

EDI (BIIDE) Committee Minutes

Meeting date: Friday 14 July 2023
 Time: 2pm – 4pm
 Type: Remote via Zoom
 Location: Zoom

Version: Draft 4

Present via Zoom:	Kei-Retta Farrell	EDI Chair
	Joanne Hipplewith	Vice Chair and CFCSP representative
	Charles Brown	Individual therapist
	Evaldo Dutra	UKCP Staff representative
	Helen Willingham	UKCP SMT
	Jonathan Fisher	COOHP representative
	Manshant Rani Kaur	CPJA representative
	Pamela Vickers	Individual therapist
Samson Wan	UKCP	
Will Daniel-Braham	UKCP Trustee	

Apologies from:	Charlotte Chiu	CFCSP representative
	Sheona Della-Fort	Student therapist

Did not attend:	Jo Parker	Individual therapist
	Sheetal Amin	Individual therapist
	Victoria Nelson	Individual therapist

Minutes by: Samson Wan

Agenda

Meeting date	Friday, 14 July 2023			2 – 4pm	
Venue	Via Zoom				
Item no.	Description	Paper	By	COI	Time
1	Introductions and apologies		KF		14:00
2	Minutes of the last meeting and matters arising		KF		14:05
3	Chairs Report		KF		14:15
4	Board Update		WDB		14:25
5	Staff Update		ED		14:35
6	Colleges Update		All		14:45
Break					15:00
7	EDI Action Plan		KF/JH		15:10
8	Recommendations for the EDI Action Plan		HW		15:30
9	A.O.B		KF		15:50
10	Next meeting		All		15:55

Next meeting – Friday, 22 September 2023 2 – 4pm

1. Introduction and apologies

Apologies from CC who is attending the ETPC meeting.

Apologies from SDF.

Welcome to Fuad Buraimoh.

KF happy to meet with Fuad outside of meeting to help with any questions.

VN will be stepping down from the committee.

2. Minutes of the last meeting and matters arising

Minutes from previous meeting have been agreed by committee.

Action Point 18 – Have met twice. Closed.

Action points 24 to 27 are still on hold.

Action point 28 – Have met and discussed. Closed.

Action point 35 – JF to provide SW with documents to circulate.

Action Point 36 – KF to provide documents to circulate.

Action Point 37 – done – Closed.

Action Point 38 – done – Closed.

Action point 39 – Done during last meeting – Closed.

Action Point 40 – Done – Closed.

Action Point 41 – On going.

Action Point 42 – SW to send PSA papers to Committee.

Action Point 43 – Shared with Committee papers for this meeting. Closed.

Action Point 44 – On Agenda for today.

Action Point 45 – No further information from researchers. Closed for now. Will reopen later when we have more information.

3. Chairs report

3.1 Vice Chair role

Congratulations to JH for becoming the Vice chair of the EDI committee.

JH's role will be to support the EDI subgroups.

Have met to discuss Vice chair role.

Supporting coordination of EDI action plan within the committee and providing support to the subgroups and tracking progress of the respective actions.

3.2 Attended PRCCF

KF and WDB attended the Professional regulatory committee of colleges and faculties.

Plan to go around to the different colleges to raise the profile of the EDI action plan and engage them.

3.3 Board Meeting

WDB has previously been providing updates from the Board but going forward, KF will be attending the Board meetings and providing the update to the committee.

KF will be providing a written quarterly or every other quarter update to the Board.

KF to attend one board meeting annually to provide a comprehensive overview of the progress.

3.4 Written Chair's report

CB request written formal report of the Chair's report.

Action – KF to provide formal written report of chairs report moving forward to be distributed to members.

3.5 Meeting with Colleges

HIPC meeting is happening Friday 28 July and KF will be attending.

This is in line with engaging with colleges and KF will feed back.

HIPC is eager to know more about the EDI action plan.

4. Board Update

4.1 Staff check-in

The Staff check-in has moved from fortnightly check-in to monthly check-in with a different Board member attending each time to introduce themselves.

This was originally because there was no chair or CEO to help check in with staff.

Today we had Pippa.

Last month it was David.

Before that it was Michelle.

July will be Jo Lucas.

It's slowly going through the board members.

Informal session with the staff.

4.2 PSA process

Will be meeting with James and Helen to discuss this.

To discuss the links to PSA process and the EDI action plan.

Operational and strategic when are these divisions made?

Action - SW to send out PSA documents.

5. Staff update

5.1 Committee advertising

We have approached Black, African and Asian Therapy Network (BAATN) to advertise some committee roles.

Still waiting to hear back from them.

The roles are still open until September.

Hopefully it will go out in their latest newsletter, if not, it will go out in their next one.

5.2 Website

WDB would like a more dynamic EDI page. Expanding and contracting bios to make things neater with all the pictures out to show diversity. What are we showing? Not just diversity but culture. There are limitations as to what can be done on the web page but it is being investigated.

Action – ED to explore what other functionality is available on the webpage.

The EDI webpage:- [Equity, Diversity and Inclusion \(EDI\) Committee | UKCP \(psychotherapy.org.uk\)](#)

Anyone who would still want to add their picture or bio, please send to [Evaldo](#)

6. Colleges update

6.1 College of Family, Couple and Systemic Psychotherapy (CFCSP)

How are OMRs conducted?

AFT OMR was found to be institutionally racist and the OMR was cancelled and is being rebooked.

Edit – AFT OMR was postponed because the two assessors had a conflict of interest. They were both members of AFT and one was the Chair of Ethics committee at AFT.

6.2 College of Outcome Orientated and Hypno-Psychotherapies (COOHP)

They are interested in the PSA.

Accessibility to the complaint's procedure.

Everything online. Contact with UKCP via phone lines is difficult.

EDI is not explicitly stated but is already employed across college.

6.3 Pleustist Counselling Union

The PCU has had a number of racist and sexist complaints made against their practitioners.

Bringing to committee to discuss whether we should have some representation or support to give them about these complaints.

Our role as the committee should be looking at the bigger picture rather than getting directly involved with the complaint. We can review the document procedure but not get involved in the case.

There is an EDI action plan item to look at the complaints process.

EDI won't get involved on an individual complaint basis but will influence the policies and process around them.

6.4 No updates from the following colleges:

College for Child and Adolescent Psychotherapies (CCAP)

College for Sexual and Relationship Psychotherapy (CSRP)

College of Medical Psychotherapists (CMP)

Constructivist and Existential College (CEC)

Council for Psychoanalysis and Jungian Analysis College (CPJA)

Humanistic and Integrative Psychotherapy College (HIPC)

Psychotherapeutic Counselling and Intersubjective Psychotherapy College (PCIPC)

Universities training College (UTC)

7. EDI Action Plan

7.1 Updates from subgroups

Training

Have met in April and asked questions but had no response from James or Sahanika.

Due to no further information, they haven't been able to progress.

James was meeting with Helen to discuss.

Met in June but still no information.

Without answers to their questions, meeting up next week will still not be able to progress.

VN dropped out of Training subgroup due to being busy, but she also raised questions about the accessibility of the meeting using captions.

Action – KF to reach out to VN to understand whether accessibility was a consideration in standing down from the committee.

Have difficulty minute taking with only three people – due to issues of how meetings are accessible to allow full access.

Is it possible for something to help in minute taking?

James and Sahanika have cancelled meetings with subgroup a few times. Feeling that the subgroup's work and time are not as important as what they are doing.

HW will take questions to reach out to James and see if she can answer.

JH to reach out to KF to resolve the situation.

Action - HW to look into supporting with minutes.

Membership

The report was submitted with the papers as an example.

Met twice now.

One item is on hold – EDI accreditation for OMs – they will need more information as to where this came from to see where this should be going.

CB has investigate this.

Engagement

Have met and discussing the items.

7.2 EDI Action Plan Language

JH and WDB have met and been reviewing the language in the EDI Action Plan.

HW has updated the EDI Action Plan for this meeting.

JH, WDB and HW to meet to discuss the language of the EDI AP.

HW to hold the latest copy of EDI Action Plan.

HW and WDB to meet Bi-Monthly to review the EDI Action Plan in preparation for the webpage update as well. JH to be included in this.

8. Recommendations for the EDI Action Plan

We ran out of time to discuss the documents.

To be on the next meeting agenda.

Will give time for WDB, JH and HW to get together to discuss EDI Action Plan language.

9. A.O.B

9.1 Induction day in November 8

There is a UKCP Induction that will be happening in November.

The induction is open to all volunteers and committee members.

The induction meeting allows volunteers to know more about the company and how it's structured and operates.

KF will be joining in and updating the EDI introduction.

Action – KF will bring what the EDI induction presentation in September meeting. In prep for November induction.

Kristin Skarsholt is the one organising the Induction meetings. If you're interested in joining, there will be another reminder in the September Meeting.

9.2 Members' Forum

PV has been attending these meetings.

There has been EDI issues being raised.

It would be good to have someone attending from our EDI committee to be able to report back to the committee.

Feed back to the forum and potentially disseminate information.

Could we do a one-off presentation to the forum?

Members' Forum to become a standing item in the agenda.

Members' Forum usually takes place about 3 times a year on a Saturday. Around 10-4.

Next year's dates are still being finalised.

Action – HW to approach moderator to get more information related to EDI to the committee.

Committee members to attend the Members' Forum to see what it's like.

More information to be provided before anyone volunteer to attend Member's Forum.

Link to members forum for more information:- [UKCP Members' Forum | UKCP \(psychotherapy.org.uk\)](https://www.ukcp.org.uk/members-forum)

9.3 Helen Maternity

HW will be on maternity leave at the end of September.

We are recruiting for a cover.

Will be at the next meeting with the new cover to help hand over the work.

10. Next meeting

The next meeting will take place on Friday, 22 September 2023 – 2pm to 4pm

Summary of action points	Owner	Date action required	Update - Open/Closed
ACTION POINT 24: Discussion on race scheduled for Friday 19 May 2023. Committee members should reflect between now and then.	ALL	Next BIIDE Committee meeting – 19/05/2023	PAUSED
ACTION POINT 25: JH will send some papers to SW to circulate to all members before the discussion. KF asked other committee members to send any papers they think would aid the discussion to SW for circulation also.	ALL	Next BIIDE Committee meeting – 19/05/2023	PAUSED
ACTION POINT 26: ED to notify the Committee when the ‘House Style’ is up for formal review so that the committee can feedback their agreed language positions from the discussion scheduled for Friday 19 May 2023.	ED	BIIDE Committee meeting – 14/07/2023	PAUSED
ACTION POINT 27: ED to provide a demo for Committee members when ‘house style’ is live online.	ED	BIIDE Committee meeting – 14/07/2023	PAUSED
ACTION POINT 28: JH, KF and WDB to meet to discuss JH appointment to Vice-chair following the meeting.	JH, KF and WDB	Next BIIDE Committee meeting – 19/05/2023	CLOSED
ACTION POINT 29: WDB to help with providing additional information about Action Plan sub-groups	WDB	Next BIIDE Committee meeting – 19/05/2023	CLOSED
ACTION POINT 30: All action plan sub-groups to send SW details of their upcoming sub-group meetings. SW to circulate meeting details to all committee members.	ALL	Next BIIDE Committee meeting – 19/05/2023	CLOSED
ACTION POINT 31: Can all remaining committee members currently not part of an action plan sub-group, let SW know which group you would like to join. SW to provide list of who is currently in which group.	ALL	Next BIIDE Committee meeting – 10/03/2023	CLOSED
ACTION POINT 32: WDB to update Terms of Reference	WDB	Next BIIDE Committee meeting – 19/05/2023	CLOSED
ACTION POINT 33:	All	14/04/2023	CLOSED

WDB and HW to deliver facilitated session on working with the Action Plan for 14 April 2-4pm			
ACTION POINT 34: Zoom meeting to open at 1:45pm	SW	Next BIIDE Committee meeting – 19/05/2023	CLOSED
ACTION POINT 35: JF proposed developing a meeting etiquette document. JF to share a document which could be used as a guide.	JF	Next BIIDE Committee meeting – 19/05/2023	OPEN
ACTION POINT 36: KF to circulate the ground rules document again.	KF	Next BIIDE Committee meeting – 19/05/2023	OPEN
ACTION POINT 37: Send Evaldo’s email with an example bio to allow members to send in their response.	SW	Next BIIDE Committee meeting – 14/07/2023	CLOSED
ACTION POINT 38: Forward the papers and links from JH	SW	Next BIIDE Committee meeting – 14/07/2023	CLOSED
ACTION POINT 39: Send VN contact details to training group	SW	Next BIIDE Committee meeting – 14/07/2023	CLOSED
ACTION POINT 40: Send out notes and contact details of UKCP staff who attended the EDI Action Plan workshop to all members	SW	Next BIIDE Committee meeting – 14/07/2023	CLOSED
ACTION POINT 41: Meet with colleges over the next year to keep the dialogue open on EDI action plan and have conversations. They will provide feedback to the committee on the action plan when they can.	KF and WDB	Ongoing	OPEN
ACTION POINT 42: Distribute the documents from PSA.	SW	Next BIIDE Committee meeting – 14/07/2023	OPEN
ACTION POINT 43: Share table that membership subgroup have used as an example template.	HW and SW	Next BIIDE Committee meeting – 14/07/2023	CLOSED
ACTION POINT 44: Provide narrative on proposed new EDI action plan recommendations in line with the action plan to help with discussion.	HW	Next BIIDE Committee meeting – 14/07/2023	OPEN

ACTION POINT 45: Action – KF to request information sheet from researchers	KF	Next BIIDE Committee meeting – 14/07/2023	CLOSED
ACTION POINT 46: KF to provide formal written report of chair’s report moving forward to be distributed to members.	KF	Next BIIDE Committee meeting – 22/09/2023	OPEN
ACTION POINT 47: ED to explore what other functionality is available on the webpage.	ED	Next BIIDE Committee meeting – 22/09/2023	OPEN
ACTION POINT 48: KF to reach out to VN to understand whether accessibility was a consideration in standing down from the committee.	KF	Next BIIDE Committee meeting – 22/09/2023	OPEN
ACTION POINT 49: HW to look into support for subgroups with minutes.	HW	Next BIIDE Committee meeting – 22/09/2023	OPEN
ACTION POINT 50: KF will bring what the EDI induction presentation in September meeting. In prep for November induction.	KF	Next BIIDE Committee meeting – 22/09/2023	OPEN
ACTION POINT 51: HW to approach Members Forum moderator to get more information related to EDI to the committee.	HW	Next BIIDE Committee meeting – 22/09/2023	OPEN