



# Board of Trustees Minutes

**Meeting Date:** Friday 4 July 2014

**Time:** 18:00 – 20:00

**Type:** Face to face

**Location:** UKCP Room 1

**Version:** Approved

**Present:**

Janet	Weisz (JW)	Trustee & UKCP Chair
Fiona	Biddle (FB)	Trustee
Rory	Worthington (RWt)	Trustee
Carmen	Joanne Ablack (CJA)	Trustee
Inger	Gordon (IG)	Trustee
Philippa	Tucker (PT)	Trustee
Sian	Ellis (SE)	Trustee
Martin	Pollecoff (MP)	Trustee
Philippa	Whittick (PW)	Vice Chair ETPR** (non-Trustee)
David	Pink (DP)	Chief Executive (non-Trustee)

**Apologies:**

Philippa	Whittick (PW)	Vice Chair ETPR** (non-Trustee)
Andrew	Wadge (AW)	Trustee
Keith	Carlton (KC)	Trustee
David	Fitzgerald (DF)	Trustee
Pat	Hunt (PH)	Trustee
Philippa	Tucker (PT)	Trustee

**In Attendance:** N/A

**Minutes By:** Sophie Kennedy (SK) Business Support Coordinator and PA to Chair

\*\* Education, Training, Practice & Research

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

## 1. Apologies and declaration of interest

- 1.1. Apologies were given as detailed on page 1 of these minutes.
- 1.2. IG, PW, JW and DP declared a conflict of interest for discussions concerning the Strategic Coordinating Committee (SCC) as they are members of the committee.
- 1.3. CJA, FB, PW, IG, JW and DP declared a conflict of interest for discussions concerning the Psychotherapy Council (PC) as they are members of the council.
- 1.4. JW, IG, PW, FB, MP, DP, CJA and JJ all declared a conflict of interest for discussions concerning committee work, as they are all members of committees.
- 1.5. IG and FB declared a conflict of interest for discussions concerning the Colleges and Faculties, as they are members of the Professional Regulatory Committee of the Colleges and Faculties (PRCCF).

## 2. UKCP review of governance structures

- 2.1. The Chair explained that the purpose of the meeting was to formally record the Board's position relating to the *UKCP Review of Governance Structures report* and to prepare for the upcoming General Assembly (GA) on 19 July 2014.
- 2.2. The Board then proceeded to go through each recommendation set out in the report that related to the following parts of the UKCP structure:
  - Board of Trustees
  - Chair and Vice Chair roles
  - Strategic Coordinating Committee (SCC)
  - Psychotherapy Council (PC)
  - Committees, Colleges & Faculties
  - Process Issues
  - Memorandum and Articles of Association
- 2.3. The Board discussion included the following points and actions:
  - 2.3.1. When reviewing their own skill sets, trustees need to also assess their knowledge and experience.
  - 2.3.2. **More work needed to be done in relation to reviewing the performance of the Board.**
  - 2.3.3. **The description of the UKCP Chair role needs to include 'Figurehead and Professional Leadership'.**
  - 2.3.4. More clarity is needed as to the role of the Strategic Coordinating Committee (SCC); whether the committee should be confirmed as a sub-committee of the Board with delegated authority, or that consideration should be made for the Board to meet more often to fulfil the work undertaken by the SCC.
  - 2.3.5. **The Board were in broad agreement of the SCC becoming a sub-committee of the Board.**

- 2.3.6. **The availability of minutes for all regulatory committees is to be discussed at the next Board meeting on 18 July 2014.**
- 2.3.7. How the Psychotherapy Council (PC) is functioning should be discussed at the GA.
- 2.3.8. The primary function of the PC is to hold the Chair and Board to account, and the issue of Board accountability should be raised at the GA.
- 2.3.9. Questions about the relationship between the Board and the PC are likely to arise at the GA.
- 2.3.10. Direct members should instead be referred to as ‘members who are not part of an organisation’ i.e. they don’t need to be sponsored by an Organisational Member (OM) to renew their membership every year.
- 2.3.11. The Treasurer raised the issue of direct member costs and would like this topic discussed at the Board meeting on 18 July.
- 2.3.12. **The Chair would like to have the figures of direct members for the next board meeting; the % of individual members not attached to an OM over the last 5 years.**
- 2.3.13. There are 3 different types of committee: Regulatory, Advisory and Sub-committees of the Board (with delegated authority). **The Chair would like the different types of committees discussed at the next Board meeting.**
- 2.3.14. CJA noted that the Diversity, Equality and Social Responsibility (DESR) issues were missing from the *UKCP Review of Governance Structures* report, and that the Board needs to take leadership and responsibility for DESR.
- 2.3.15. Diversity and environmental issues may be a hot topic at the GA.
- 2.3.16. **The Board agreed that a robust Remuneration and Performance Management Committee (RPMC) was needed and this is to be discussed at the Board meeting on 18 July.**
- 2.3.17. Questions concerning the colleges and faculties and how they are functioning may arise at the GA.
- 2.3.18. Some members are unaware that they are members of a college.
- 2.3.19. **The Board agreed not to take a position on the recommendations relating to the Colleges and Faculties but to listen to what the members have to say at the GA and use their comments to inform a way forward.**
- 2.3.20. **The Board agreed with recommendations relating to delegated authority from the Board and creating a standard policy on conflict of interest.**
- 2.3.21. **The Board were in agreement with the recommendation that there should be clear reporting structures for Honorariums, with the RPMC being a possible place for this to be managed.**
- 2.3.22. **The Board agreed to discuss (at the next meeting) whether all minutes, across the whole UKCP structure, are to be made available.**

2.3.23. **The Board agreed with all the process issue recommendations contained in the UKCP Review of Governance Structures report.**

2.3.24. The Board briefly discussed the amended *UKCP Memorandum and Articles of Association* which will be voted-on at the General Meeting on 19 July.

### 3. AOB

3.1. The Chair asked if anyone had any queries about the GA on the 19 July and explained that at 4pm (on 19 July) the formal General Meeting would take place.