



Board of Trustees Minutes

Meeting Date: Friday 7 July 2023

Time: 09:30 – 16:00

Type: In person

Location: UKCP Office, 2nd Floor, 2 America Square, London EC3N 2LU and online via Zoom

Version: Approved

Present:

Michelle	Briggs (MB)	Trustee
Christian	Buckland (CB)	Chair and Trustee
Will	Daniel-Braham (WDB)	Trustee
Pippa	Donovan (PD)	Trustee
David	Fitzgerald (DF)	Treasurer and Trustee
Peter	Gregory (PG)	Trustee – <i>remotely by Zoom</i>
John	Loughrey (JL)	Trustee - <i>remotely by Zoom</i>
Jo	Lucas (JLS)	Vice Chair - <i>remotely by Zoom</i>
Courtenay	Young (CY)	Trustee

Apologies: None

In Attendance:

Viki	Calais (VC)	Chief Operating Officer
Jon	Levett (JLE)	Chief Executive Officer
James	Pickering (JP)	Registrar – <i>remotely by Zoom for Registrar items only</i>
Maura	Sills (MS)	Members' Forum Moderator - <i>remotely by Zoom</i>
Wendy	Smith (WS)	Finance Officer – <i>for Finance items only</i>
Helen	Willingham (HW)	Head of Content and Engagement

Minutes By: Alex Crawford (AC) Governance Manager

Action Points and Decisions – in Black Bold

1. Minutes of the Board Meeting on 20 April 2023

1.1. Corrections

1.1.1. **Point 1.2 is to be amended to read 'attrition'.**

1.1.2. **Point 4.3.1 concerning succession planning is to be amended to reflect that the Board can have up to three Lay Trustees.**

1.1.3. **Point 6.4.1 is to be amended to read, '*The Board endorsed the proposals contained in the SMT paper and asked the SMT to consider a range of options. The SMT are to present final proposals no later than 7 December 2023 when the Board will make a final decision. This was proposed by JL, seconded by CY and passed unanimously*'.**

1.2. Matters Arising

1.2.1. **Re: point 4.3.1 concerning succession planning for the Board, the Governance Manager will work on opening Lay Trustee recruitment.**

1.2.2. **Re: Section 5 concerning Scope of Practice and Education for Counselling and Psychotherapy ('SCoPEd'), updates are to be included in future Board Chief Executive Officer (CEO) updates.**

1.2.3. **Re: point 6.2.4 concerning the Members' Forum Terms of Reference, AC and MS will work on making further amendments.**

1.3. **The minutes were approved, subject to the above amendments.**

2. Chair's Report

2.1. CB spoke to his report and answered questions.

2.2. CB is having regular meetings with JLE and things are getting back on track with various projects.

2.3. PD requested more information about the All Party Parliamentary Group (APPG) on Prescribed Drug Dependency referred to in the report.

2.4. Re: CB's comment about now having a 'full' Board of Trustees, JL pointed out that UKCP Articles of Association allow for an additional two Lay Trustees and an additional one Co-opted Trustee.

2.5. **The Board accepted the report.**

3. Vice Chair's Report

3.1. JLS spoke to her report and answered questions.

3.2. **The Board is to be involved in the planning of the next UKCP Research Conference. The UKCP Senior Research and Policy Officer is to contact PD and CY when planning the next Research Conference.**

3.3. **The Board accepted the report.**

4. CEO Report

- 4.1. JLE spoke to his report and answered questions.
- 4.2. Concerning phone calls to the office, JLE will ensure the UKCP main phone number is made available on the homepage of the UKCP website.
- 4.3. **A communication will be sent to members outlining steps taken to improve staff phone and email responses. The communication will also mention what is being done to fix recent issues with the UKCP website.**
- 4.4. MB asked how the recent website issues with *Find a Therapist* function had happened, given that the systems are still fairly new. **The Senior Management Team (SMT) will look into this and ensure good project governance in place going forward.**
- 4.5. **The Board accepted the report.**

5. UKCP Strategy 2024-2027

- 5.1. JLE, on behalf of the SMT, gave a PowerPoint presentation and answered questions.
- 5.2. The presentation included:
 - An analysis of UKCP's Strengths, Weaknesses, Opportunities and Threats (SWOT)
 - An analysis of the competition to UKCP
 - A review of the current UKCP Vision, Mission, Values, Strategic Objectives and Aims
 - Proposals for next steps
- 5.3. **A Working Group is to be created to take UKCP Strategy forward as outlined in the presentation. The Working Group should involve trustees and people further afield who have some credibility with members - 'key influencers'.**
- 5.4. **WDB requested that the UKCP Values in the presentation should be changed to read 'we are' instead of 'we will be', i.e. 'We will be transparent in all that we do'.**
- 5.5. It was suggested that UKCP Student Members are involved in Research events.

6. Strategic Risks

- 6.1. VC spoke to her paper and answered questions.
- 6.2. **PD requested that an additional item be added to the Risk Register.**
- 6.3. **MB requested that the 'Mitigation' column of the Risk Register be expanded to give a more detailed explanation of the mitigations in place.**

7. Office Project

- 7.1. VC spoke to the report from the Project Board which gave an update on plans for the likely move from the current UKCP premises to new premises.

7.2. It was requested that the meeting room provision of new premises be next to the working space in order to maintain connection.

7.3. The Board endorsed the Project Board's in principle decisions detailed in the paper.

8. Constitution Working Group

8.1. JLE spoke to the paper and answered questions.

8.2. The paper was produced by a Board working group comprising of JLE, JL, JLS, WDB, VC and AC.

8.3. The paper provides a summary of the UKCP Articles, Byelaws and Standing Orders and outlines some recommendations for updates and improvements.

WS joined the meeting

9. Treasurer's Report

9.1. DF spoke to his report and answered questions.

9.2. Regarding non-membership income, WDB requested that the employment of an internal fundraiser be considered at the Board Budget meeting on 28 July 2023.

9.3. The formal re-appointment of the UKCP Auditors (PEM) will come to the next Board meeting on 15 September 2023.

10. Finance Report, Balance Sheet and Management Accounts

10.1. WS spoke to the papers and answered questions.

10.2. MB requested that the Balance Sheet show figures at this time last year as well as last year end.

10.3. PD queried the reasons for the increase in new members that are reflected in the additional income. **It was suggested there be an analysis of the reasons and trends behind the increase.**

11. Reserves Policy and Target

11.1. WS spoke to her paper and answered questions.

11.2. **The Board approved the (unchanged) Reserves Policy for 2023/24.**

11.3. **The Board approved an increase in the General Reserves target to £450,000 for 2023/24.**

11.4. **The Board approved an increase in the Complaints and Conduct Process (CCP) Reserves target to £74,000 for 2023/24.**

WS left the meeting

12. Professional Standards and Regulation

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

- 12.1.1. **Regarding the proposed amended PRCCF Terms of Reference, AC will request a tracked changes version with more detailed explanation of the changes.**
- 12.1.2. **Once the tracked changes version of the PRCCF Terms of Reference are received then JLE will arrange a meeting with the PRCCF Chair to discuss.**
- 12.1.3. The Board gave thanks for the report.

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

- 12.2.1. **The report states that the ETPC Terms of Reference are in the process of being updated and reviewed. AC will contact the ETPC Chair and ask for the amended Terms of Reference, when available.**
- 12.2.2. The report states that work on the Child Therapeutic Wellbeing Practitioners (CTWP) is currently on hold. **The ETPC Chair is to be informed that CTWP is not a priority for the Board and does not need to be an ETPC project any longer.**
- 12.2.3. The Board accepted the ETPC Chair's report and gave thanks.

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

- 12.3.1. The report contains a proposal from the committee that the term of office for the current MC Chair be extended for a further year. **JLE and CB will speak to the MC Chair first before approving the extension in order to gain more of an insight into the work of the MC.**
- 12.3.2. The Board accepted the MC Chair's report and gave thanks.

JP joined the meeting

12.4. Registrar's Report

- 12.4.1. JP spoke to his report and answered questions.
- 12.4.2. The backlog of members' emails with the Membership Team has reduced significantly.
- 12.4.3. JP has met with staff to discuss the Direct Member Reaccreditation Process. Some issues with the process are caused by the fact that each college does things differently.
- 12.4.4. The report includes the Professional Standards Authority (PSA) Equality, Diversity and Inclusion (EDI) Standards. WDB offered his support to JP with regards to these requirements.
- 12.4.5. The Board accepted the Registrar's report and gave thanks.

JP left the meeting

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

- 12.5.1. The report included the Random Sample [of members] Audit Report 2022.
- 12.5.2. PD queried why details of only certain colleges are given in the RQAT report, not all. **VC will investigate why not all colleges are included.**

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

13. Members' Forum Report and Budget

13.1. The Board discussed the report from the Members' Forum Moderator.

13.2. Following their last meeting in July the Members' Forum's requested that a communication to be sent to members giving further background to the resignations following the UKCP General Meeting in October 2023. **CB will work with MS on drafting a communication to members.**

13.3. **JLE and the SMT will review the Members' Forum recommendations which came from the Members' Forum meetings in April and July 2022. MS will also be provided with an update on the recommendations which includes the suggestion of a welcome pack for Student Members.**

13.4. **The Members' Forum budget request for 2023/2024 will be discussed at the Board Budget meeting on 28 July 2023.**

13.5. The Members' Forum are hoping to hold a meeting in Edinburgh on 28 October 2023, pending budget approval.

13.6. MS referred to the Holmes Commission on Racial Equality Report, sent to the Board in May. [Holmes-Commission-Cover-Letter-and-Executive-Summary-rv5-26-23.pdf \(apsa.org\)](#)

13.7. JL suggested that the Board hold an online meeting with the Members' Forum in early autumn 2023.

13.8. **The Members' Forum Board report is to be higher up the agenda at future Board meetings.**

MS left the meeting

14. EDI Liaison Report

14.1. WDB spoke to his report and answered questions.

14.2. The committee now have a new EDI Vice Chair who is holding the EDI Action Plan.

14.3. WDB and the EDI Chair are engaged in more external facing work.

14.4. **In preparation for the EDI Committee meeting on 14 July 2023, VC and HW will get back to WDB urgently regarding UKCP policy concerning in-person/online meetings/hybrid meetings.**

14.5. It was suggested that the UKCP Meeting Guidance be reviewed re: the value of online meetings vs. in-person meetings.

VC and HW left the meeting

15. Closed Session

15.1. The meeting ended with a closed session.

APPROVED