunately, the number of practitioners attending was low.

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| Education and training | • To invite all training establishments to be associate members of The Bowen Forum. | Sept 2007 |
| | • To standardise information that is given to students concerning regulation. | July 2007 |
| | • To write a report of all training establishments from the questionnaires returned in summer of 2006. | April 2007. |
| | • To start to develop a core curriculum for Bowen training, based upon the National Occupational Standards. | Sept 2007 |
| | • To visit all UK training establishments | Jun-Sep 2007 |
| | • To contact all overseas establishments who offer training in UK by email. | April 2007 |

Action:

All UK based training establishments have been offered associate membership of the Bowen Forum.

A report has been produced in response to the questionnaires returned in 2006. Every effort was made to engage trainers and training providers. All of the training providers (UK and overseas) were contacted by phone, email and/or by visits from the educational sub group lead. Some trainers/training providers did not respond to requests for involvement.

A core curriculum for Bowen based on NOS has been produced. The final version of the document has to be ratified by the Forum.

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| Publicity: | • To work with PA.s to prepare them for regulation | June 2007 |
| | • To ensure that Bowen therapists are consulted on key decisions relating to the FWG. | Sept 2007 |

Action:

We have continued to publicise the work of the Bowen Forum by sending out regular newsletters from the Bowen Forum; by contributing articles to the magazines sent out by the professional associations; and through regular information updates on our website. Practitioners have been encouraged to participate in online surveys where possible.

3. Changes to the Project

There were no changes to the project during the grant period, and no major changes are anticipated.

4. Targets for the next twelve months

| Bowen Forum Milestones 2008-9 | | |
|--|---|--------------------|
| | Milestone | Target Date |
| Federal Working Group: | <ul style="list-style-type: none"> To send out final FWG report | ASAP |
| Legal: | <ul style="list-style-type: none"> To finalise code of conduct, ethics, FTP | June 08 |
| Recruitment: | <ul style="list-style-type: none"> To recruit additional Bowen practitioners and an additional lay person. | April 08 |
| AGM: | <ul style="list-style-type: none"> To set a date and book venue To prepare workshop Also to prepare presentation for Bowen Conference that will take place in the Autumn. | June 08 |
| Education and training | <ul style="list-style-type: none"> To continue dialogue with education providers To continue investigations into accreditation from universities. To agree on APEL and grandparenting | March 09 |
| Publicity: | <ul style="list-style-type: none"> Help Professional associations distribute information of FRC. Assist them with incentives to be members of both FRC and PA. To consult with practitioners on the final proposals, to see if they agree that Bowen should be one of the therapies regulated by the CNHC. | July 08 |
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5. Financial Information

The accounts for the twelve months ended 31 December 2007 are attached to this report, and are prepared on the accruals basis.

The major items of income for the period comprised the grant from the Regulation Programme of £4,560, and subscription income from the professional associations of £2,919, being £3.50 per head for 834 full members. For 2006, the comparative subscription income was £3,027, being £3 per head for each full member and each associate member of the professional associations. We agreed to change the basis for

calculating the subscription income, on the basis that associate members of professional association will not be eligible for regulation. The total unrestricted income for the year was £7,601.

The total expenditure in 2007 was £5,198, which includes £3,000 for the honorarium to the independent chair. The other main expenses were £1,417 of travel costs, £420 of room hire for committee meetings, £117 of accountants fees, £111 for the AGM, and £102 for the website. The remaining £434 of the grant for lay member expenses that was received in 2006 was spent, and at 31 December 2007, none of the Forum's funds are restricted in use.

In addition, in the first three months of 2008, we have incurred around £1,000 of expenditure, including £750 for the Lay Chair's honorarium, about £120 of travel expenses, £45 of room hire and £52 of website costs.

Expenses are kept low, because the newsletter and associated updates are either sent electronically, or they are posted out by the professional associations. Room hire costs increased in 2007, since we are now paying for a regular venue. The other cost that increased significantly in 2007 is the travel expenses. Although we did not have to pay expenses to the NOS working party in 2007, the Education Sub-Group was re-formed, and met regularly, and also incurred travel costs to visit training establishments.

At 31 December 2007, the Forum had funds of £8,468. This represents over a year's expenditure, and I believe that it is an appropriate level of reserves to carry forward. It should also enable us to avoid increasing the subscription fees in 2008. Although the Forum will budget to make a small surplus every year, we do not intend to increase our reserves by much in succeeding years, and at the end of the VSR process, any surplus funds are expected to be returned to the member associations.

Signed:

Position: Treasurer

Date: