



Board of Trustees Minutes

Meeting Date: Friday 10 May 2024

Time: 9:30 – 16:00

Type: In-Person

Location: NCVO, 8 All Saints Street, London N1 9RL

Version: Approved

Present:

Jennifer	Ayling (JA)	Vice Chair and Trustee
Michelle	Briggs (MB)	Trustee (Friday only)
Christian	Buckland (CB)	Chair and Trustee
Will	Daniel-Braham (WDB)	Trustee
Pippa	Donovan (PD)	Trustee
Peter	Gregory (PG)	Trustee
Courtenay	Young (CY)	Trustee
Matthew	White (MA)	Trustee

Apologies:

Viki	Calais (VC)	Chief Operating Officer
Alex	Crawford (AC)	Governance Manager
David	Fitzgerald (DF)	Treasurer and Trustee
Maura	Sills (MS)	Members' Forum Moderator

In Attendance:

Martin	Sleight (MSL)	Fieldfisher (legal advisor) – <i>by Zoom</i>
Emily	Bridges (EB)	Head of Communications and Engagement
Jon	Levett (JLE)	Chief Executive Officer

Minutes By: Kristin Skarsholt (KS) Governance Administration Officer – *until 12:30*

Action Points and Decisions – in Black Bold

1. Report from the Chair of the Remuneration, Appointments and Performance Management Committee (RAPMC)

- 1.1. PG spoke to his report.
- 1.2. David FitzGerald has resigned as Trustee. A lay trustee and treasurer needs to be recruited for.
- 1.3. RAPMC will review the Beamans report.
- 1.4. JA and MW are joining the RAPMC.
- 1.5. A phased introduction of remuneration of role-holders has been agreed by PRCCF. The project plan for this is being worked on.
- 1.6. This will be a critical piece of work in the annual plan and budget. It dovetails with discussions on governance changes and strategy development.
- 1.7. The committee discussed recruitment of a UKCP Treasurer.
- 1.8. There are two vacancies for lay trustees.
- 1.9. **JLE will speak with Alex Crawford, who will run the recruitment. It will be advertised in national press.**
- 1.10. RAPMC's role in this recruitment and appointment was clarified as holding oversight of the process.
- 1.11. Appointments are signed off by RAPMC as an assurance that the recruitment and appointment process have been done correctly.
- 1.12. PD noted the duty to consider EDI and inclusive practices in all recruitment, including relating to the recruitment panel.
- 1.13. CY requested a handbook with terms of reference of UKCP committees, organogram, expenses policy etc. **JLE will ask Alex Crawford to put together a handbook with hyperlinks to each document.**

2. Report from the Members' Forum Moderator

- 2.1. Expenses for Members' Forum Regional Representatives for in-person meetings outside of their regions was discussed.
- 2.2. **JLE will ask AC to clarify this with Maura Sills: Board understand that this can be put in the budget for the MF for the next financial year. The budget needs to be estimated in the MF's budget.**
- 2.3. The members forum moderator election was revisited from yesterday. CB will be meeting with Maura Sill in the next two weeks. CB hopes for a contested election.

- 2.4. Non-contentious complaints: MS has met with Brian and Sunita to discuss this. Sunita has ideas for how this can work, we are waiting for guidance from the PSA, as this process will need PSA's approval.
- 2.5. **CB and JL will update Maura Sills on this piece of work. It is also included in the strategy.**
- 2.6. A mailing has gone to the Members' Forum about the recruitment for a Members' Forum Moderator.
- 2.7. The election of the Members' Forum Moderator will be reviewed as part of the review of UKCP's constitution.

3. Student welcome pack

- 3.1. EB has prepared a pack which is being tested and receiving feedback. It will start to be sent towards the end of the summer. All new students receive it; new trainees receive a tailored version; those moving from student to trainee membership receive a different version.
- 3.2. A question was asked about sending the pack to OMs, helping UKCP recruit new student and trainee members. EB noted that this would require a different version of the pack.
- 3.3. The Board discussed communications with the Members Forum.
- 3.4. EB has sent the student welcome pack to Maura Sills recently.

4. Professional Standards and Regulation

- 4.1. Report from the Chair of the Education, Training and Standards Committee (ETPC)
 - 4.1.1. ETPC has requested a glossary working group. The Board encouraged the ETPC to do this work.
 - 4.1.2. Supervisory directory: ETPC is developing the standards for this, which will come to the Board for approval.
 - 4.1.3. It was clarified that this is not to create a register for supervisors, however it is about the governance of supervising.
 - 4.1.4. Safeguarding issue of adult clinicians working with children: CB is meeting with the ETPC Chair, Julie Scully, next week.
 - 4.1.5. One of UKCP's Organisational Members, Terapia, has created a pathway for training to work with children.
 - 4.1.6. CB and JLE met with CCAP Executive Committee to learn about the different training and accrediting pathways. It is still unclear what UKCP would do if a complaint arose against an adult psychotherapist who has worked with a child client, i.e. worked outside their competencies, which psychotherapists should not do.

4.1.7. UKCP should have guidance for the Professional Conduct Committee around this and this should be a priority for the Ethics Committee once it is established.

4.1.8. SCOPED is a framework for adult psychotherapy. It was noted that some BACP adult psychotherapists work with over-13s. It is unclear if previous trainings, e.g. as a school teacher, make an adult psychotherapist competent to work with children.

4.1.9. **CB will work with ETPC and the Ethics Committee to clarify routes for adult psychotherapists to work with child clients.** Historically pathways have been developed which the Board have recommended.

4.1.10. UKCP's codes of ethics do not clearly tell members that adult psychotherapists cannot work with children. It relies on each psychotherapist's professional judgement about whether they are working within their competencies. UKCP's guidance ought to be clearer.

4.2. PRCCF Chair's Report

4.2.1. The Board acknowledged the report and gave their thanks.

4.3. Membership Committee Chair's Report

4.3.1. The Board acknowledged the report and gave their thanks.

4.4. Registrar's Report

4.4.1. The Board acknowledged the report and gave their thanks.

4.5. RQAT report

4.5.1. The Board thanked RQAT for their report and the comprehensive information in it.

4.6. Timelines of the different committees' work and the attention that their reports are given by the Board was briefly discussed.

5. **Equality, Diversity and Inclusion (EDI) Report**

5.1. WDB gave a verbal report.

5.2. Recruitment of EDI chair, which has been vacant since January. JL noted that this is behind due to reviewing the job description. He will send the reviewed job description to the EDI committee for review.

5.3. RAPMC will also be involved in this review process. It was noted that new members of the Ethics Committee have meanwhile been recruited.

- 5.4. The role of the EDI action plan was discussed. A lot of the EDI action plan is now in the red. JL noted that the new EDI chair will be able to view the EDI work overall.
- 5.5. A new EDI chair job description is expected within the next month. This can be circulated to the EDI committee for comment between meetings. JL noted that the previous JD did not give the EDI chair the authority to review the action plan.
- 5.6. JLE and EDI committee are keen to map the EDI action plan with the overall strategy and resources available.
- 5.7. JL will rewrite and circulate the JD to the EDI committee within the month. EDI will have 3 weeks to review, then the Board and RAPMC will review.
- 5.8. EDI staff lead will be discussed later in the meeting.
- 5.9. 8 December 2022 minutes correction: EDI committee Terms of Reference were approved by the Board.
- 5.10. The EDI terms of reference will be attached to today's minutes, noting that they were approved by the Board on 8 December. The 8 December minutes will note that this addition was made to the minutes on 10 May 2024.
- 5.11. **AC will invite a member of the EDI committee to future Board meetings and ensure they are on the Board distribution list.**

6. UKCP Conference

- 6.1. EB gave an update. Expressions of interest are being gathered. Tickets sale has opened.

7. Communications with Members

- 7.1. JLE explained that this was a request from colleges and the Members' Forum; the staff team needs support from the Board to uphold UKCP's duties for members' privacy under GDPR and the protection of members' email addresses in the organisation's database.
- 7.2. **The Board endorsed the current approach of the UKCP staff with relation to members' email addresses.**
- 7.3. The contents of the UKCP newsletter and bulletin were discussed. There are pieces of information which aren't fed effectively to members. The gathering of information and updates from different parts of the organisation was discussed.
- 7.4. The Board discussed how to deal with external communications and actions for urgent press enquiries. The discussion included the tone and language to be adopted when responding to such enquiries.

- 7.5. JLE and EB will review the contents and gathering of information of the bulletin and newsletter.
- 7.6. JLE noted that there are several emails which are being sent to cohorts of members, e.g. to members of a particular college.
- 7.7. Communications team have a 2-week lead in for any new emails. The contents of a requested email is not always received by the email sponsor to a deadline that allows the Communications Team to proof read and negotiate it.

8. AOB

8.1. Communication of Board decisions

- 8.1.1. MB noted the collective responsibility for the decisions they make, with the need for risk assessment, stakeholder analysis and project planning.
- 8.1.2. MB invited the Chair to reflect on seeking external mentorship and specific training for the role of chair.
- 8.1.3. **The Board will have a ‘wash-up’ of the actions made around the MOU(2) to reflect on lessons learned. This should be externally facilitated.**
- 8.1.4. JLE noted the need for induction for UKCP’s trustees, including annual appraisals.
- 8.1.5. PG noted the need for media training for trustees.
- 8.1.6. EDI review of all UKCP policies is in the EDI action plan.
- 8.1.7. **JL and EB will propose a UKCP process for urgent press enquiries and media interviews.**

8.2. Professional development for UKCP members

- 8.2.1. CY shared an idea for supporting members’ professional development and providing non-membership income. He will bring his idea to the discussion on strategy.

KS left the meeting at 12:30pm

9. Closed Session

- 9.1. The remainder of the meeting was conducted in Closed Session.