



Board of Trustees Minutes

Meeting Date: Friday 15 September 2023

Time: 09:30 – 15:40

Type: In-person

Location: UKCP Office, 2nd Floor, 2 America Square, London EC3N 2LU

Version: Approved

Present:

Michelle	Briggs (MB)	Trustee
Christian	Buckland (CB)	Chair and Trustee
Will	Daniel-Braham (WDB)	Trustee
Pippa	Donovan (PD)	Trustee – <i>via Zoom until 12:50</i>
David	Fitzgerald (DF)	Treasurer and Trustee
Peter	Gregory (PG)	Trustee – <i>via Zoom</i>
John	Loughrey (JL)	Trustee
Jo	Lucas (JLS)	Vice Chair

Apologies: Courtenay Young (CY) Trustee

In Attendance:

Viki	Calais (VC)	Chief Operating Officer - <i>from 10:40am</i>
Maz	Dannourah (MD)	Browne Jacobson (lawyers) – <i>via zoom until 10.40am</i>
Jon	Levett (JLE)	Chief Executive Officer
Maura	Sills (MS)	Members' Forum Moderator - <i>via Zoom from 10.40am</i>
Emily	Bridges (EB)	Head of Content & Engagement (maternity cover)

Minutes By: Alex Crawford (AC) Governance Manager

Action Points and Decisions – in Black Bold

1. Closed Session

1.1. The meeting began with a discussion in Closed Session.

MD left the meeting at 10:40am

MS (by Zoom), VC & EB joined the meeting at 10:40am

2. Minutes of the Board Meeting on 7 July 2023

2.1. Corrections

2.1.1. **The typo at point 4.4 is to be corrected with the word 'had' removed.**

2.2. Matters Arising

2.2.1. Re: point 1.2.1 concerning Lay Trustee recruitment, AC advised that recruitment is currently open and advertised with PARN, Charity Job and the NCVO with a closing date of 20 October 2023.

2.2.2. **The Board Action Log is to be included in the meeting papers going forward and added as a standing agenda item for each meeting so that the Board can review the status of actions.**

2.3. **The minutes were approved.**

3. Leadership of the Humanistic and Integrative Psychotherapy College (HIPC)

3.1. HIPC have been operating without a college chair for some time and CB has been in discussion with members of the HIPC Steering Committee to find a way to resolve the situation.

3.2. **Following discussion it was agreed that the Board will work collaboratively with the HIPC Steering Committee on opening nominations for an HIPC Interim Lead which will be a Board appointment. Nominations will be open to all members of HIPC that meet the application criteria.**

3.3. Applicants will be interviewed by a panel that includes trustees and at least one representative from the HIPC Steering Committee.

3.4. MS welcomed this collaborative approach to resolving the situation.

3.5. **AC and VC will work on the operational side of opening the vacancy for HIPC Interim Lead with the aim of making an appointment before the 2023 Christmas break. The Remuneration, Appointments and Performance Management Committee (RAPMC) are also to be involved in ratifying the appointment.**

4. UKCP Vice Chair

4.1. The Board discussed the possible courses of action following JLS' decision to stand down as UKCP Vice Chair and trustee. Her last day in post is 15 September 2023.

4.2. AC advised that the three options open to the Board are:

- Open an election for Vice Chair as soon as possible
- Open an election for Vice Chair within six months of JLS' last day in post, as per Article 15(4)

- Appoint someone from the Board to be Acting Vice Chair, as per Article 15(5)
- 4.3. The Board discussed the constitutional implications and ramifications of the above options.
- 4.4. A reasonable interpretation of the Articles is that Co-opted Trustees would not need to stand down when a Vice Chair election was opened, but would need to stand down when the next 'ordinary' trustee election was opened.
- 4.5. CB said that it was important to have a new Vice Chair in post soon as it is a key position within the organisation.
- 4.6. **It was agreed that an election for Vice Chair will be opened as soon as is convenient, taking into account the membership renewal period and the Christmas period.**
- 4.7. **As it will take three or four months for the election process to be completed the Board will also look to appoint someone as Acting Vice Chair in the interim until the election is completed.**

5. Members' Forum

- 5.1. MS thanked JLS for all her work, particularly for when she was UKCP Acting Chair.
- 5.2. MS spoke to her report and made the following points:
- The Board of Trustees is lacking experience of someone from a Training Organisation with knowledge of Students and Trainees.
 - MS feels there is more trust between the Board of Trustees and the Members' Forum and she commended the Board for this.
 - MS values JLE's collaborative and consultative approach as the new UKCP Chief Executive Officer (CEO).
 - Communications were recently sent to Organisational Members (OMs) asking them what their students would like from UKCP – their responses will help inform the development of the Student Welcome Pack.
 - Papers have been submitted from Divine Charura, Heward Wilkinson and Siobhan McGee with their thoughts on the Future Shape of Psychotherapy, and these papers have been made available to members via the website – **AC will circulate the papers to the Board.**
 - MS has asked JLE to organise a Strengths, Weaknesses, Opportunities and Threats (SWOT) exercise with the Members' Forum soon.
- 5.3. MS posed some questions about the budget line for Members' Forum.
- 5.4. DF said that it was agreed at the last Finance, Risk and Audit Committee (FRAC) meeting that the Members' Forum budget should be financially supported.
- 5.5. It is hoped that more funds will be made available to the Members' Forum in the latter half of 2023-24 budget year.
- 5.6. PD said that membership engagement is essential to UKCP strategy and that we need to prioritise the Members' Forum.

5.7. The Board accepted the report from the Members' Forum Moderator and gave thanks.

6. New Psychotherapist Magazine – Change in Publisher

6.1. **The Board unanimously approved the change from the current publishers James Pembroke Media to the new publisher Redactive Media Group (www.redactive.co.uk).**

7. NHS Pathways

7.1. The Board reviewed the paper from VC which gave an update on the project.

7.2. The NHS pathways course curriculum states that 50 hours of personal therapy is required. The UKCP Psychotherapeutic Counselling and Intersubjective Psychotherapy College (PCIPC) Standards of Education and Training (SETs) outline a requirement of 105 hours. As it stands, this means that successful trainees on the NHS pathways course will not be able to join UKCP as members as they will not have met UKCP requirements.

7.3. The NHS Pathways project team has been working collaboratively with the colleges and with the Education, Training and Practice Committee (ETPC) to see if there is a solution to rearticulating the SETs in a more outcomes-focussed way

7.4. VC suggested that we take a collaborative approach and establish a Working Group comprised of trustees and ETPC members who could shape a meaningful consultation and then bring this back to the ETPC so they can make an evidence based decision.

7.5. Following an in-depth discussion it was agreed that:

7.5.1. **For the current cohort on the pilot three year course, an additional clinical pathway is to be created which will enable graduates to become UKCP members.**

7.5.2. **A consultation will take place to determine an evidence base for a more outcome focussed approach to personal therapy for the UKCP Adult Generic Psychotherapeutic Counselling SETs.**

7.6. CB thanked VC and the project board for all their work.

8. Equality, Diversity and Inclusion (EDI)

8.1. WDB spoke to the EDI Report.

8.2. WDB will be attending the HIPC Exec meeting on 16 October 2023 and the Council for Psychoanalysis and Jungian Analysis College (CPJAC) meeting on 21 October 2023.

8.3. VC advised that the Senior Management Team (SMT) will be working with the charity to provide advice and guidance on managing meetings for the hearing impaired.

8.4. **WDB will speak to EB outside of the meeting about publicising the EDI Action Plan. This meeting will also be to review the RAG rating of the various projects.**

8.5. It was suggested that CB meet with the EDI Committee Chair (Kei-Retta Farrell) and WDB in order to discuss EDI.

9. EDI Toolkit

- 9.1. WDB spoke to his paper.
- 9.2. The Coalition for Inclusion and Anti-oppressive Practice has created a toolkit for psychotherapies training called 'Race is complicated'. The toolkit is design to help the UK counselling and psychotherapy profession to better understand and address race and diversity.
- 9.3. The toolkit was being presented to the Board for information only.

10. UKCP Ethics Lead

- 10.1. **The Board unanimously approved the reappointment of Julie Stone as the UKCP Ethics Lead.**
- 10.2. **Contractual arrangements for the role are to be agreed.**

11. Treasurer's Report

- 11.1. DF spoke to his report.
- 11.2. **The Board unanimously approved the reappointment of PEM as the UKCP auditors.**

12. UKCP Budget 2023-2024

- 12.1. DF spoke to the budget papers.
- 12.2. Unlike previous years the budget is for the first six months (October 2023 to March 2024). Also included is an indicative budget for the second six months (April 2024 to September 2024). This approach is because the office project will have an impact on the Reserves which will likely free-up spending for the second half of the year.
- 12.3. **As previously mentioned when discussing the Members' Forum, the indicative budget should have included £3k for the Members' Forum which was omitted. This will be corrected and £3k moved from the office project costs to the Members' Forum. The corrected indicative budget will then be recirculated to the Board.**
- 12.4. **The Board unanimously approved the UKCP Budget for 2023-24, with the caveat of the above.**

13. Governance

13.1. Chair's Report

- 13.1.1. CB spoke to his report and answered questions.
- 13.1.2. The Board accepted the report.

13.2. Vice Chair's Report

- 13.2.1. JLS spoke to her report and answered questions.

13.2.2. JLS standing down as Vice Chair will leave a vacancy on both the RAPMC and the FRAC. **CB will speak to PD about possibly joining the FRAC and to CY about possibly joining RAPMC. These possible appointments will be confirmed at the CEO Briefing meeting on 22 September 2023.**

13.2.3. **The chair of the RAPMC is to be decided by the committee and then ratified by the Board.**

13.2.4. The Vice Chair's Report included a report on the performance of the CEO.

13.2.5. The Board accepted the Vice Chair's report.

13.3. CEO Report

13.3.1. JLE spoke to his report and answered questions.

13.3.2. **The Board approved the extension of Inger Gordon's term of office as Membership Committee Chair to 30 November 2024.**

13.3.3. **The HIPC Direct Member Report has been received and AC will circulate it to the Board.**

13.3.4. The Board welcomed the Annual Plan included with the CEO Report.

14. Office Project

14.1. VC gave an on screen presentation of findings from the recent staff survey concerning the office project. **VC will check unweighted survey results to see if different themes emerge.**

15. Professional Standards and Regulation

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

15.1.1. The report includes a track changes version of the proposed new PRCCF terms of Reference. **JLE will meet with the PRCCF Chair to discuss the Terms of Reference before they come back to the Board for approval.**

15.1.2. The Board accepted the PRCCF Chair's report and gave thanks.

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

15.2.1. The ETPC will have a meeting with the UKCP Registrar to discuss clinical responsibility.

15.2.2. The Board accepted the ETPC Chair's report and gave thanks.

15.3. Report from the Chair of the Membership Committee (MC)

15.3.1. The Board accepted the MC Chair's report and gave thanks.

15.4. Registrar's Report

15.4.1. The Board accepted the Registrar's report and gave thanks.

15.5. Report from the Regulation and Quality Assurance Team (RQAT)

15.5.1. The Board accepted the RQAT report and gave thanks.

16. **Action Points from Today's Meeting**

16.1.1. VC read out the actions from the meeting.

17. **AOB**

17.1. Consultations and Working Groups

17.1.1. The meeting papers contain a current list of coalitions and working groups that UKCP participate in. **The paper is to be discussed in more depth at the next Board meeting.**

17.1.2. Some trustees were unaware of UKCP's involvement in some of the consultations and working groups.

17.1.3. **It was suggested that the list of consultations and working groups also contains information on when Board approval for UKCP involvement was given.**

17.2. ETPC Chair

17.2.1. **VC advised that Julie Scully's term of office as ETPC Chair will be coming to an end in January 2024. The potential extension to her term of office is to be delegated to the RAPMC.**

17.3. Governance Day

17.3.1. JLS was originally going to present at the Governance Day on 20 October but has now stood down as Vice Chair and trustee. **The Board will decide who will replace her at the Board CEO Briefing meeting on 22 September 2023.**

17.4. Advances in Psychedelic Healthcare Conference

17.4.1. AC asked if any trustees were interested in attending the online conference on the afternoon of 23 November 2023. **MS and JLS expressed an interest.**

The meeting ended with a presentation to JLS. The Board gave great thanks and applause for all her work during her time in office.