Board of Trustees
Minutes

Meeting Date: Friday 12 September 2025

Time: 9:30am – 3:45pm

Type: Online

Location: n/a

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 – *present for morning only*
Courtenay	Young (CY)	Trustee – *present for afternoon only*

Apologies: None

In Attendance:

Emily	Bridges (EB)	Strategic Projects Lead
Emma	Herbert (EH)	Head of Governance
Jon	Levett (JLE)	Chief Executive Officer
Ashlynne	Ludlow (AL)	PRCCF Chair – *from 10:48am*
Zahid	Nawaz (ZN)	EDI-BIIDE Chair – *2:50pm to 3:20pm*
Wendy	Smith (WS)	Finance Manager – *11:28am to 12:07pm*

Minutes By: Alex Crawford (AC) — Board & 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. CY sends apologies for the morning session and will be joining the meeting in the afternoon. MW will be attending for the morning session only.

1.3. No declarations of interest were declared.

2. Board check-in

2.1. Each attendee gave a brief update on their personal wellbeing.

3. Closed Session

3.1. The Board met in closed session to discuss whether the Board should pursue an application to the Charity Commission for the Chair to be remunerated, taxation matters, legal matters, and to approve the minutes from the closed session on 20 June 2025. These items were discussed in closed session under sections 4d (commercial sensitivity) and 4g (legal privilege) of the Board's policy on matters to be discussed in open and closed session.

4. Minutes of the Board Meeting on 20 June 2025

4.1. Corrections

4.1.1. **At point 11.9 the name of the Remuneration, Appointments and Performance Management Committee is missing 'Appointments'**.

4.2. The **Board resolved to approve the minutes, pending the correction.**

4.3. Matters Arising

4.3.1. There were no matters arising that were not covered elsewhere on the agenda.

5. Board of Trustees action log

5.1. The Board reviewed the action log.

The Finance Manager joined the meeting

6. Treasurer's Report

6.1. The Treasurer and Finance Manager spoke to the Treasurers Report and finance papers and answered questions.

6.2. The Board noted that the forecast for the end of the financial year 2024-25 had been impacted by the extraordinary costs of the staff restructure. Operational costs had been managed within budget with some savings. It was now forecast that there would be free reserves of £48K at the year-end, as compared to £62K in the original budget.

6.3. The Board reviewed the General Reserves Policy and the Reserves Policy for the Conduct and Complaints Process. **The Board approved the two reserves policies for 2025/26, as recommended by the FRAC (Finance, Risk and Audit Committee)**.

6.4. **The Board resolved to approve an increase in the general reserves target to £394,000 for 2025/26**.

6.5. **The Board resolved to approve an increase in the Complaints and Conduct Process (CCP) reserves target to £109,000 for 2025/26**.

6.6. **The Board resolved to increase the UKCP Organisational Member annual fee for 2025/26 by 4%, as recommended by the FRAC**.

6.7. The Board considered the budget for 2025-26. It was noted that the budget was impacted by a number of extraordinary projects including the staff restructuring project, the governance review, and the transition and onboarding of assessors to 'worker status'. This meant that the proposed budget had the outcome of reserves falling £208K below target, with an operating deficit of £124K for the year.

6.8. **The Board resolved to approve the UKCP Budget for 2025-2026, as recommended by the FRAC, on the condition that the Senior Management present a plan at the Board meeting on 11 December 2025 to address the £124K deficit over time**

The Finance Manager left the meeting

The Strategic Projects Lead joined the meeting

7. Statutory Regulation Working Group Recommendations

7.1. The CEO and the Strategic Projects Lead spoke to the paper and answered questions.

7.2. **The Board resolved to approve the draft set of principles outlined in the paper and authorise consultation with members and key stakeholders on these principles over the coming months. An analysis of the consultation responses and a final set of principles will be brought back to the Board for approval in March 2026 which will require extending the project timeline from September 2025 to March 2026**.

7.3. **The Board resolved to approve engagement with the UKCP membership and stakeholders on the proposed enhancements to the PSA's voluntary register scheme detailed in the paper, with a view to refining them and bringing them back to the Board of Trustees for approval in March 2026**.

7.4. **The Board resolved to approve that the UKCP Research and Policy Team, working with the Statutory Regulation Working Group, should scope the feasibility, costings and potential partner collaborations required to progress the proposed research projects**.

8. SCoPEd: Pathways from column B to column C

8.1. The CEO spoke to the paper and answered questions.

8.2. **The Board resolved that new progression pathways, from column B to C in the SCoPEd framework, be developed, initially in consultation with Organisational Members. It was agreed this would be a key project in the 2024-25 Annual Plan**.

The Strategic Projects Lead left the meeting

9. UKCP Annual Plan

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

9.2. **The Board resolved to approve the Annual Plan**.

9.3. It was noted that there was no committee oversight of the membership strategy and related projects. **The Board resolved that to support the development of a membership strategy, a working group will be created.**

10. Members Forum Moderator Appointment

10.1. The Head of Governance spoke to the paper and answered questions.

10.2. **Board resolved to approve the proposed process for appointing the next Members Forum Moderator as presented**.

11. Constitution Working Group

11.1. The Board received an updated on the work of the Constitution Working Group. The Head of Governance spoke to the paper and answered questions.

12. Board of Trustees SharePoint site

12.1. The Head of Governance has been updating and enhancing the Board SharePoint site since the last Board meeting in June.

12.2. The Head of Governance shared her screen and talked through some of the updates to the SharePoint page.

12.3. The Board gave positive feedback for the improvements to the SharePoint site.

13. Chair's Report

13.1. The Chair spoke to her report and answered questions.

13.2. The Chair will be organising catch-up sessions with each trustee, either bi-annually or annually.

13.3. The Board meeting on 11 December 2025 will include a facilitated discussion in the afternoon using the same facilitator as at the Board Away Day in May 2025. **The UKCP Chair will circulate the facilitator's notes from the meeting in May**.

14. Vice Chair's Report

14.1. The Vice Chair spoke to his report and answered questions.

15. Report from the Chief Executive Officer (CEO)

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

15.2. Trustees are to contact the CEO if they wish to be involved in the upcoming interviews for senior members of staff.

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.

The EDI-BIIDE Committee Chair joined the meeting

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

18.1. The EDI-BIIDE Committee Chair spoke to his paper and answered questions.

18.2. The PRCCF Chair will work with the EDI-BIIDE Chair and UKCP Vice Chair on tweaking some of the wording in the EDI-BIIDE Action Plan.

18.3. The UKCP EDI Projects Coordinator will attend the Board meeting in December.

The EDI-BIIDE Committee Chair left the meeting

19. Items for Information

19.1. Membership Committee (MC) update

19.1.1. The Board noted that UKCP will be advertising for a chair of the Membership Committee soon.

19.1.2. In the interim, the UKCP Regulation and Quality Assurance Manager will chair Membership Committee meetings.

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

19.2.1. The Board noted the report and gave thanks.

19.3. Board Meeting Dates 2026

19.3.1. **It was noted that there had been no feedback from Trustees prior to the meeting in relation to the proposed 2026 Board and subcommittee meeting dates and so these dates where therefore agreed**.

19.3.2. It was highlighted that the Board Away Day will be on Friday 22 May and Saturday 23 May.

19.4. Ethics Committee (EC) Report

19.4.1. The Board noted the report and gave thanks.

19.5. Modality Descriptor

19.5.1. The Board noted for the minutes their approval by email in July 2025 of the new modality descriptor '*Person-Centred Experiential Psychotherapeutic Counsellor'.*

20. Review of today's Meeting

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

21. AOB

21.1. There will be no CEO Monthly Board Briefing on 26 September due to it being so soon after today's meeting and because of a clash with a PRCCF meeting which both the CEO and Board and Committees Secretary are due to attend.

21.2. There was some discussion about whether hybrid meetings work. **There will be a commitment for all trustees to attend meetings in-person, unless in the event of an emergency, with a hybrid option still available provided plenty of notice is given**.

22. Next Meeting

22.1. Thursday 11 December, 9:30am to 4pm, York House, London.