

# Board of Trustees Minutes

**Meeting Date:** Friday 10 July 2020

**Time:** 14:00 – 17:00

**Type:** Remote via Zoom due to Covid-19 pandemic

**Location:** n/a

**Version:** Approved

**Present:**

Divine Charura (DC)	Trustee
Bob Cooke (BC)	Trustee
David Fitzgerald (DF)	Treasurer & Trustee
John Loughrey (JL)	Trustee
Jacqui McCouat (JM)	Trustee
Martin Pollecoff (MP)	Chair & Trustee
Juliet Rosenfeld (JR)	Trustee
Suzy Walker (SW)	Trustee

**Apologies:**

Andy Cottom (AJC)	Vice-Chair & Trustee
Brett Kahr (BK)	Trustee

**In Attendance:**

Alan McConnon (AM)	Registrar & Data Protection Officer – 16:35 to 16:55
Sarah Niblock (SN)	Chief Executive Officer
Cath White (CW)	Head of Operations and Regulation – 16:35 to 16:55

**Minutes By:** Alex Crawford (AC) Governance Manager

**Action Points and Decisions – in Black Bold**

## 1. Welcomes, Apologies and Declarations of Interest

- 1.1. Apologies were given for AJC and BK.
- 1.2. MP advised that AJC was taking a brief sabbatical over the summer and that BK is finding it increasingly difficult to be available on Fridays due to work commitments.
- 1.3. The Governance Officer 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 24 April 2020

### 2.1. Corrections

- 2.1.1. None

### 2.2. Matters Arising

- 2.2.1. Re: point 5.1.6 concerning adding an appointments remit to the Remuneration and Performance Management Committee (RPMC), AC said that he and Cath White (UKCP Head of Operations) will be amending the RPMC Terms of Reference.
- 2.2.2. **Re: section 11 concerning the Closed Session, AC said he will circulate the minutes of the Closed Session to the Board in due course.**

### 2.3. The minutes were approved.

## 3. Chair's Report

### 3.1. Elections

- 3.1.1. Trustee election will be held later this year. This will meet our constitutional requirements for renewing Board members, however MP said that any Trustee who was considering ending their term of office early should let him know.

### 3.2. Meeting with the Professional Regulatory Committee of the Colleges and Faculties (PRCCF)

- 3.2.1. Following the recent successful meeting between the Board and the Humanistic and Integrative Psychotherapy College (HIPC) Steering Committee, the Board discussed the Chair's proposal to hold separate meetings between the trustees and the PRCCF.
- 3.2.2. Due to work commitments BC said that it was unlikely he would be able to attend any additional meetings outside of the regular Board meetings.
- 3.2.3. **After discussion, the Board voted unanimously in favour of arranging meetings between the Board and the PRCCF. Meetings between the Board and the HIPC Steering Committee are also to continue.**

### 3.3. International Officer

- 3.3.1. The current UKCP International Officer's term of office ends in August 2020.

3.3.2. **Before starting the recruitment process for a new International Officer MP would like a review of the role to be conducted to determine the benefits to the organisation.** Recruitment of a new International Officer will be contingent on the outcome of the review.

#### 3.4. Chair Succession

3.4.1. **MP would like the Remuneration and Performance Management Committee (RPMC) to review the role of the UKCP Chair and its rewards, with the view of making the role more attractive and accessible. MP would like an advisory report on the review to be presented to the Board in the near future.**

3.5. **The Board accepted the Chair's report.**

#### 4. Chief Executive Officer's Report

4.1. The CEO spoke to her report.

4.1.1. An Equality, Diversity and Inclusion (EDI) task force will be created.

4.1.2. The UKCP CRM Manager is now working on Salesforce/Lightning full time so that we are able to use the CRM system to its full potential.

4.1.3. With regards to trustee elections mentioned in the report, the Governance Manager clarified that the Treasurer, although Lay, did not count towards the number of Lay Trustees proscribed for in the UKCP Articles of Association.

4.1.4. The Board thanked the Office Staff for all their continued great work.

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

#### 5. Governance Review

5.1. The CEO spoke to her paper in which extra funding is requested for work on the Governance Review.

5.2. **The Board delegated the decision on the extra funding to the Finance, Risk and Audit Committee (FRAC).**

5.3. **The Chief Executive Officer will bring the decision to the FRAC.**

#### 6. Vice-Chair's Report

6.1. MP spoke to the Vice Chair's report in AJC's absence.

6.1.1. In the report the Vice Chair mentions that we should establish a relationship with the School of Life and that UKCP should review its international work.

6.1.2. JR has contacts at the School of Life and is willing to be involved in establishing a relationship with them.

6.1.3. As work is moving more online because of the pandemic, now is a good time to develop new international opportunities.

6.1.4. JL cautioned that the legalities of online work in different countries needs to be established.

6.1.5. It was commented that now is an ideal time to improve access to therapy and that we should be 'ahead of the curve' on this.

- 6.1.6. One trustee commented that as a user of therapy, online therapy has been a very positive experience.
- 6.1.7. Developing and expanding online work is also a significant business opportunity.
- 6.1.8. SW is the editor of Psychologies Magazine who sometimes receive up to 90,000 listeners in their podcasts. When looking to develop online therapy SW's expertise should be utilised.
- 6.1.9. Work on developing alternatives to paying honorariums is currently on hold, although the RPMC have established key principles concerning payments within the organisation.

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

**7. Finances**

**7.1. Treasurer's Report**

- 7.1.1. DF spoke to his report and took questions.
- 7.1.2. Expenditure is broadly in line with the budget.
- 7.1.3. The costs for the Central Complaints Process (CCP) need to be monitored.
- 7.1.4. The financial impact of the pandemic won't be known until October 2020.
- 7.1.5. The budget process for the next financial year is well under way.
- 7.1.6. As recently agreed by the Board, membership fees have been frozen at 2019/2020 rates for 2020/2021. This was communicated to the membership by email yesterday (9 July 2020).
- 7.1.7. There should be little or no cost increases next year and we need to manage expectations accordingly.
- 7.1.8. The Treasurer is in the process of arranging a meeting between the Humanistic and Integrative Psychotherapies College (HIPC) Treasurer and the UKCP Auditors re: alignment of bank accounts.
- 7.1.9. The lease on the UKCP Office at America House is up for a 5 year review in 2021 and we will have the option to continue with the lease or vacate the premises. The CEO and Senior Management Team are researching options and a decision needs to be made by the end of 2020.

**7.2. Finance Report and Management Accounts**

- 7.2.1. DF referred to the Finance Report and Management Accounts and took questions.

**7.3. Organisational Membership Fees 2020/2021**

- 7.3.1. The recommendation from the FRAC is that the same policy for Individual Members should be applied to Organisational Members; the fees should be frozen at the current rate for the next financial year.
- 7.3.2. **The Board approved the FRAC's recommendation that Organisational Membership fees are to be frozen for the next financial year (2020/2021).**

## 8. Professional Standards and Regulation

### 8.1. Professional Standards Development Work

8.1.1. The Board reviewed and accepted the report and gave thanks.

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

8.2.1. The Board discussed the report from the PRCCF Chair.

8.2.2. The Chief Executive Officer has already responded to the PRCCF Chair on some of the operational issues raised in the report.

8.2.3. The Board discussed some of the other issues raised in the report.

8.2.4. With regards to the holding of members' data within the organisation, all GDPR and ICO rules should be complied with. **The Board approved the following statement which is to be conveyed to the colleges:**

*All those involved in the governance, operations and regulation within UKCP – including colleges and committees – must abide by the Information Commissioner's Office (ICO) rules regarding data protection.*

8.2.5. **The Data Protection Officer (AM) is to conduct a risk assessment on how data is held throughout the organisation and report back to the Board at their next meeting in September 2020.**

8.2.6. The Board reviewed and accepted the report and gave thanks.

### 8.3. Child College and Faculty Amalgamation

8.3.1. The Board considered the request from the Child College and Faculty Chairs for the amalgamation of Child Faculty and College for Children and Young People into a single organisation.

8.3.2. The amalgamation is requested for the following reasons:

- To simplify and streamline processes within UKCP & externally
- To eliminate duplication and confusion for members
- To increase unity and clarity of message
- To be more cost effective

8.3.3. **The Board approved the request that the Faculty for Children and Young People (FCYP) should be merged into the College of Children and Young People (CCYP).**

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

8.4.1. The Board reviewed and accepted the report and gave thanks.

### 8.5. Regulation and Quality Assurance Team Report

8.5.1. The Board reviewed and accepted the report and gave thanks.

## 8.6. Trustee Complaints Procedure

8.6.1. **The Board approved the amendment to point 2.2. of the procedure. The procedure now applies to 'elected or appointed office holders other than UKCP employees' as well as trustees.**

## 8.7. Trustee Code of Conduct

8.7.1. The code was being presented to the Board for periodic review.

8.7.2. **Given the amendment to the Trustee Complaints Procedure (see point 8.6.1 of these minutes) it should be made clear that the Code of Conduct also applies to elected or appointed office holders other than UKCP employees.**

8.7.3. **The Board approved the Trustee Code of Conduct with no further changes other than that detailed above.**

## 9. Research Working Group (RWG)

9.1. The Board reviewed the paper giving an update on the work of the RWG.

9.2. **The RWG is to conduct a review of the efficacy of the UKCP Practitioner Research Network (PRN) to see how it could be more effective and make recommendations to the Board.**

9.3. **The request for how the work of 2 members of the RWG can be recognised is to be referred to the RPMC. The current embargo on any new honoraria means honorariums are not an option.**

## 10. Education Working Group (EWG)

10.1. The Board reviewed the paper giving an update on the work of the EWG.

10.2. The Board discussed the EWG potentially working on the creation of a BA/BSc degree course.

10.3. The Chair said that the course would need to teach students about mental health in the UK (e.g. the medical model, non-medical model etc.) and the course would be a springboard for graduates to go on and become practitioners.

10.4. The CEO advised that some market research into the viability of the degree course is needed and we will need to work with a university partner to create such a course.

10.5. DC said that he has been involved in the creation of a BSc in Mental Health and Counselling. DC knows of 3 universities who run this type of course.

10.6. It was suggested that UKCP partner with an existing course and market it as a UKCP course.

10.7. **Following an in-depth discussion it was agreed that the EWG will do some market research into a degree course and explore possible partnership opportunities.**

10.8. The Board gave thanks to DC for all his valuable work on both the RWG and EWG.

## 11. Charity Governance Code

11.1. The Governance Manager referred to his paper detailing his initial assessment of how UKCP measures-up to the Charity Governance Code.

11.2. Broadly speaking, UKCP performs well in most areas except Diversity. The creation of an Equality, Diversity and Inclusion Taskforce by the CEO (see point 4.1.1 of these minutes) will hopefully help the organisation improve in this area.

11.3. Trustees are to contact the Governance Manager if they have any questions or suggestions concerning his paper.

*\*CW and AM joined the meeting at 16:35\**

## **12. Closed Session**

12.1. The next part of the meeting was held in closed session.

*\*CW and AM left the meeting at 16:55\**

## **13. AOB**

### **13.1. Psychotherapy Scotland**

13.1.1. The Scottish Public Policy Forum (SPPR) have emailed the UKCP Communications Team today requesting that they change their name to 'Psychotherapy Scotland'.

13.1.2. It was commented that, as a matter of process, such a request should be sent to the Board, not directly to the Communications Team.

13.1.3. **The CEO will arrange a meeting between SPPR and the UKCP Policy and Advocacy Officer. JR would also like to be involved in the discussions.**

## **14. Next Meeting**

14.1. Friday 18 September 2020, 09:30 to 16:00, UKCP Office or 14:00 to 17:00 by Zoom.