



Board of Trustees Minutes

Meeting Date: Saturday 26 April 2014

Time: 12:15 – 17:00

Type: Face-to-face

Location: Radisson Blu Hotel, 9-13 Bloomsbury Street, London WC1B 3QD

Version: Approved

Present:	Carmen Fiona Keith Sian David Inger Pat David Martin Philippa Andrew Janet Rory	Joanne Ablack (CJA) Biddle (FB) Carlton (KC) Ellis (SE) Fitzgerald (DF) Gordon (IG) Hunt (PH) Pink (DP) Pollecoff (MP) Tucker (PT) Wadge (AW) Weisz (JW) Worthington (RWt)	Trustee Trustee Trustee Trustee Trustee Trustee Trustee Chief Executive (non-Trustee) Trustee Trustee Trustee Trustee & UKCP Chair Trustee
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Apologies:	John Philippa	James (JJ) Whittick (PW)	Trustee Vice Chair ETPR** (non-Trustee)
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In Attendance:	Louise	Lilley (LL)	Head of Operations & Regulation
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Minutes By:	Alex	Crawford (AC)	Governance Officer
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** Education, Training, Practice & Research

Action Points and Decisions – in Black Bold

1. Apologies

1.1. Apologies were given for JJ and PW.

2. Declarations of Interest and clarification of who can vote

2.1. 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.

2.2. The Governance Officer informed the Board that everyone present has a vote, except for the Chief Executive, the Head of Operations & Regulation and the Governance Officer (the UKCP staff).

3. Matters arising from the approved Board Minutes of 31 January 2014

3.1. Re: point 2.2 of the Board minutes of 31 January 2014: No response has been received from the recently resigned trustee since the Chief Executive's email to him on 14 February 2014. Consequently an exit interview with the ex-trustee has not been conducted and is unlikely to happen.

3.2. One trustee commented that holding exit interviews for all leavers (whether trustees or staff) was a good practice to adopt.

3.3. Re: point 6.2 of the Board minutes of 31 January 2014: The Job Description for the International Officer and the International Committee Terms of Reference have been sent to the Board.

3.4. Re: point 6.3 of the Board minutes of 31 January 2014: The Chief Executive reported that a number of representatives from UKCP attend European Association of Psychotherapy (EAP) meetings at present.

3.5. Re: point 6.6.1 of the Board minutes of 31 January 2014: **Approved Board minutes will be placed on the UKCP website in the public area, starting with the minutes from 31 January 2014.**

3.6. PT will discuss the Trustees' area of the UKCP website with the UKCP Communications Manager.

4. Revised Applicant Organisation (AO) process

4.1. The Board referred to the paper from the UKCP Registrar.

4.2. One trustee made the following points about the document:

- There is no reference to safeguarding.
- The document does not incorporate a diversity or equality aspect.
- The document does not contain criteria for assessment.

4.3. The Chair said that the Board should not be getting into the detail of the document but should focus on the proposed changes which are:

- To make the Organisational Membership Committee (OMC) responsible for managing the entire process.
- To set deadlines for each stage so that the people involved are clear about their roles and responsibilities, and to ensure the process can be better managed.
- To appoint a sponsor for each Applicant Organisation.

4.4. The Board voted in favour of the above proposals (with one abstention) and included a recommendation that the OMC should review the process and give particular focus to Diversity and Safeguarding.

5. Finance Report and Management Accounts

- 5.1. The Board referred to the written Finance Report and Management Accounts.
- 5.2. The Board gave positive feedback for the inclusion of additional diagrams and graphs in the report.
- 5.3. One trustee said that they find it hard to track projects that the Board has already approved, as they are not married-up with the management accounts.
- 5.4. The Treasurer agreed that linking the management accounts & finances with the progress on strategic projects needs to be looked at.
- 5.5. The Treasurer also asked for the Board's feedback as to how the finances are reported. **The Board members are to email him directly with their comments.**

6. Finance Mid-Year Review (MYR)

- 6.1. The Board referred to the MYR paper.
- 6.2. The Chief Executive gave some background. Surplus funds are available primarily because the number of people leaving following the introduction of the mandatory Complaints and Conduct Process (CCP) has been less than anticipated. The Finance Committee (FC) has done some analysis and given their advice as to how much can be released. The Strategic Coordinating Committee (SCC) has given their advice on how the monies can be deployed.
- 6.3. **The Board voted unanimously that an additional £10k for the 'UKCP Identity Project' (following discussions in the earlier strategy sessions) be added to the list of *Essential additional work* detailed in table 2 in the MYR paper.** This means a total of £55k will be spent on essential work. The total additional funds figure of £120k minus the £55k for essential work leaves an amount of £65k for further allocation.
- 6.4. The Board then looked at table 1 in the MYR paper entitled *Items proposed by the Strategic Coordinating Committee. The Board unanimously voted that the £20k should be made available to prioritise improvements to Find a Therapist, and that £15k should be made available to prioritise next steps following the launch of the Valuing Mental Health report, giving a total of £35k.*

- 6.5.** The remaining amount of £65k (agreed at point 6.3) minus this £35k (agreed at point 6.4) leaves a remainder of £30k still to be allocated. **The Board formally requested that the SCC look at the allocation of the remaining £30k, with a focus on the other items detailed in table 1 with the exception of the ‘Sponsor or endow a Chair/Professor at a University’ item which is to be put on-hold for re-consideration in the next financial year.**
- 6.6.** **At the request of one trustee, a paper will be provided to the Board by the Chief Executive which details the costs for a full office move, in case this becomes a reality.**
- 6.7.** One trustee wanted to know how the items detailed in the tables linked with the UKCP strategic aims. The Chair suggested that an additional column be added to the tables indicating how the proposals link with the strategic objectives.
- 6.8.** It was asked why other parts of the organisation (e.g. colleges, faculties, committees) had not been invited to make proposals as to how the surplus funds could be spent. It was clarified that funding for colleges and faculties comes under a different model, and that the MYR should not be confused with the annual budget setting for committees.
- 6.9.** One trustee cautioned against embedding recurring, annual costs as this surplus of income was a one-off event. The Head of Operations and Regulation clarified that both the SCC and FC had taken into account recurring and non-recurring costs before making their recommendations.

7. Finance Special Measures

- 7.1.** The Board referred to the paper from the Treasurer.

- 7.2. The Board voted unanimously to lift the Finance special measures.**

- 7.3.** Part of the special measures involved routinely sending the approved minutes from Finance Committee meetings to the Board. This will no longer happen but approved Finance Committee minutes will continue to be available to trustees on request.

8. Chair’s Report

- 8.1.** The Chair referred to her written report and invited questions from the Board. The questions included the following areas of her report:

- UKCP General Assembly planned for 19 July 2014
- Shape Review
- Expansion of the Cognitive Psychotherapies College (CPC)
- CCP Consultation Day on 10 May 2014
- Psychotherapy Council

- 8.2. The Chair will inform the Moderator of the Psychotherapy Council that the CCP review group will consider the best course of action following the feedback from the consultation, and whether any further consultation is required.**

8.3. The Chair's report was proposed by CJA, seconded by FB and accepted by the Board.

9. Proposed Environmental, Sustainability and Climate Change Policy for UKCP

- 9.1.** The Board referred to the paper from the Diversity, Equalities and Social Responsibility Committee (DESRC).
- 9.2.** After an in-depth discussion, the Board voted (with 1 abstention) not to adopt the Climate Change Policy.
- 9.3.** The Chair will write to the authors of the paper and advise them of the Board's decision. The Chair will thank them for their work and suggest that they could set-up an 'Eco-Psychotherapist' Special Interest Group.

10. Chief Executive's Report

10.1. The Chief Executive referred to his written report and invited questions from the Board. The questions included the following areas of his report:

- Concerns he has expressed regarding the Professional Standards Authority's Accredited Voluntary Register (AVR) scheme.
- Recruitment of a new member of staff in the Regulation Team. The Chief Executive hopes that the position will be filled by the time of the next Board meeting in July.
- Developments with the Fujiwara Report and the meeting with Norman Lamb MP planned for early June.
- Membership renewals, including progress with the membership recruitment drive and student membership.
- Organisational Member (OM) Termination Process (currently out for consultation).

10.2. The Chief Executive's report was proposed by SE, seconded by KC and accepted by the Board.

**SE left the meeting at 16:00 because of a declared potential conflict of interest
for the next agenda item**

11. Closed Session

11.1. The Board had a closed discussion about an OM compliance / regulatory matter. Minutes of this discussion are recorded on a separate confidential paper.

SE returned to the meeting at 16:10

12. Vice Chair Education, Training, Practice & Research (ETPR) & Project Lead for Ethics Report

12.1. The Board referred to the written report.

12.2. The Chief Executive answered queries about the status and costs of the recruitment for the Ethics Committee.

12.3. The Board accepted the report and gave their thanks to the author.

13. Professional Regulatory Committee of the Colleges and Faculties (PRCCF) Report

13.1. The Board referred to the written report.

13.2. The Board accepted the report and gave their thanks to the author.

14. Quality Assurance & Regulation Management (QARM) Report

14.1. The Board referred to the written report.

14.2. One Trustee asked for details about the size of the Applicant Organisation(s) to be included in the report. **This will be fed back to the author.**

14.3. The Board accepted the report and gave their thanks to the author.

15. Professional Standards Work Report

15.1. The Board referred to the written report.

15.2. The Board accepted the report and gave their thanks to the author.

16. AOB

16.1. Treasurer

16.1.1. The Treasurer apologised to the Board for missing the last meeting in January. He also advised that he will not be able to attend the next Board meeting in July, and will only be able to attend by teleconference in September. By way of explanation, he advised that he had not anticipated being appointed to the role of Treasurer and had already made commitments in 2014 that conflicted with the scheduled Board meetings. The Treasurer asked the Board to understand his position and said he was determined to carry out his responsibilities to the full.

16.2. Safeguarding

16.2.1. The Board discussed progress regarding Safeguarding, and referred to the paper first sent to the Board in April of last year.

16.2.2. The Chair of the Education, Training and Practice Committee (ETPC) will work with the ETPC administrator to ensure that the existing UKCP Safeguarding Guidelines made available on the UKCP website.

16.2.3. The ETPC Chair will take the issue of Safeguarding back to the ETPC and will report back to the Board on progress in April 2015.

16.2.4. When established, the new Ethics Committee will be asked to do further work on Safeguarding and will report back to the Board on progress in April 2015.

17. Closed Session

17.1. The meeting ended with a further closed session. Minutes of this discussion are recorded on a separate confidential paper.

18. Next Meeting

18.1. Friday 18 July 2014 – venue details to be confirmed.