

Minutes

Meeting Date: Friday 23 April 2021

Time: 10:00 – 17:00

Type: Remote via Zoom

Location: n/a

Version: Approved

Present:

Syed Azmatullah (SA)	Trustee
Andy Cottom (AJC)	Vice-Chair & Trustee
Bob Cooke (BC)	Trustee
Will Daniel-Braham (WDB)	Trustee
David Fitzgerald (DF)	Treasurer & Trustee – <i>until 16:50</i>
John Loughrey (JL)	Trustee
John Nuttall (JN)	Trustee
Martin Pollecoff (MP)	Chair & Trustee
Juliet Rosenfeld (JR)	Trustee
Suzy Walker (SW)	Trustee

Apologies: Jacqui McCouat (JM) Trustee

In Attendance:

Fiona Biddle (FB)	Executive Committee member – <i>13:20 to 14:30</i>
Sarah Niblock (SN)	Chief Executive Officer
Jovana Perzic (JP)	Head of Academic Enterprise and Innovation – <i>13:20 to 14:40</i>
Katy Rose (KR)	Executive Committee member – <i>13:20 to 14:30</i>
Cath White (CW)	Head of Operations and Regulation – <i>13:20 to 15:15</i>
Helen Willingham (HW)	Head of Content and Engagement – <i>13:20 to 14:30</i>

Minutes By: Alex Crawford (AC) Governance Manager

Action Points and Decisions – in Black Bold

1. Welcomes, Apologies and Declarations of Interest

- 1.1. New Trustee WDB was welcomed to the meeting and introductions were made around the [virtual] room.
- 1.2. Apologies were given for JM.
- 1.3. This was the last Board meeting for BC and SW as they will soon be finishing their terms of office as Trustees. Both spoke very positively about their experience of being a trustee over the last 4 years and gave praise to the organisation and its leadership.
- 1.4. The Governance Manager informed the Board that any trustee with a conflict of interest in a matter under discussion should declare the nature of their interest and withdraw from the room unless given a dispensation to speak.

2. Board Minutes from 12 February 2021

2.1. Corrections

2.1.1. Point 5.1.1.3 is to be amended to read ‘certified psychotherapist’ instead of ‘certified management consultant’.

2.1.2. Point 8.5 is to be amended to read £90k of increased costs’.

2.2. Matters Arising

2.2.1. None

2.3. The minutes were approved.

2.4. JN commented that the standard of materials/papers sent out for today’s meeting was outstanding and very professional.

3. Chair’s Report

3.1. The Chair spoke to his report which covered the following areas:

- Chair Succession
- The Professional Standards Authority (PSA)
- Equality, Diversity and Inclusion (EDI)
- Student Inclusion and the annual UKCP Bursary awards
- UKCP Trainings

3.2. It was agreed that there should be more discussion about Chair Succession and so this is to be added to the agenda for the next Board meeting on 9 July 2021.

3.3. The Board accepted the Chair’s report.

4. Chief Executive Officer’s Report

4.1. The Chief Executive Officer (CEO) spoke to her report which included updates on the following areas:

- PSA
- Content & Engagement
- Academic Enterprise and Innovation

- The Customer Relationship Management (CRM) system
- Human Resources
- Ethics
- The Research Working Group
- The Education Working Group
- The Membership Committee
- Governance
- The Risk Register
- Complaints and Conduct
- The Membership Progress Report

4.2. **Following an in-depth discussion about the PSA, the Board agreed to renew UKCP's membership for a further year and to pay the significantly increased renewal fee for the time being.** Options regarding whether to continue our membership/accreditation with the PSA will be considered before next year's renewal.

4.3. **The Board accepted the CEO's report.**

5. Closed Session #1

5.1. The Board discussed a complaints related issue. The discussion was held in closed session.

5.2. **The Board agreed for UKCP's lawyers to be engaged to conduct an independent investigation into the matter at a cost of approximately £25k.**

5.3. **The UKCP Finance, Risk and Audit Committee (FRAC) will determine where funds are drawn from to cover the costs.**

5.4. **The Board were happy for SN to be the contact person with UKCP's lawyers on this matter, until and if such a time as any involved parties raise any perception of a conflict of interest that she may have.**

6. Vice Chair's Report

6.1. The Vice Chair spoke to his report.

6.2. **The Board accepted the Vice Chair's report.**

7. Finance Report

7.1. The Treasurer spoke to his report.

7.2. The financial situation of the organisation is stable and good.

7.3. The Complaints and Conduct Process (CCP) costs have reduced and are less than expected.

7.4. The budgeting process for the next UKCP financial year [from 1 October] has begun.

7.5. The Treasurer reported than the Finance, Risk and Audit Committee (FRAC), of which he is Chair, are in need of 2 additional members. **Any trustees interested in joining the FRAC are to contact the Treasurer.**

- 7.6. The Treasurer and Head of Operations and Regulation recently met with representatives from the college where there have been long-standing issues over centralising their bank account. The discussions went well and a further meeting will take place soon.
- 7.7. **The Board approved the Treasurer's Report and the additional FRAC approved expenditure detailed in the report.**

8. 2021/2022 Membership Fees

- 8.1. The Board discussed the recommendations in the Fee Setting paper from the UKCP Finance Manager.
- 8.2. One trustee was of the opinion that the fee increases should be higher than those recommended and that they should go up by inflation.

8.3. **The Board approved an increase in membership fees as follows:**

	<u>Current 2020/2021</u>	<u>New 2021/2022</u>
Full Individual	£266	£271
Non Clinical	£230	£235
Retired	£65	£66
Students (currently waived)	£43	£44 (to remain waived/free)
Trainees	£66	£67
Affiliates	£64	£65
DM Additional Charge	£28	£29

8.4. **The Organisational Member (OM) annual renewal fee of £950 per annum is under review and a Board decision will be requested by September 2021.**

JR left the meeting between 13:00 and 2:10pm

KR, FB, JP, HW and CW joined the meeting at 13:20

9. Strategic Objectives Presentation

- 9.1. The Chief Executive shared a Power Point presentation with the Board and gave the first part of the presentation, focussing on the current UKCP Strategic Objectives:
- Improving Access
 - Engaging Better
 - Maintaining Standards of Excellence
 - Collaborating for Success
 - Research
- 9.2. The presentation contained details of key achievements that have meant the delivery of the Strategic Objectives.
- 9.3. The Chief Executive then gave the second part of her presentation, focussing on ambitions and opportunities for UKCP and potential targets for the organisations strategy over the next 3 years.
- 9.4. Following the presentation the Board engaged in a discussion which included the following points:
- 9.4.1. The Board praised the Chief Executive as the presentation contained lots of great ideas.
- 9.4.2. The proposed changes are about making the current systems and processes work better.

- 9.4.3. The proposed changes need to be championed by the Board of Trustees.
- 9.4.4. We need to gain the support of members, the majority of whom don't normally get involved in UKCP matters.
- 9.4.5. We need to identify the key people who will help drive change within the organisation.
- 9.4.6. We should make members understand what they can gain by getting involved in UKCP; it provides both professional and personal learning.
- 9.4.7. Modalities have relevance for therapists but not for end service users.

KR, FB and HW left the meeting at 14:30

10. Professional Standards and Regulation

10.1. Registrar's Annual Report

- 10.1.1. The Board reviewed and accepted the report and gave thanks.**

10.2. Regulation and Quality Assurance Team Report

- 10.2.1. The Board reviewed and accepted the report and gave thanks.**

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

- 10.3.1. The Chief Executive advised that the report was from the new Interim Chair of the PRCCF, Helen Windsor.
- 10.3.2. The Board had a quick discussion on how the current work of the UKCP Regulations Task Force relates to the work of the PRCCF.
- 10.3.3. The Board reviewed and accepted the report and gave thanks.**

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

- 10.4.1. The Chief Executive advised that the report was from the new Chair of the ETPC, Julie Scully.
- 10.4.2. The report includes mention of the Child Therapeutic Wellbeing Practitioners (CTWP) project. The UKCP Registrar, Alan McConnon, is the staff lead on the project and he will provide a paper to the Board soon.
- 10.4.3. The Board reviewed and accepted the report and gave thanks.**

11. Memorandum of Understanding (MoU) on Conversion Therapy

- 11.1. The Chair gave a quick update with regards to the MoU.
- 11.2. The Chair re-iterated that the MoU agreement which UKCP signed-up to did not include people under the age of 18.

JP left the meeting at 14:40

12. Supervision

- 12.1. The Board discussed the paper from the UKCP Registrar and the UKCP Head of Operations and Regulation.
- 12.2. **Following discussions, the Board approved the request to delay the consultation on the new Code of Ethics for Supervisors. The consultation is to be delayed until the next UKCP financial year.**
- 12.3. **The Board agreed to the creation of a Task and Finish group to investigate/research into the cost benefit analysis of extending the CCP to Supervisors. The recommendations from the Task and Finish group are to be actioned in the next UKCP financial year.**

13. Closed Session #2

- 13.1. The UKCP Head of Operations and Regulation updated the Board with regards to a complaint concerning an OM. The discussion took place in closed session.

CW left the meeting at 15:15

14. 3 Year Plan

- 14.1. Following-on from earlier strategic discussions (see section 9) the Chief Executive asked the Board what they would like to see achieved by the organisation over the next 3 years.
- 14.2. The Board then engaged in an in-depth discussion.
- 14.3. Following the discussion the Chief Executive, summing-up, said that what she is hearing is that the Board is behind the idea of being bold and innovative.
- 14.4. The 3 main high level outcomes from the discussions are:
- Obtain some kind of certified charter/trademark for the title 'Psychotherapist'
 - Take Psychotherapy to targeted audiences such as businesses, schools etc.
 - Create a Mentoring Scheme and help support newly qualified therapists
- 14.5. **The Chief Executive and the Senior Management Team will work up a proposal with costs and a timeline.**
- 14.6. It was commented that the Chief Executive is already doing most of the points at 14.4 - the main thing is for the Board to fully support her in these developments.
- 14.7. The Chief Executive mentioned that there will be a series of events arranged soon which will give the Board an opportunity to meet members – trustees should engage with any opportunities to engage with the membership.
- 14.8. Transforming the UKCP governance is vitally important as the current structure is holding us back.

15. Next Meeting

- 15.1. Friday 9 July, 13:45 to 17:00, online by Zoom.