



# Board of Trustees Minutes

**Meeting Date:** Friday 24 April 2020

**Time:** 14:00 – 17:00

**Type:** Remote via Zoom due to Covid-19 pandemic

**Location:** n/a

**Version:** Approved

**Present:**

Divine Charura (DC)	Trustee
Bob Cooke (BC)	Trustee
Andy Cottom (AJC)	Vice-Chair & Trustee
David Fitzgerald (DF)	Treasurer & Trustee
John Loughrey (JL)	Trustee
Jacqui McCouat (JM)	Trustee
Martin Pollecoff (MP)	Chair & Trustee
Juliet Rosenfeld (JR)	Trustee
Suzy Walker (SW)	Trustee

**Apologies:** Brett Kahr (BK) Trustee

**In Attendance:** Alan McConnon (AM) Registrar – 16:15 to 17:00  
Sarah Niblock (SN) Chief Executive Officer

**Minutes By:** Alex Crawford (AC) Governance Manager

**Action Points and Decisions – in Black Bold**

## **1. Welcomes, Apologies and Declarations of Interest**

- 1.1. Apologies were given for BC.
- 1.2. Welcomes were given to DF, the new UKCP Treasurer.
- 1.3. The Governance Officer informed the Board that any trustee with a conflict of interest in a matter under discussion should declare the nature of their interest and withdraw from the room unless given a dispensation to speak.

## **2. Covid-19 Crisis**

- 2.1. We have changed some of our paper-based systems to allow for the fact that members are now working online.
- 2.2. We have provided guidance and online training for members to help them adjust to working online.
- 2.3. We are responding to members' needs and have conducted a brief survey to determine how members have been impacted by the crisis.
- 2.4. We will soon be launching a series of webinars to support members.
- 2.5. We will be providing more opportunities for individual and organisational members to engage and network with each other online.
- 2.6. MP said that we recently asked our members to volunteer to support health workers within the London Doctors Network and the NHS. We received a great response and over 100 of our members volunteered.
- 2.7. SN thanked the Chair and Vice Chair for their help and support during the transition to online working. She also thanked DC for his research work on Covid-19. SN mentioned that DC was interviewed by Channel 5 yesterday (23 April 2020).

## **3. Board Minutes from 14 February 2020**

### **3.1. Corrections**

3.1.1. None

### **3.2. Matters Arising**

3.2.1. Re: point 8.6 concerning the use of the online video conferencing service Zoom, JL commented that Zoom may not be totally secure.

**3.3. The minutes were approved.**

## **4. Chair's Report**

- 4.1. The Chair spoke to his report and the discussion included the following points:
  - 4.1.1. Our training courses should include training on how to set up in private practice and training on working in the NHS.
  - 4.1.2. There is a new market for people now willing to work online as a consequence of the Covid-19 pandemic. DC commented that online work is now recognised and more widely accepted.

4.1.3. SW was fully supportive of enabling more therapists to work in the NHS.

4.1.4. MP said we should be more focussed on the 'product' i.e. the training that enables our members to work and earn a living.

4.1.5. JL said that many businesses and organisations are now realising that people can work from home effectively and people are getting used to working from home.

**4.2. The Board accepted the Chair's report.**

## 5. [Chief Executive Officer's Report](#)

5.1. The CEO spoke to her report and the discussion included the following points:

5.1.1. SN has been working with the colleges on enhancing the UKCP governance structure.

5.1.2. The Professional Regulatory Committee of the Colleges and Faculties (PRCCF) met today (24 April 2020) to discuss the Terms of Reference for the new UKCP Quality Assurance Committee and we will receive their feedback soon.

5.1.3. We have introduced the Organisational Member (OM) Non-Clinical Complaints Procedure.

5.1.4. SN is in dialogue with the Moderator of the UKCP Members' Forum about potential changes to the UKCP Members' Forum. SN and MP will be talking to the Moderator next week (w/c 27 April 2020).

5.1.5. The next stage of development for the UKCP website is on-track. We have engaged the website provider company 'Wattle' for this work.

**5.1.6. To help ensure that all appointments processes within the organisation are fair, open and transparent, the Remuneration and Performance Management Committee (RPMC) will have UKCP Appointments added to their remit. AC will work with AJC on drafting new Terms of Reference for the RPMC which incorporate the appointments aspect.**

5.1.7. The Board gave their support and backing to SN for all her ongoing work and efforts to professionalise and improve the organisation.

**5.1.8. Following a query about the status of an OM's application to join the UKCP College of Children and Young People, SN will check that a copy of all OM applications are also sent to the UKCP Regulations Team so that they can oversee the process.**

**5.1.9. The Board approved the terms and conditions for the Trainee Bursary Scheme Restricted Fund outlined in the paper from Jovana Perzic (UKCP Head of Academic Enterprise and Innovation).**

**5.2. The Board accepted the CEO's report.**

## 6. [Vice-Chair's Report](#)

6.1. The Vice Chair spoke to his report and answered questions. Much of the content of his report had been covered in the previous discussions.

**6.2. The Board accepted the Vice Chair's report.**

## 7. Finances

### 7.1. Treasurer's Report

7.1.1. DF spoke to his report and took questions.

7.1.2. The high-level view is that finances are stable, however the figures presented are pre Covid-19 and so we don't yet know what the financial impact of the pandemic will be.

7.1.3. The Finance, Risk and Audit Committee (FRAC) and the Senior Management Team are in the process of discussing what the 2020/2021 membership fees should be, in light of the financial hardships our members way face due to the pandemic. **A recommendation on the 2020/2021 fees will come to the Board in June 2020.**

7.1.4. DF commented that compliance with financial governance is crucial. All the constituent parts of the organisation must comply with UKCP financial policies. DF cited historic issues with a particular college which continue to present a risk to the organisation; a risk for which individual trustees could be held personally liable by the Charities Commission. DF is working with the college with the goal of eliminating the risk.

### 7.2. Finance Report and Management Accounts

7.2.1. DF referred to the Finance Report and Management Accounts to 31 March 2020 and took questions.

## 8. Professional Standards and Regulation

### 8.1. Complaints Against Supervisors

8.1.1. As detailed in the Professional Standards Development Work report from the Registrar, work is under way on extending the UKCP Complaints and Conduct Process (CCP) to cover complaints against Supervisors.

8.1.2. The original timetable was to consult with members and then implement it from October 2020, however due to the current Covid-19 situation the Executive Committee and PRCCF are supportive of delaying its introduction until October 2021.

8.1.3. **After discussion, the Board gave approval for delaying extending the CCP to cover Supervisors until October 2021.**

8.1.4. The Board reviewed and accepted the report and gave thanks.

### 8.2. Regulation and Quality Assurance Team Report

8.2.1. The Board reviewed and accepted the report and gave thanks.

### 8.3. Report from the Chair of the Professional Regulatory Committee of the Colleges and Faculties (PRCCF)

8.3.1. The Board discussed the report from the PRCCF Chair.

8.3.2. The report highlights the need to clarify the Board's decision regarding honoraria payments.

8.3.3. The report mentions college communications with their members. Because of GDPR and the Data Protection Act 2018 all membership data is held centrally by the UKCP Office. Communications between colleges and their members must therefore be via the UKCP Office.

#### 8.4. Report from the Chair of the Education, Training and Practice Committee (ETPC)

8.4.1. The Board reviewed and accepted the report and gave thanks.

### 9. Child College and Faculty Name Changes

9.1. The Board approved the following name changes:

9.1.1. **The College of Child and Adolescent Psychotherapies (CCAP) will now be known as the College for Children and Young People (CCYP).**

9.1.2. **The Faculty for the Psychological Health of Children (FPHC) will now be known as the Faculty for Children and Young People (FCYP).**

### 10. Staff Survey

10.1. SN spoke to the summary of the results from the recent Staff Survey which was being shared with the Board for information.

10.2. Overall, the feedback from the staff has been very positive, however SN wants to avoid complacency and will continue to explore ways to improve. A working group is being created to examine the comments from staff and suggest some action points.

*\*AM joined the meeting at 16:15\**

### 11. Closed Session

11.1. The next part of the meeting was held in closed session.

### 12. AOB

#### 12.1. Accrediting Organisational Members (OMs)

12.1.1. **The Board unanimously agreed to suspend accepting any new Accrediting OMs for a period of 1 year, beginning from today (24 April 2020).**

#### 12.2. Research Working Group (RWG)

12.2.1. DC reported that the RWG is working well and is looking at a multi-disciplinary approach to Covid-19. BC said he is also doing some work in this area and would like to be included in the work of the RWG.

#### 12.3. In the Media

12.3.1. JR has written a book about Bereavement entitled 'The State of Disbelief' which speaks to the value of psychotherapy. A review of the book was published by the Daily Mail yesterday and can be found [here](#)

### 13. Next Meeting

13.1. Friday 10 July 2020, 09:30 to 16:00, UKCP Office (subject to it being safe to return to the office).