



Complementary & Natural
Healthcare Council

Briefing note for [REDACTED]

1. Purpose

To describe CNHC's progress since our last briefing in June 2008.

2. Activity

CNHC has continued to make excellent progress. This includes:

- i) Commissioning the build of the CNHC on-line Register, following a process of competitive tender. The contract has been awarded to Imaginit, who have also been commissioned to build CNHC's permanent website, through which both practitioners and the public will access the Register. The build is on schedule, with testing of the system due to begin this month. Live launch will be on 19 January 2009.
- ii) Appointments have been made to all four of CNHC's Functional Committees (Finance, Registration, Education & Standards and Conduct & Competence). 12 appointments were made, following a process of external advertisement, application and interview. An induction session for all FC members has been arranged for 9 December and regular meetings will begin in February 2009.
- iii) CNHC's core policies and processes have been drafted, and have been reviewed and approved by CNHC lawyers, Kingsley Napley. These include Standing Orders, Code of Conduct for Registrants, Complaints Procedure & Process and Data Protection. A Register of Interests has been adopted, along with a Code of Conduct for members of CNHC Committees.
- iv) A consultation meeting was held in July with over 60 people attending from the professional associations in the complementary disciplines that CNHC are targeting, and a number of presentations have been made to specific groups (eg Bowen Forum AGM; GCMT AGM).
- v) A formal meeting was held on 24 June with first two PSB representatives (Massage and Nutrition), which will meet again in December.

- vi) Negotiations have begun with professional associations in the fields of massage and nutrition to explore how we can work together to facilitate their members to join the CNHC Register.
- vii) A PR professional has been appointed to work on a media strategy and launch campaign. Preparatory work has been completed in readiness for the campaign to go live at the beginning of December. Opportunities are being accepted as they arise to raise CNHC's profile (eg appearance on local section of the Politics Show; profile in International Therapist). We will move into a proactive phase from December.
- viii) Meetings have been held, or are planned, with a range of other stakeholders, including CHRE, HSA, the Advertising Standards Authority, and other regulatory initiatives (eg GRCCT and BCMA).
- ix) Recruitment to core staff team has begun, with the appointment of a Business Manager, to begin 24 November, and Administrative Officer, to begin 5 January.
- x) A search for permanent office premises is in its final stages, and will have been concluded by the end of November. Work will then take place in December to ensure that IT systems and other office systems are in place before the Register goes live.
- xi) CNHC's bank account has been set up and funds have been transferred by FIH, as reported in [REDACTED] report to you last month. CNHC is now functioning autonomously, but remaining in close communication with FIH.

Finances have continued to be rigorously managed. The current financial position is as shown in the attached management accounts to the end of October. These also show projected spend until the end of March, with a deficit of £86,000.

Complementary and Natural Healthcare Council
Forecast - 15M to 31.3.09

	Actual: 10M to 31.10.08 (A)	Nov-08	Dec-08	Projected: 1.11.08 to 31.12.08 (B)	Jan-09	Feb-09	Mar-09	Projected: January to March 2009 (C)	Forecast: 15M to 31.3.09 (A+B+C)	Start-up Budget	Available (as at 31.10.08)
INCOME											
Scutiny fees	£0	£0	£0	£0	£0	£0	£0	£0	£0		
Registration fees	£0	£0	£0	£0	£0	£0	£0	£0	£0		
DH funding	£208,418	£0	£0	£0	£0	£0	£0	£0	£208,418		
Total Income	£208,418	£0	£0	£0	£0	£0	£0	£0	£208,418	£208,418	£0
EXPENDITURE											
Staff (including on costs)											
Project manager	£15,375	£0	£0	£0	£0	£0	£0	£0	£15,375		
Administrator	£9,537	£1,560	£1,560	£3,120	£1,560	£0	£0	£1,560	£14,217		
CEO	£14,799	£2,400	£2,400	£4,800	£2,400	£2,400	£2,400	£7,200	£26,799		
Finance manager	£0	£1,000	£1,000	£2,000	£1,200	£1,200	£1,200	£3,600	£5,600		
Business Manager	£0	£969	£4,200	£5,169	£4,200	£4,200	£4,200	£12,600	£17,769		
Admin. Assistant	£0	£0	£2,250	£2,250	£2,250	£2,250	£2,250	£6,750	£9,000		
Assessors	£0	£0	£0	£0	£0	£0	£0	£0	£0		
Freelance support	£100	£0	£0	£0	£0	£0	£0	£0	£100		
	£39,810	£5,929	£11,410	£17,339	£11,610	£10,050	£10,050	£31,710	£88,860	£39,333	£(477)
Office costs											
Serviced Offices	£112	£808	£3,500	£4,308	£3,500	£3,500	£3,500	£10,500	£14,920		
Recruitment of permanent staff	£9,112	£0	£0	£0	£5,000	£0	£0	£5,000	£14,112		
Specialist consultancy	£1,706	£1,000	£1,000	£2,000	£1,000	£1,000	£1,000	£3,000	£6,706		
Legal & professional	£450	£0	£7,500	£7,500	£0	£0	£7,500	£7,500	£15,450		
Website	£4,113	£0	£6,186	£6,186	£2,750	£1,375	£0	£4,124	£14,424		
Website/IT support	£0	£0	£600	£600	£600	£600	£600	£1,800	£2,400		
Database	£12,566	£0	£0	£0	£0	£0	£0	£0	£12,566		
Marketing	£822	£5,000	£5,000	£10,000	£5,000	£5,000	£5,000	£15,000	£25,822		
Travel	£505	£500	£500	£1,000	£500	£500	£500	£1,500	£3,005		
Telephone	£375	£250	£300	£550	£300	£300	£300	£900	£1,825		
Printing	£719	£5,000	£5,000	£10,000	£5,000	£5,000	£5,000	£15,000	£25,719		
Postage	£188	£150	£150	£300	£150	£150	£150	£450	£938		
Stationery	£112	£50	£50	£100	£50	£50	£50	£150	£362		
Insurance	£1,338	£0	£0	£0	£0	£0	£0	£0	£1,338		
Corporate branding	£3,995	£0	£0	£0	£0	£0	£0	£0	£3,995		
Equipment	£0	£0	£12,000	£12,000	£0	£0	£0	£0	£12,000		
Staff training & development	£0	£0	£2,000	£2,000	£0	£0	£0	£0	£2,000		
	£36,113	£12,758	£43,786	£56,544	£23,850	£17,475	£23,600	£64,924	£157,582	£147,385	£(11,272)
Interim council/FRC (9 members)											
Co-chair	£3,350	£500	£500	£1,000	£500	£500	£500	£1,500	£5,850		
Co-chair	£3,350	£500	£500	£1,000	£500	£500	£500	£1,500	£5,850		
Attendance fee	£9,750	£1,050	£1,050	£2,100	£0	£1,050	£0	£1,050	£12,900		
Ad hoc work on start-up	£2,375	£0	£0	£0	£0	£0	£0	£0	£2,375		
Venue hire	£200	£900	£300	£1,200	£0	£300	£0	£300	£1,700		
Catering, etc	£40	£100	£100	£200	£0	£100	£0	£100	£340		
Travel and accommodation (re attendance)	£2,165	£500	£500	£1,000	£0	£500	£0	£500	£3,665		
	£21,230	£3,550	£2,950	£6,500	£1,000	£2,950	£1,000	£4,950	£32,680	£14,700	£(6,530)
Launch event											
Venue, catering and marketing	£6,510	£0	£0	£0	£0	£0	£0	£0	£6,510		
	£6,510	£0	£0	£0	£0	£0	£0	£0	£6,510	£7,000	£490
Functional Committees											
Induction	£0	£0	£1,700	£1,700	£0	£0	£0	£0	£1,700		
Education	£0	£0	£0	£0	£0	£0	£0	£0	£0		
Registration	£0	£0	£0	£0	£0	£0	£1,550	£1,550	£1,550		
Conduct & Competence	£0	£0	£0	£0	£0	£0	£1,550	£1,550	£1,550		
Finance	£0	£0	£0	£0	£0	£1,550	£0	£1,550	£1,550		
	£0	£0	£1,700	£1,700	£0	£1,550	£3,100	£4,650	£6,350	£0	£0
PSBs											
Generic	£0	£0	£1,250	£1,250	£0	£0	£1,250	£1,250	£2,500		
Massage and Nutrition	£0	£0	£0	£0	£0	£0	£0	£0	£0		
Massage therapy	£0	£0	£0	£0	£0	£0	£0	£0	£0		
Nutrition	£0	£0	£0	£0	£0	£0	£0	£0	£0		
Alexander technique	£0	£0	£0	£0	£0	£0	£0	£0	£0		
Bowen technique	£0	£0	£0	£0	£0	£0	£0	£0	£0		
Cranial therapy	£0	£0	£0	£0	£0	£0	£0	£0	£0		
Naturopathy	£0	£0	£0	£0	£0	£0	£0	£0	£0		
Shiatsu	£0	£0	£0	£0	£0	£0	£0	£0	£0		
Yoga	£0	£0	£0	£0	£0	£0	£0	£0	£0		
Aromatherapy	£0	£0	£0	£0	£0	£0	£0	£0	£0		
Reflexology	£0	£0	£0	£0	£0	£0	£0	£0	£0		
Homeopathy	£0	£0	£0	£0	£0	£0	£0	£0	£0		
Reiki	£0	£0	£0	£0	£0	£0	£0	£0	£0		
	£0	£0	£1,250	£1,250	£0	£0	£1,250	£1,250	£2,500	£0	£0
Total Expenditure	£103,664	£22,237	£61,096	£83,333	£36,460	£32,025	£39,000	£107,484	£294,481	£208,418	£104,754
Net income/(expenditure) - period		£(22,237)	£(61,096)		£(36,460)	£(32,025)	£(39,000)		£(86,063)	£0	£(103,664)
Reserves		£82,517	£21,421		£(15,038)	£(47,063)	£(86,063)			£0	£104,754

Complementary and Natural Healthcare Council
Management Accounts - 10M to 31.10.08

	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08	Sep-08	Oct-08	Actual: 10M to 31.10.08
INCOME											
Scutiny fees	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Registration fees	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
DH funding	£208,418	£0	£0	£0	£0	£0	£0	£0	£0	£0	£208,418
Total Income	£208,418	£0	£0	£0	£0	£0	£0	£0	£0	£0	£208,418
EXPENDITURE											
Staff (including on costs)											
Project manager	£0	£6,343	£4,361	£4,671	£0	£0	£0	£0	£0	£0	£15,375
Administrator	£0	£0	£0	£1,440	£1,440	£1,695	£1,208	£1,560	£1,560	£634	£9,537
CEO	£0	£0	£0	£0	£2,172	£2,637	£2,358	£2,358	£2,637	£2,637	£14,799
Finance manager	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Admin. Manager	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Admin. Assistant	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Assessors	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Freelance support	£0	£0	£0	£0	£0	£100	£0	£0	£0	£0	£100
	£0	£6,343	£4,361	£6,111	£3,612	£4,432	£3,566	£3,918	£4,197	£3,271	£39,810
Office costs											
Serviced Offices	£0	£0	£0	£0	£0	£112	£0	£0	£0	£0	£112
Recruitment of permanent staff	£0	£3,284	£0	£0	£0	£0	£0	£0	£3,490	£2,338	£9,112
Specialist consultancy	£0	£0	£0	£0	£0	£600	£0	£0	£1,106	£0	£1,706
Legal & professional	£0	£0	£0	£0	£50	£0	£0	£0	£400	£0	£450
Website	£0	£0	£0	£676	£0	£0	£0	£0	£0	£3,437	£4,113
Website/IT support	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Database	£0	£0	£0	£5,405	£0	£0	£0	£6,314	£847	£0	£12,566
Marketing	£0	£0	£0	£0	£822	£0	£0	£0	£0	£0	£822
Travel	£0	£0	£0	£0	£0	£117	£90	£108	£99	£91	£505
Telephone	£0	£0	£0	£0	£0	£288	£11	£0	£3	£73	£375
Printing	£0	£217	£0	£84	£0	£0	£418	£0	£0	£0	£719
Postage	£0	£0	£0	£54	£0	£0	£4	£0	£6	£124	£188
Stationery	£0	£0	£0	£7	£0	£0	£5	£0	£55	£45	£112
Insurance	£0	£0	£0	£0	£0	£0	£0	£0	£1,338	£0	£1,338
Corporate branding	£0	£0	£3,995	£0	£0	£0	£0	£0	£0	£0	£3,995
Equipment	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Staff training & development	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
	£0	£3,501	£3,995	£6,226	£872	£1,117	£529	£6,422	£7,343	£6,108	£36,113
Interim council/FRC (9 members)											
Co-chair	£0	£0	£0	£0	£0	£1,350	£500	£500	£500	£500	£3,350
Co-chair	£0	£0	£0	£0	£0	£1,350	£500	£500	£500	£500	£3,350
Attendance fee	£0	£0	£0	£0	£6,300	£300	£1,050	£0	£1,050	£1,050	£9,750
Ad hoc work on start-up	£0	£0	£0	£0	£2,225	£150	£0	£0	£0	£0	£2,375
Venue hire	£0	£0	£0	£0	£0	£0	£200	£0	£0	£0	£200
Catering, etc	£0	£0	£0	£0	£40	£0	£0	£0	£0	£0	£40
Travel and accommodation (re attendance)	£102	£32	£40	£0	£1,771	£220	£0	£0	£0	£0	£2,165
	£102	£32	£40	£0	£10,336	£3,370	£2,250	£1,000	£2,050	£2,050	£21,230
Launch event											
Venue, catering and marketing	£0	£0	£55	£5,476	£0	£0	£979	£0	£0	£0	£6,510
	£0	£0	£55	£5,476	£0	£0	£979	£0	£0	£0	£6,510
Functional Committees											
Education	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Registration	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Complaints	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Finance	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
PSBs											
Massage and Nutrition	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Total Expenditure	£102	£9,876	£8,451	£17,813	£14,820	£8,919	£7,323	£11,340	£13,590	£11,429	£103,664
Net income/(expenditure) - period	£208,316	£(9,876)	£(8,451)	£(17,813)	£(14,820)	£(8,919)	£(7,323)	£(11,340)	£(13,590)	£(11,429)	
Reserves	£208,316	£198,440	£189,989	£172,176	£157,356	£148,437	£141,113	£129,773	£116,183	£104,754	

**Complementary and Natural Healthcare Council
Start-up costs**

Staff (temporary - agency sourced)

Project manager			£29,786	
Support staff			£9,547	£39,333

Start-up costs

Recruitment of permanent staff			£17,331	
Specialist consultancy			£11,750	
Legal & professional			£11,750	
Website			£23,500	
Website/IT support			£2,938	
Database			£5,875	
Marketing			£35,250	
Travel			£4,125	
Telephone			£1,469	
Printing			£881	
Postage			£1,375	
Stationery			£441	
Insurance			£2,500	
Corporate branding			£11,750	
Equipment			£11,750	
Staff training & development			£4,700	£147,384

Interim council (9 members/6 meetings)

	<i>Unit cost</i>	<i>No</i>		
Attendance fee	£150	54	£8,100	
Venue hire	£150	6	£900	
Catering, etc	£50	6	£300	
Travel and accommodation (re attendance)	£100	54	£5,400	£14,700

Launch event

Venue, catering and marketing				£7,000
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Total

£208,418