

Board of Trustees Minutes

Meeting Date: Friday 14 March 2025

Time: 09:30 – 16:00

Type: In-Person

Location: Room 5 & 6, York House, 221 Pentonville Road, London N1 9UZ

Version: Confirmed

Present:

Bill	Adlard (BA)	Trustee
Michelle	Briggs (MB)	Trustee
Will	Daniel-Braham (WDB)	UKCP Vice Chair & Trustee
Pippa	Donovan (PD)	UKCP Chair & Trustee
Peter	Gregory (PG)	Trustee
Akash	Patel (AP)	UKCP Treasurer & Trustee
Matthew	White (MA)	Trustee

Apologies: Courtenay Young (CY) Trustee

In Attendance:

Viki	Calais (VC)	Chief operating officer (items 3-22)
Michael	Hewett (MH)	PEM Auditors – remotely
Jon	Levett (JLE)	Chief executive officer
Zahid	Nawaz (ZN)	EDI-BIIDE Chair - remotely
Mary	MacCallum-Sullivan (MMS)	Interim Members Forum Moderator
Helen	Willingham (HWM)	Head of content and engagement - remotely
Helen	Windsor (HW)	PRCCF Chair

Minutes By: Alex Crawford (AC) Board and committees secretary

Action Points and Decisions – in Black Bold

1. Welcomes, apologies and conflicts of interest

- 1.1. The Chair welcomed people to the meeting.
- 1.2. Particular welcomes were given to new Board members AP (Treasurer) and BA (elected trustee) and introductions were made around the room.
- 1.3. Congratulations were also given to the recently elected UKCP Chair and Vice Chair.
- 1.4. Apologies were given for CY who is attending the European Association of Psychotherapy (EAP) Conference in Vienna on behalf of UKCP. He will join remotely by zoom when he can.
- 1.5. The Chair asked that if any of the trustees had a conflict of interest with any of the meeting agenda items they were to declare them now. No conflicts of interest were declared.

2. Closed Session

- 2.1. The Board met in closed session to discuss legal matters, strategic risks and personnel issues and to approve the minutes from the closed session on 5 December 2024. Such matters are considered in closed session under sections 4(a), (g) and (i) under the Board's policy on matters to be discussed in open and closed session.
- 2.2. The Board and Committees Secretary was asked to leave the meeting for the last closed session item.

AC left the meeting

*MH, MMS, HW, VC & WS joined the meeting. AC rejoined the meeting**

3. Annual Audit 2024

- 3.1. The representative from the UKCP auditor spoke to the annual audit papers from PEM and advised that overall it has been a very clean audit with nothing of concern to draw the Board's attention to.
- 3.2. The Board resolved to note the audit report/audit matters report from PEM.
- 3.3. **The Board resolved to approve the following audit items:**
 - a) The 2024 Accounts and Trustee Annual Report
 - b) Letter of representation
 - c) Going concern
- 3.4. The Board of Trustees gave thanks to the UKCP Finance Manager and all the staff team involved in a successful audit including the Chief executive officer (CEO) and the Chief operating officer (COO).

MH left the meeting

4. Treasurer's Report

- 4.1. The Treasurer spoke to his report and answered questions.
- 4.2. **The Finance Manager will add some additional text to the UKCP Expense Policy clarifying the timing of when expense claims should be made in relation to advance purchases.**
- 4.3. **The Finance Manager will add version control to the UKCP Expense Policy.**

4.4. The Board resolved to approve the following finance items:

- a) Mid-year UKCP budget forecast
- b) Finance report and management Accounts
- c) UKCP Expense Policy (pending amendments as per point 4.2)
- d) UKCP membership fee setting principles for 2025-26
- e) Fora UKCP office licence renewal for a further 18 months to December 2026

4.5. The Board gave thanks to the Finance Manager and Finance Team.

WS left the meeting

5. Minutes of the Board Meeting on 5 December 2024

5.1. Corrections

5.1.1. None.

5.2. The Board resolved to approve the minutes.

5.3. Matters Arising

5.3.1. Matters arising were captured when reviewing the Board of Trustees action log.

6. Board of Trustees action log

6.1. The Board went through the outstanding items on the action log.

6.2. **The Board and committees secretary will make the various amendments to the action log captured in the discussion.**

6.3. **The Board and committees secretary will note on the action log when items are moved to the UKCP Annual Plan and to which workstream.**

6.4. **The Board and committees secretary will add the updated action log to the Board of Trustees SharePoint page.**

HWM joined the meeting

7. Lessons Learned following the decision for UKCP to leave the Memorandum of Understanding on Conversion Therapy

7.1. The Head of content and engagement spoke to the draft *MoU Lessons Learned* paper previously shared with trustees by email, and said the final approved version will be published on the UKCP website.

7.2. Following discussion the Board resolved that:

- a) There should be a communication on lessons learned to members rather than publication of the lessons learned report
- b) The tracked changes submitted by one of the trustees are to be considered

- c) The Vice Chair will speak with Therapists against Conversion Therapy and Transphobia (TACCT) and give their feedback to the Head of content and engagement who will then recirculate the amended document to the Board
- d) Publication of the document with members will be delayed until after the final version of the document is agreed by the Board.

8. Annual Conference Project Brief

- 8.1. The Board discussed the paper from the Head of content and engagement and the Events manager which outlined the plans for the next UKCP Conference following the success of the conference held in November 2024.
- 8.2. **The Board resolved to approve planning for a hybrid UKCP conference in Spring 2026 and the associated costs in the current budget year.**
- 8.3. **The Head of content and engagement will provide more detailed conference costings for consideration by the Finance, Risk and Audit Committee (FRAC) at their next meeting on 6 June 2025.**

HWM left the meeting

9. Governance Review Project Brief

- 9.1. The Board discussed draft Governance Review Project Brief paper from the COO.
- 9.2. **The Board resolved to approve the Governance Review Project Brief in principle, subject to the Sponsors being changed to the UKCP Chair and Matthew White, and the document being reviewed by the Constitution working group; the project sponsors shall sign-off the final version.**
- 9.3. **BA will join the UKCP Constitution Working Group.**

10. Partnership for Counselling and Psychotherapy Bodies (PCPB) Presentation

- 10.1. The CEO gave a PowerPoint presentation to the Board on the work of the PCPB (formerly known as Scope of Practice and Education for Counselling and Psychotherapy or SCoPEd).
- 10.2. **The CEO will give a presentation on the work of the PCBP at the next suitable Members Forum meeting.**

11. Chair's Report

- 11.1. The Chair spoke to her report and asked if there were any questions.
- 11.2. The Chair is keeping open communications with three former chairs of UKCP.

12. Vice Chair's Report

- 12.1. The Vice Chair spoke to his report.
- 12.2. **The CEO will invite the person recommended by the Vice Chair to join the Statutory Regulation Working group.**

- 12.3. The CEO advised that employment of an EDI Program Officer (staff member) is likely to be for more than 6 months.
- 12.4. The UKCP Chair and Vice Chair will work in partnership with the Moderator of the Members Forum to build a more collaborative relationship between the Board and the Members Forum.
- 12.5. The Vice Chair expressed his disappointment at the decision by the UKCP Senior Management Team (SMT) to not approve the request by the LGBTQIA+ Special Interest Group for UKCP be officially represented at the Pride in London parade on 5 July 2025. The CEO advised that SMT did not approve the request because involvement in political activities such as London Pride does not align with the UKCP charitable objectives, and Charity Commission guidance is clear that any political activity must be to further the objectives of the charity.
- 12.6. The Board noted the disappointment of the LGBTQIA+ Special Interest Group and also noted SMT's recommendation that business cases for funding need to be consistent with UKCP's charitable aims.
- 12.7. **At the request of the Vice Chair, the CEO agreed to be one of the UKCP representatives on the Coalition for Inclusion and Anti-Oppressive Practise.**
- 12.8. **The Board resolved that the Vice Chair's proposal for two additional trustees to be co-opted onto the Board is to be put on hold and revisited once the current Lay Trustee recruitment has been completed.**

The Chair of the EDI-BIIDE Committee joined the meeting remotely by zoom

13. **Equity, Diversity & Inclusion (EDI) Belonging, Intersectionality, Inclusion, Diversity & Equity (BIIDE) Committee Report**

- 13.1. The EDI-BIIDE Committee Chair spoke to his report and answered questions.
- 13.2. The Members Forum Interim Moderator relayed the concern felt by some members regarding the UKCP EDI-BIIDE Action Plan. Some members feel that the plan is being 'imposed' from top-down and that there should be 2-way communication.
- 13.3. The Chair summarised steps to address concerns:
- 13.3.1. Increased college representation at the EDI-BIIDE Committee meetings.
 - 13.3.2. Space for EDI-BIIDE discussions at PRCCF meetings, the Members Forum and at Board of Trustees meetings.
 - 13.3.3. More dialogue about the EDI-BIIDE Action Plan with members, colleges and Organisational Members.
 - 13.3.4. The CEO advised that UKCP will be hosting a conference for Training Organisations on what good EDI practice looks like in 2026.

The Chair of the EDI-BIIDE Committee left the meeting

14. **Report from the Chief executive officer (CEO)**

14.1. The CEO spoke to his report and answered questions.

14.2. The Board gave positive feedback for the level of detail contained within the CEO report.

14.3. The Board noted that an update on research and policy work was now included in the report and gave its thanks to the Policy and research manager and her team.

15. **UKCP Annual Plan**

15.1. The CEO spoke to the Annual Plan and answered questions.

15.2. Work on the timeline/Gantt chart for the plan is ongoing.

15.3. The new Head of governance (starting in May 2025) will be leading on the work regarding UKCP potentially obtaining Royal Charter status.

15.4. **The CEO will report back at the September Board meeting regarding work on introducing consensual disposal as an option for complaints** (consensual disposal is a process by which a case may be concluded without the need for a contested hearing).

16. **RAPMC Report**

16.1. The RAPMC Chair spoke to his report and answered questions.

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

17.1. The PRCCF Chair spoke to her report and answered questions.

17.2. There is difficulty recruiting assessors within colleges which is causing bottlenecks.

17.3. The PRCCF value the better connections with the Board of Trustees and appreciate the Chair, Vice Chair and CEO attending PRCCF meetings.

17.4. The PRCCF Chair suggested that training on how to deal with conflicts of interest would be beneficial to the PRCCF Chair and committee members.

17.5. A decline in college attendance at PRCCF meetings has been noted, particularly from the College of Medical Psychotherapists (CMP). **The CEO and Registrar will contact the Chair of CMP about this.**

17.6. It is anticipated that the timeline for Organisational Member Review (OMR) Assessor recruitment will come to the next PRCCF meeting on 28 March 2025.

17.7. HW's term as PRCCF Chair will be ending soon and so this was her last attendance at a board meeting. The UKCP Chair gave her personal thanks for all of HW's great work during her time in the role. The Chair also expressed thanks on behalf of the whole Board of Trustees.

18. **Report from the Members Forum**

18.1. The Interim Moderator of the Members Forum spoke to her report and answered questions.

18.2. **The Board resolved to approve the inclusion of the qualifying criteria in the description of the role of Members Forum Moderator.**

18.3. **The Board resolved that the Interim Moderator's paper, received on the morning of 14 March 2025, will be responded to in writing in due course.**

18.4. It is anticipated that elections for a Members Forum Moderator will be held by early May 2025.

19. **College Annual Reports**

19.1. The PRCCF Chair spoke to the college reports and highlighted key points.

19.2. **The PRCCF Chair will send the link to the 'rogue' college website to the COO and CEO who will take the necessary action if required.**

19.3. The Vice Chair will explore with the colleges how UKCP members can get more involved with their college.

19.4. The Board gave its thanks to the colleges for their reports.

20. **Items for Information**

20.1. Renewal of UKCP Professional Indemnity Insurance (PII)

20.1.1. It was noted that Board approval for this had been given by email on 31 January 2025.

20.2. Membership Committee (MC) Report

20.2.1. The Board noted the report and gave thanks.

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

20.3.1. It was noted that a number of the points raised in the report have already been responded to.
The UKCP Chair and CEO will have further conversations with the ETPC Chair.

20.4. Ethics Committee (EC) Report

20.4.1. The Board noted the report and gave thanks.

21. **Review of today's Meeting**

21.1. The Board gave their thoughts and reflections on the meeting.

22. **AOB**

22.1. None.

VC & AC left the meeting at the request of the Board

23. **Closed Session**

23.1. The Board resumed in closed session without the presence of the Board and committees secretary or the COO.

24. **Next Meeting**

24.1. Thursday 15 May & Friday 16 May 2025, Away Day – timings and venue tbc.

CONFIRMED