

Board of Trustees Minutes

Meeting Date: Friday 22 February 2019

Time: 09:30 – 15:30

Type: Face-to-face

Location: UKCP Office, America House, America Square EC3N 2LU

Version: Approved

Present:

Keith	Carlton (KC)	Trustee
Divine	Charura (DC)	Trustee
Bob	Cooke (BC)	Trustee
Andy	Cottom (AJC)	Vice Chair & Trustee
Brett	Kahr (BK)	Trustee
John	Loughrey (JL)	Trustee
Martin	Pollecoff (MP)	Chair & Trustee
Neil	Robertson (NR)	Treasurer & Trustee
Suzy	Walker (SW)	Trustee

Apologies:

Jacqui	McCouat (JM)	Trustee
Juliet	Rosenfeld (JR)	Trustee

In Attendance:

Mary	MacCallum-Sullivan (MMS)	Members' Forum Moderator
Alan	McConnon (AM)	UKCP Registrar
Jill	McWilliam (JMW)	Representing Child client groups (Observer)
Judith	Miller (JMR)	Sayer Vincent (UKCP auditors)
Sarah	Niblock (SN)	Chief Executive
Matt	Nicholls (MN)	Head of Communications & Engagement
Jovana	Perzic (JP)	Head of Academic Enterprise & Innovation
Niki	Reeves (NRV)	Representing Adult client groups (Observer)
Cath	White (CW)	Head of Operations

Minutes By: Alex Crawford (AC) Governance Officer

Action Points and Decisions – in Black Bold

1. Apologies, Welcomes and Declarations of Interest

- 1.1. Apologies were given for JM and JR.
- 1.2. **The Board gave formal permission for JR to miss today's meeting and the Away Day in April.**
- 1.3. **The Board will endeavour to be more 'family friendly' when planning future meeting dates, considering school holidays.**
- 1.4. New trustees DC and BK were welcomed to the meeting.
- 1.5. College & Faculty chairs JMW and NRV were welcomed to the meeting.
- 1.6. JMR, from UKCP's auditors Sayer Vincent, was welcomed to the meeting.
- 1.7. New staff members CW and JP were welcomed and introduced to the Board.
- 1.8. 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.

MN left the meeting

2. Trustee Responsibilities

- 2.1. JMR gave a presentation to the Board on Trustee Responsibilities and the presentation included the following points:
 - 2.1.1. New Trustees should read 'The Essential Trustee' Charity Commission CC3 document <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3> (included in UKCP Trustee Welcome packs)
 - 2.1.2. As per the CC3, Trustees should always:
 - Ensure UKCP is carrying out its purposes for the public benefit
 - Comply with UKCP's governing documents and the law
 - Act in UKCP's best interests
 - Manage UKCP's resources responsibly
 - Act with reasonable care and skill
 - Ensure UKCP is accountable
 - 2.1.3. Trustees are legally responsible for the charity.
 - 2.1.4. The NCVO has produced a Charity Code of Ethics which can be downloaded from their website: <https://www.ncvo.org.uk/2-content/2314-charity-code-of-ethics>
- 2.2. SN thanked JMR for her presentation which was very helpful and informative.

3. Income Generation: Risks and Opportunities

- 3.1. The Board took advice from JMR on the risks and opportunities of income generation, as UKCP is looking to grow and diversify its income sources. JMR's advice included the following points:

- 3.1.1. Any new income streams must be in the best interest of UKCP and in line with our strategic objectives.
- 3.1.2. JMR cautioned against pursuing income streams that may not align with UKCP's strategic objectives.
- 3.1.3. There may be VAT implications if moving into VATable activities.
- 3.1.4. UKCP should be wary of endorsing corporates and should ensure that all rules are complied with.
- 3.1.5. It takes time to develop new income streams as all due-diligence must be carried out.

3.2. The Board thanked JMR for her guidance.

4. Finance

4.1. UKCP Annual Report and Financial Statements 2018

- 4.1.1. JMR reported that the audit went smoothly. The accounts show a true and fair view and are materially correct.
- 4.1.2. JMR reported that the auditors are satisfied that UKCP is a going concern.
- 4.1.3. JMR also spoke to the Post-Audit report, talked the Board through the key points and answered any questions.
- 4.1.4. **JMR will summarise the relevant parts of the Post-Audit Report in order to explain to the colleges the need to have a centralised bank account.**
- 4.1.5. NR, as Treasurer and on behalf of the Finance and Audit Committee (FAC), recommended the *UKCP Annual Report and Financial Statements 2018* to the Board.
- 4.1.6. NR also recommended the signing of the Letter of Representations.
- 4.1.7. **The Board unanimously approved the *UKCP Annual Report and Financial Statements 2018*.**
- 4.1.8. **The Board authorised the signing of the Letter of Representations.**
- 4.1.9. MP thanked everyone involved for all their work on the annual report.

4.2. Treasurer's Report

- 4.2.1. NR spoke to his report.
- 4.2.2. The Barclays Bank mandate issue has now been resolved.
- 4.2.3. We have engaged the Professional Regulatory Committee of the Colleges and Faculties (PRCCF) in the process of determining college payments.
- 4.2.4. **The Board approved the UKCP Investment Policy.**
- 4.2.5. **The Board approved the UKCP Expense Policy.**

CW, JMR & JP left the meeting

5. Board Minutes (Approved) from 22 September 2018

5.1. Matters Arising

- 5.1.1. MP went through the action points from September which had all been completed.
- 5.1.2. Re: point 9.3 concerning the creation of a new register for Child Therapeutic Wellness Practitioners, AC reported that Stephen Blunden (Chair of the UKCP College of Child and Adolescent Psychotherapies) had recently circulated a *UKCP for the Child – Strategic Summary* paper. **AC will send the paper to the Board.**

6. Board Minutes (Approved) from 13 December 2018

6.1. Matters Arising

- 6.1.1. MP went through the action points from December which had all been completed.
- 6.1.2. Re: point 13.1.1 concerning the approval of the Supervision documents, this will be discussed with the UKCP Registrar later in the meeting.
- 6.1.3. Re: point 13.2.1 concerning the Education, Training & Practice Committee (ETPC) Terms of Reference, AJC recommended that the ETPC also appoint a Vice-Chair of the committee.

MN re-joined the meeting

7. Chair's Report

- 7.1. The UKCP Chair spoke to his report and answered questions from the Board.
- 7.2. Central to the report was the 'Scope of Practice and Education (SCoPEd) for the counselling and psychotherapy professions' consultation which ends today (22 February 2019).
- 7.3. The Board had an in-depth discussion about the consultation.
- 7.4. **The Board accepted the Chair's report.**

8. Chief Executive's (CE) Report

- 8.1. The CE spoke to her report and made the following points:
 - 8.1.1. We now have an effective UKCP Office staff team and have the right people with the right skills.
 - 8.1.2. SN currently spends much of her time on resolving legacy issues, however the appointment of new senior staff members should improve the situation.
 - 8.1.3. The relationship between the UKCP Office and the Colleges & Faculties is much improved, and SN welcomed having NRV and JMW at the meeting today.
 - 8.1.4. SN hopes to involve the Colleges and Faculties in developing the new UKCP Business Continuity Plan.
 - 8.1.5. The Professional Standards Authority's approval of the 3 new titles is excellent news.
- 8.2. **The Board accepted the Chief Executive's report.**

9. Vice-Chair's update

9.1. Newly appointed Vice-Chair AJC gave a verbal update which included the following points:

9.1.1. He has been working on identifying membership issues/anomalies

9.1.2. He is interested in developing modular trainings, something that ties-in closely with the SCoPEd project.

9.1.3. Non-Clinical complaints are also an area he will be focussing on.

9.1.4. He has acted as a psychotherapy consultant to 'The Archers' on BBC Radio 4.

9.1.5. He has recently contributed to the House of Commons evidence submission to the Women & Equalities Select Committee on the mental health of men and boys.

AM joined the meeting

10. Retiring Members

10.1. AM spoke to his paper proposing the introduction of a new grade of full clinical membership called 'Retiring Members'.

10.2. **Following a brief Q&A with AM, the Board unanimously approved the Retiring Members membership category.**

10.3. This new grade of membership will be introduced for the 2019 membership renewals.

11. Registrar's Annual Report

11.1. AM spoke to his report and answered questions from the Board.

11.2. AM is working with the UKCP Membership Committee on the Direct Member Transfer process.

11.3. The consultation on the new *UKCP Code of Ethics and Professional Practice* ends on 5 April 2019. Details of the consultation can be found at: <https://www.psychotherapy.org.uk/about-ukcp/consultations/ethics-consultation-2019/>

11.4. The Board thanked AM for his report.

12. Regulation and Quality Assurance Team (RQAT) Report

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

13. Professional Standards Work Report

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

AM left the meeting

14. Annual Reports from the Colleges & Faculties

14.1. The Board discussed the reports from the various college and faculty chairs.

- 14.2. **MP will respond to some of the specific issues raised in the reports and will involve the Board in this process. MP will also pass on thanks, on behalf of the Board, to each college and faculty chair for their reports.**
- 14.3. **MP will have a conversation with the chair of the College of Outcome Orientated and Hypno Psychotherapies (COOHP) to allay their concerns.**
- 14.4. It was commented that better communications could address some of the issues with the colleges and faculties. **It was agreed that any documents that are circulated to the PRCCF should include a clear version control and audit trail.**

15. Education, Training & Practice Committee (ETPC) Report

- 15.1. The Board reviewed and accepted the report and gave thanks.

AM re-joined the meeting

16. Supervision

- 16.1. The Board welcomed AM back to the meeting and asked for an update on the work of the Supervision Working Group.
- 16.2. The Board proceeded to have an in-depth discussion on the status of supervision regulation within UKCP.
- 16.3. **Following the discussion NRV and JMW said they would discuss this issue with the PRCCF and will add it to the agenda for the PRCCF meeting on 22 March 2019.**
- 16.4. **The Supervision Working Group is to liaise with the PRCCF and provide clear guidance by the September 2019 Board meeting.**

AM left the meeting

17. College Review – Committee Structure

- 17.1. The Board discussed the proposed new UKCP committee structure.
- 17.2. **Following discussion, the Board gave their backing to the new structure, with some minor amendments.**
- 17.3. **AC will work on drafting new Terms of Reference for any new committees or working groups.**
- 17.4. **SN will speak to the UKCP International Officer about developing an international strategy.**
- 17.5. **AC will assess the constitutional impact of the new committee structure and determine how quickly they can be implemented.**

MN & JP re-joined the meeting

18. Membership Growth

18.1. Membership

- 18.1.1. MN reported that we are considering offering UKCP Student Members a National Union of Students (NUS) discount card, at a cost of £12.
- 18.1.2. **It was queried whether UKCP Trainee Members would also be eligible for a NUS discount card and MN will find out.**
- 18.1.3. It was suggested that UKCP members be given access to research journals.
- 18.1.4. We should promote Affiliate Membership for organisations.
- 18.1.5. MN is looking into a suitable fee for the UKCP Student Membership grade. Student Membership is currently free, but having even a nominal cost increases the perception of value.

18.2. Corporates

- 18.2.1. Corporates could be offered Affiliate Membership.
- 18.2.2. We may seek corporate sponsorship of the UKCP Trainee Bursary Scheme.
- 18.2.3. Psychotherapy & Psychotherapeutic Counselling should be at the heart of leadership within corporations.
- 18.2.4. UKCP is engaged in promoting mental health in the workplace through extensive media work by the CE.
- 18.2.5. UKCP could create corporate 'packages' for certain situations, such as dealing with redundancy.
- 18.2.6. **Following today's discussion, SN will bring a proposal paper to the Board meeting in April.**

18.3. Adult College/Multi-Modality College

- 18.3.1. Towards the end of 2018 it was proposed that a new UKCP 'Adult College' or 'Multi-Modality College' be created as a way of enabling people to join UKCP who currently fall outside the UKCP membership criteria.
- 18.3.2. **Work on creating such a new college will be progressed by SN and MP.**

19. AOB

- 19.1. It was noted that a number of the college and faculty chairs, in their annual reports, had given very positive feedback for the work of UKCP Governance Administration Officer, Eve Smith.
- 19.2. The meeting ended with the Chair asking for feedback from the people who were new to the Board on how today's meeting had gone. The feedback was very positive.

20. Next Meeting

20.1. Friday 26 and Saturday 27 April 2019 (Away Day) - London venue to be confirmed.

APPROVED