



Board of Trustees Minutes

Meeting Date: Friday 15 March 2024

Time: 09:30 – 16:05

Type: In-Person

Location: UKCP Office, 2nd Floor America House, 2 America Square EC3N 2LU

Version: Approved

Present:

Jennifer	Ayling (JA)	Vice Chair and Trustee
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
Courtenay	Young (CY)	Trustee – <i>by zoom</i>

Apologies:

Matthew	White (MA)	Trustee
Emily	Bridges (EB)	Head of Communications and Engagement

In Attendance:

Bill	Adlard (BA)	HIPC Exec Rep. – <i>by zoom 11:10 to 12:00</i>
Viki	Calais (VC)	Chief Operating Officer
Sarah	Fahy (SF)	CPJAC Chair – <i>by zoom 11:10 to 12:00</i>
Inger	Gordon(IG)	MC Chair – <i>by zoom 12:25 to 12:30</i>
Michael	Hewett (MH)	PEM Auditors – <i>by zoom 09:35 to 09:55</i>
Jon	Levett (JLE)	Chief Executive Officer
Ashlynnne	Ludlow (AL)	CCYP Chair – <i>by zoom 11:10 to 12:00</i>
Julie	Scully (JS)	ETPC Chair - <i>by zoom 12:10 to 12:20</i>
Maura	Sills (MS)	Members' Forum Moderator – <i>by zoom until 14:15</i>
Wendy	Smith (WS)	Finance Manager – for Audit and Finance sections

Minutes By: Alex Crawford (AC) Governance Manager

Action Points and Decisions – in Black Bold

1. Welcomes, apologies and conflicts of interest

- 1.1. CB welcomed people to the meeting. A special welcome was given to newly elected vice chair JA who was attending her first full Board meeting.
- 1.2. Apologies were given for newly appointed lay trustee MW.
- 1.3. CB notified people of a late change to the meeting agenda. Hard copies of the revised agenda were handed out and emailed to those attending remotely.
- 1.4. CB asked if trustees were aware of a conflict of interest with any items on the meeting agenda they were to declare them now. **No conflicts of interest were declared.**

MH joined the meeting by zoom

2. Annual Audit Presentation

- 2.1. MH spoke to the audit papers which consisted of the PEM Audited UKCP Accounts to 30 September 2023 & Trustees Annual Report, the PEM Management Letter and the PEM Letter of Representation.
- 2.2. There have been some changes to the wording of the Letter of Representation, now making clear that UKCP has taken further steps to mitigate against fraud.
- 2.3. Audit risks are the same as in previous years.
- 2.4. There are no controversial audit points that MH needs to raise.
- 2.5. MH thanked WS and all those involved for a smooth audit process.
- 2.6. The Board thanked MH for attending the meeting.

MH left the meeting

3. Treasurer's Report

- 3.1. Following the presentation from the auditor DF referred to points a) to g) in section 1 of his Treasurer's Report.
- 3.2. The Board noted that the auditor has issued an unqualified audit report.
- 3.3. The Board noted that issues identified by the auditor and mentioned in the Management Letter have been reviewed by the Finance, Risk and Audit Committee (FRAC) and are being addressed by the Senior Management Team (SMT).
- 3.4. The Board noted that the FRAC have also separately met with MH without any staff present. No issues were raised by MH and he complimented UKCP staff on the smooth running of the audit.
- 3.5. **The Board approved the PEM Audited UKCP Accounts to 30 September 2023 and Trustees Annual Report.**
- 3.6. **The Board confirmed that UKCP is a going concern and will be able to continue for at least 12 months from the date of today's Board meeting (15 March 2024).**

- 3.7. **The Board approved the *Letter of Representation* for signing by the Treasurer on behalf of the Board.** The Treasurer asked trustees to read the letter as there are specific references to the duties of trustees.
- 3.8. The Board expressed their thanks to the UKCP staff involved in the audit and in particular to VC and WS for their efforts in achieving an unqualified report.

4. Minutes of the Board Meeting on 7 December 2023

4.1. Corrections

- 4.1.1. **DF requested that an additional sentence is added to section 8 that reads, '*DF raised concerns over the process to approve salary increases. DF & JLE to meet offline to resolve the concerns.*'**

4.2. Matters Arising

- 4.2.1. **Re: point 15.3 concerning revisions to the Trustee and Officer Complaints Process and Code of Conduct, it was agreed that the amended documents are to come back to the Board, whether there are substantive changes or not.** PD commented that she believes the complaints process for trustees should be separate from officers.

- 4.2.2. CY asked if the Scope of Practice and Education for Psychotherapy and Counselling (SCoPEd) will be discussed at today's meeting, specifically with regards to the definition of a psychotherapist. **CB said that an NHS Pathways briefing meeting is being arranged and that he will add SCoPEd to the agenda and invite CY.**

- 4.3. **The minutes were approved, pending the addition of the text from DF.**

5. Board Action Log

- 5.1. The Board reviewed the action log.
- 5.2. **AC will remove the completed items from the log and add the actions from today's meeting.**
- 5.3. **Re: action 7.2, AC will check with the UKCP Communications Team that DF has been added to the circulation list so that he receives all UKCP bulletins and communications.**
- 5.4. **Re: action 14.1 it was agreed that PD, at her request, will no longer be involved in planning the UKCP Research Conference. CY will remain as the lead trustee on the planning group and will report back to the Board.** PD clarified that her decision not to be on the UKCP Research Conference planning group is due to her capacity and involvement in several other working groups.
- 5.5. PD noted that action 16.1 is now complete and can be removed from the action log.

6. Chair's Report

- 6.1. CB gave a verbal update.

6.2. NHS Pathways

6.2.1. As previously mentioned, a briefing meeting is being arranged.

6.3. Humanistic and Integrative Psychotherapy College (HIPC) Interim Chair

6.3.1. HIPC have been operating without a Chair or Lead for a number of years and this situation has been discussed by the Board on a number of occasions.

6.3.2. **Recent UKCP vice chair candidate Heward Wilkinson has agreed to be the HIPC Chair for an interim period. It was agreed that this will be a Board appointed position for a minimum of 1 year, after which Heward's position in the role will be reviewed.**

6.4. HIPC Direct Member (DM) Reaccreditation

6.4.1. CB referred to the current backlog of HIPC DM reaccreditations due to there being no chair of the HIPC DM Reaccreditation board.

6.4.2. CB advised the Board that someone from HIPC has come forward who, it is hoped, will be able to help clear the backlog. They will receive training from the former chair of the HIPC DM Reaccreditation Committee. **CB said that he hopes to confirm this appointment w/c 18 March 2024.**

6.5. UKCP Honorary Fellows

6.5.1. **AC will circulate the Honorary Fellows procedure to the Board.**

6.5.2. CB and other trustees supported the re-nomination of the person submitted by the Board in 2022. Names of other suitable nominees were also suggested by the Board.

6.5.3. **Honorary Fellow nominations for 2024 are to be opened soon following a review of the Honorary Fellows procedure.**

7. **CEO Update**

7.1. JLE referred to his written report.

7.2. Strategy

7.2.1. The next strategy webinar has been arranged for Wednesday 26 March at 6.30pm. JLE will be chairing the panel which will include a registered UKCP Student member, a director of a UKCP Organisational Member and a representative from the UKCP Members' Forum. The value of UKCP membership will be the focus of discussion.

7.2.2. MB commented that the recent webinar that took place on 19 February 2024 was very good and thought provoking.

7.2.3. **It was proposed by WDB and seconded by PG that the Strategy Working Group Terms of Reference (Annex 2 of the CEO Report) be approved. The Strategy Working Group Terms of Reference were approved by a majority vote of the Board.**

7.3. UKCP Annual Conference

7.3.1. JLE informed the Board that the date for the UKCP conference is Friday 22 and Saturday 23 November 2024 and that a venue has been located.

7.3.2. It will be a day and a half annual conference which will be a CPD event.

7.3.3. The date and venue will be announced to members very soon.

7.3.4. Both MS and CY cautioned against having an 'old fashioned' expert-led, main speaker type event and would instead like it to be more collegiate.

7.4. Beamans Management Consultants (BMC) Remuneration Review

7.4.1. The Remuneration, Appointments and Performance Management Committee (RAPMC) have discussed the findings of the BMC report and a project plan is being developed.

7.4.2. A version of the BMC Report will be shared with members soon.

7.5. SCoPEd

7.5.1. There is now a SCoPEd board comprising of the CEOs of the various organisations.

7.5.2. Work is progressing on a communications plan to promote the SCoPEd competency framework to commissioners, employers, practitioners and the general public.

7.5.3. A workshop was held on 8 February 2024 to help Rum Judy (external communications company) who have been commissioned to draft the strategy.

7.5.4. CY expressed his concern that there will be separate 'classes' of psychotherapist. CB said this was for separate and wider discussion.

7.6. Ethics Committee Recruitment

7.6.1. Following the recent recruitment a sufficient number of applications to start the committee have been received and interviews will take place on 2 May 2024 at the UKCP Office.

8. **Members' Forum**

8.1. MS referred to her written report.

8.2. MS queried whether the budget for the Members' Forum had been set for the second half of 2024. It was clarified that this was part of the UKCP Mid-Year Review item which will be discussed later.

8.3. MS asked if the travel and subsistence expenses for Members' Forum Regional/National Representatives can be claimed for attending all Members' Forum meetings, even if outside their region/nation.

8.4. Members' Forum Regional/National Representatives would like to be able to communicate directly with the members in their region/nation rather than channel communications via the UKCP office. **JLE advised that the UKCP Head of Content and Engagement will bring a report to the Board regarding communications with members.**

- 8.5. MS has concerns that the current 'quasi legal' UKCP Complaints and Conduct Process (CCP) does not serve the organisation well and she has had dialogue about this with the UKCP Complaints and Conduct Manager and the Chair of the UKCP Professional Conduct Committee. MS suggested that a trustee also be involved in these discussions.
- 8.6. Gender identity and neuro diverse issues are topics that were discussed at the last Members' Forum meeting on 2 March 2024. MS thanked CB and JLE for attending the meeting on 2 March and suggested that in future they just attend the morning session.
- 8.7. WDB said that an appointed representative from the Equality, Diversity and Inclusion (EDI) Committee should attend all Members' Forum meetings.
- 8.8. MS will be standing down as Moderator of the Members' Forum in summer 2024 and so the Board Away Day in May 2024 will be her last. She may arrange and moderate one more Members' Forum meeting before she stands down. So far no one from the Members' Forum has come forward to be the next Moderator. The current Members' Forum Terms of Reference stipulate that the Moderator can only be drawn from the Members' Forum membership which is a limited pool of people.
- 8.9. PD suggested that membership of the Members' Forum should be added to the Annual Plan. PD would also like the Board to receive a report on how we respond to members.
- 8.10. **For the CEO Board Briefing meeting on 22 March 2024, JLE will circulate a report detailing staff responsiveness to member phone calls.**

AL, SF and BA joined the meeting by zoom

9. Annual Report from the Colleges

- 9.1. CB welcomed AL, SF and BA and thanked them for joining the meeting.
- 9.2. Report from the Chair of the College for Child and Adolescent Psychotherapy (CCAP)
- 9.2.1. AL spoke to her report and answered questions.
- 9.2.2. PD and CB both thanked AL for all her work on developing an accrediting route onto the UKCP Child Register.
- 9.2.3. **UKCP child Register accrediting routes are not well publicised and AL requested that they are advertised in an appropriate UKCP communication to members. Both CB and JLE agreed to this request.**
- 9.2.4. The Board gave thanks to AL and BA for their involvement in the Strategy webinar on 19 February 2024.

AL left the meeting

- 9.3. Report from the Chair of the Council for Psychoanalysis and Jungian Analysis College (CPJAC)
- 9.3.1. SF spoke to her report and answered questions.

9.3.2. Most of the items in the report are business as usual except for the following points:

- CPJAC are struggling without having an online presence and are not able to keep up with other organisations. One CPJAC OM has gone into administration and another is struggling and may close. The CPJAC voice is lost in the general voice of UKCP and SF would like social media used to promote CPJAC.
- SF asked the Board to consider paying an honorarium to the Chair of the CPJAC Race and Culture Committee.

9.3.3. The RAPMC will consider the request to pay the Chair of the CPJAC Race and Culture Committee an honorarium.

9.3.4. The Board discussed the point about CPJAC lack of online presence. SF said this would involve using Facebook, X (formerly Twitter), LinkedIn, Instagram etc. and is about networking and 'getting out there'.

9.3.5. UKCP has previously been cautious about colleges being independent and having their own voice and so separate college websites were removed.

9.3.6. SF said that the landscape has changed over the last five years and suggested that we could develop a Memorandum of Understanding with colleges that would be a code of conduct for colleges on how they speak with their own voice. We are now in a better place to be more cooperative and less competitive, as in the past.

9.3.7. CB said that having a better online presence for colleges fits in with the overall UKCP strategy. JLE said that a paper is being written on this which will shortly go to a SMT meeting.

9.3.8. PD said that she understands what SF is saying about the risk to CPJAC recruitment due to no online presence and agrees that this links in with the overall UKCP strategy. PD said that we need to improve the UKCP website.

9.3.9. CPJAC is holding a conference on 14 September 2024 which will focus on the impact of Covid on all ages. The speakers include Darian Leader and all UKCP members are invited to attend.

SF left the meeting

9.4. Report from the Humanistic and Integrative Psychotherapy College (HIPC)

9.4.1. BA spoke to the report from the HIPC Executive and answered questions.

9.4.2. Most of the report has been written by Gill Westland who is on the HIPC Executive and is the interim HIPC representative on the Professional Regulatory Committee of Colleges and Faculties (PRCCF).

9.4.3. The report also includes reports from the various HIPC committees.

9.4.4. BA reported that 5 out of the 9 posts on the HIPC Executive are currently vacant and that the Executive Committee currently rely largely on Gill Westland.

9.4.5. Previous HIPC Chairs have commented on the high workload and expressed a feeling of isolation in the post.

9.4.6. It is getting harder to recruit volunteers to committees. BA said that something needs to be done in this area; if the primary purpose of UKCP is regulation then it must attract volunteers.

9.4.7. One of the most urgent items is to resolve the backlog of DM Reaccreditations but BA understands that the situation may be resolved soon.

9.4.8. CB thanked BA for the report - it includes things that the Board need to think about. **CB and JLE will put a plan together that addresses the points raised and the Board will continue to work collaboratively with the HIPC Executive.**

9.4.9. BA offered to create a simple, clear manual that details how things are done within HIPC. He will do this by using old minutes from HIPC meetings. The Board were very supportive of BA carrying out this piece of work.

BA left the meeting

10. Professional Standards and Regulation

10.1. Report from the Chair of the PRCCF

10.1.1. The Board discussed the report.

10.1.2. JLE noted that the item about online training will be discussed at the Education, Training and Practice Committee (ETPC) meeting this afternoon.

10.1.3. JLE also commented that the reasons for the pause in College Quinquennial Reviews (CQRs) is not made clear.

JS joined the meeting by zoom

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

10.2.1. CB thanked JS for her report and all her work.

10.2.2. JS reported that the ETPC currently have a high workload.

10.2.3. Some concerns have been expressed about adult psychotherapists working with children. **CB will arrange a meeting between himself and JS in the next 2-3 weeks to discuss this further.**

10.2.4. There is a need for the standardisation of Supervision processes and procedures across all the colleges.

JS left the meeting

10.3. Regulation & Quality Assurance Team (RQAT) Report and Registrar's Report

10.3.1. The Board discussed the report.

10.3.2. The Board acknowledged all the work that went into UKCP's successful annual renewal with the Professional Standards Authority (PSA).

10.3.3. PD referred to the NHS Suicide Prevention strategy item mentioned in the report. The PSA are looking at how they will include this in future standards. JLE said that this feels like PSA 'overreach' which is why we are pushing back on this.

IG joined the meeting by zoom

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

10.4.1. CB welcomed IG to the meeting and thanked her for her report.

10.4.2. IG is happy to report that the recent recruitment drive has resulted in 6 people interested in joining the MC. The successful recruitment was achieved by having lots of open and honest dialogue with those who expressed an interest. CB said he liked this more informal approach.

10.4.3. MS said she really appreciates all the work that the MC does.

IG left the meeting

10.4.4. WDB commented that the positive feedback from the colleges and committees expressed in today's meeting is testament to the great work that CB and JLE are doing.

11. **Executive Committee amended Terms of Reference**

11.1. JLE spoke to his paper which details proposed changes to the Executive Committee Terms of Reference.

11.2. The Board discussed some of the context and the operations of the Executive Committee.

11.3. The following was proposed by MB and seconded by PG:

- That the Executive Committee Terms of Reference, as presented today, are approved with the caveat that in addition to the UKCP Chair, Vice Chair and CEO each Executive Committee meeting should also include two additional psychotherapists/psychotherapeutic counsellors.

11.4. **The above proposal was passed by a majority vote of the Board.**

11.5. The Board wished to recognise all the excellent work by former Executive Committee members Katy Rose and Fiona Biddle during their time on the committee. The Board expressed their thanks to them both.

12. **Remuneration, Appointments & Performance Management Committee (RAPMC) Terms of Reference and Update**

12.1. The Board discussed the proposed RAPMC Terms of Reference which contains track changes showing the proposed amendments.

12.2. The main change is that the RAPMC will have oversight of the annual cost of living staff salary increase.

12.3. **The Board approved the amended RAPMC Terms of Reference.**

PG left the meeting

12.4. **MB proposed and PD seconded that PG be formally appointed as Chair of the RAPMC. This proposal was passed by a majority vote of the Board.**

PG rejoined the meeting

12.5. **PG proposed and DF seconded that new lay trustee MW be asked to join the RAPMC. This proposal was passed by a majority vote of the Board.**

12.6. **PG will approach MW about joining the RAPMC.**

VC, MS and AC were asked to leave the meeting. CY also left the meeting

13. Closed Session

13.1. The Board held a meeting in closed session with only trustees and the CEO present.

VC and AC rejoined the meeting. WS also joined the meeting

CY also rejoined later in the afternoon session

14. Treasurer's Report (continued)

14.1. Following section 3 of these minutes, DF spoke to the rest of his Treasurer's Report which covered the following areas:

- Finance update
- Insurance costs
- Office Project
- Membership update
- Risk Register
- Non membership income
- UKCP Expense Policy
- FRAC membership

14.2. **The Board agreed to defer decision on the amended UKCP Expense Policy to the FRAC.**

14.3. With regards to non-membership income, PD said that we do not think about income generation enough.

14.4. **With regards to Student Membership income and developing a plan, VC will speak to the Head of Content and Engagement about this.**

15. Mid-Year Review

- 15.1. The Board referred to the paper from WS that sets out the revised UKCP budget for the second half of the UKCP financial year (1 April 2024 to 30 September 2024). This paper has been discussed by, and is recommended by, the FRAC.
- 15.2. **DF proposed that the Mid-Year Review be accepted and PD seconded this proposal. The Board approved acceptance of the Mid-Year Review by a majority vote.**
- 15.3. **Following a request from PD, JLE will look into mapping the membership journey and how we can enhance the membership offer.**

WS left the meeting

16. Equality, Diversity and Inclusion (EDI) Report

- 16.1. WDB referred to his report.
- 16.2. WDB would like to increase college involvement on the EDI Committee and will contact the colleges. **VC will give WDB the contact details for the UKCP Governance Administration Officer who can support him in liaising with the colleges.**
- 16.3. **The Board agreed to WDB's suggestion that someone from the EDI Committee (in addition to WDB) join each Board meeting for the EDI section.**
- 16.4. WDB queried who owned the EDI Action Plan.
- 16.5. WDB would like to see EDI feature more prominently in UKCP strategy planning, as it should cut across all areas.
- 16.6. The Board thanked WDB for his report.

17. The Future of EDI

- 17.1. Following the recent departure of the EDI Committee Chair, JLE outlined the plans for filling the role.
- 17.2. JLE would like the new chair to have 'full reign' and not just slot into the way things currently are. They will need to determine how to progress the EDI Action Plan and they should be given time to evaluate what needs to be done.
- 17.3. CB agreed that we should take our time in finding the right chair for the EDI Committee – we should find out what they want from the committee and what their objectives are.

18. AOB

18.1. Office Project

- 18.1.1. PG asked if the new hybrid working landscape is influencing selection of the new UKCP office premises.
- 18.1.2. JLE said we will be maximising collaborative working.

18.1.3. VC outlined the parameters we are using in our search for a new office.

18.1.4. VC advised that final endorsement/approval of the new premises may need to come to a specially convened Board meeting due to the fast moving nature of the process.

18.1.5. JLE advised that CB will also be visiting the shortlisted premises.

18.2. Research Databases

18.2.1. In answer to a question from CY, JLE advised that there has been no progress on giving members access to research databases.

18.3. Annual Plan

18.3.1. PD noted that Membership section in the Annual Plan (part of JLE's CEO Report) is marked amber which is a concern.

18.4. Pre-Retirement UKCP Membership category

18.4.1. Currently this membership category, for those planning on retiring, is for two years during which time they have a discount on their membership.

18.4.2. The winding-down process often takes longer than two years which causes difficulties for the Membership Team. Also some people stop and start their Pre-Retirement membership status. The plan is therefore to make all registration/renewal for the grade on 1 October to avoid administrative difficulties.

18.4.3. JLE was bringing this to the Board's attention for information. It is an operational decision that does not require Board approval.

18.5. Members' Forum Regional/National Representative expenses

18.5.1. **Following the question contained in MS's report from earlier, JLE will ask MS to submit a Members' Forum budget for 2024/25 which takes into account Regional/National Representative expense costs and the ambitions for the Members' Forum.**

18.6. European Association of Psychotherapy (EAP)

18.6.1. CY said that UKCP needs to consider its role in Europe and that the Board should see EAP reports on a regular basis.

18.6.2. **JLE will establish who the UKCP EAP representative is.**

19. **Items for noting/deferred to the CEO Monthly Board Briefing meeting on 22 March 2024**

- Strategic Risk Register
- Membership Survey Data