

Board of Trustees Minutes

Meeting Date: Friday 26 June 2026

Time: 9:30am – 4pm

Type: Online (switched from in-person due to travel concerns with extreme heat)

Location: n/a

Version: Confirmed

Present:

Bill	Adlard (BA)	Trustee
Michelle	Briggs (MB)	Trustee
Will	Daniel-Braham (WDB)	UKCP Vice Chair & Trustee
Pippa	Donovan (PD)	UKCP Chair & Trustee
Peter	Gregory (PG)	Trustee
Nish	Kumar (NK)	Trustee
Helen	Marsh (HM)	Trustee
Matthew	White (MA)	Trustee

Apologies:

Rosie	Duncan (RD)	Trustee
Emma	Herbert (EH)	Head of Governance
Akash	Patel (AP)	UKCP Treasurer & Trustee
Wendy	Smith (WS)	Finance Manager

In Attendance:

Emily	Bridges (EB)	Head of Strategic Projects
Bethan	France (BF)	Director of Membership
Kam	Kandola (KK)	Director of Standards
Vicky	Kemble (VK)	Director of Resources
Jon	Levett (JLE)	Chief Executive Officer
Ashlynnne	Ludlow (AL)	PRCCF Chair
Zahid	Nawaz (ZN)	EDI-BIIDE Committee Chair
Helen	Windsor (HW)	Members Forum Moderator

Minutes By: Alex Crawford (AC) Board & Committees Secretary

Action Points and Decisions – in Black Bold

1. Welcomes, apologies and conflicts of interest

- 1.1. The Chair welcomed people to the meeting.
- 1.2. Apologies were given for RD, EH, AP and WS.
- 1.3. No declarations of interest were declared.
- 1.4. There was a brief discussion about the use of Artificial Intelligence (AI) notetakers at UKCP meetings. A UKCP AI policy is in the process of being produced which will incorporate notetakers procedure. CEO confirmed that this will be ready for the September Board. It was agreed that notetakers will not be admitted to today's Board meeting, but a zoom recording of the meeting will be available on request.

2. Board check-in

- 2.1. Each attendee gave a brief update on their personal wellbeing.

3. Closed Session

- 3.1. The Board met in closed session to approve the closed minutes from 20 March 2026, to discuss ongoing legal cases and to discuss governance of trustee elections.
- 3.2. These matters were discussed in closed session under clauses 4e (public disclosure could jeopardise outcome) and 4g (legal privilege) of the Board's policy on matters to be discussed in open and closed session.

4. Minutes of the Board Meeting on 20 March 2026

4.1. Corrections

- 4.1.1. None.

4.2. The Board resolved to approve the minutes.

4.3. Matters Arising

- 4.3.1. Re: point 9.5.2 concerning the complaints process and the Indicative Sanctions Guidance, in response to a question from the Vice Chair it was confirmed by the CEO that those removed from the register are able to become members in the future if certain conditions are met.
- 4.3.2. Re: point 13.1.1 concerning adding a representative from the EDI-BIIDE Committee (Equity, Diversity & Inclusion – Belonging, Intersectionality, Inclusion, Diversity & Equity) to the UKCP Bursary Panel, it was confirmed that an EDI-BIIDE representative is now on the panel.
- 4.3.3. Re: point 20.2 concerning the CEO's suggestion that the Board receive an OMR (Organisational Member Review) Overview Report for Board meetings in 2027, the CEO said that this will part of the Director of Standard's work and that the Professional Regulatory Committee of the Colleges and Faculties (PRCCF) will support.

4.3.4. Re: point 20.4 the Vice Chair noted that this point (and the above) needs more clarity on whether they are an action point or not. **It was agreed it should be made clearer in the minutes whether items are an agreed action.**

4.3.5. Re: point 24.1.1 concerning the potential impact of HMRC minimum wage rules on UKCP Trainees working unpaid, legal advice has since confirmed that any placement over a year will be subject to HMRC minimum wage rules. **The Partnership for Counselling and Psychotherapy Bodies (PCPB) will be looking at this issue and the CEO will discuss this at the PCPB meeting on 2 July 2026. Implications are to come back to the Board of Trustees via briefing paper for the Board meeting on 25 September 2026.**

5. Minutes of the Board Meeting on 22 May 2026

5.1. Corrections

5.1.1. None.

5.2. **The Board resolved to approve the minutes.**

5.3. Matters Arising

5.3.1. None.

6. Board of Trustees action log

6.1. The Board briefly discussed the outstanding items on the action log.

The Director of Resources joined the meeting

7. Chair of FRAC (Finance, Risk and Audit Committee) Report

7.1. Financial Statements and Trustee Annual Report for the year ending 30 September 2025

7.1.1. **The Board resolved to approve the Financial Statements and Trustee Annual Report for the year ending 30 September 2025.**

7.2. UKCP Expense Policy

7.2.1. The Director of Resources spoke to the paper and answered questions.

7.2.2. The only change from the previous Expense Policy is that the mileage rate people can claim has changed from 45 pence per mile to 55 pence per mile, in accordance with HMRC guidelines.

7.2.3. **The Board resolved to approve the UKCP Expense Policy.**

7.3. UKCP Office Proposal

7.3.1. The Director of Resources spoke to the paper and answered questions.

7.3.2. The Director of Resources advised that we are looking to remain having serviced office premises in the London King's Cross area.

7.3.3. It was noted that communications to members about an office move need to be given careful consideration.

7.3.4. UKCP Chair suggested that working from home/hybrid working policy for UKCP staff is also reviewed as part of this project.

7.3.5. **The Board resolved to approve the search for, and acquisition of, a more cost-effective office solution in the King's Cross area. Delegated authority was given to the Director of Resources and CEO to carry out this work. Careful consideration must be given to member communications about an office move. The Director of Resources is to conduct a review of the working from home/hybrid working policy for UKCP staff.**

7.4. Reappointment of UKCP Auditors

7.4.1. The appointment of auditors for the financial year ending 30 September 2026 will be put to members at a general meeting in November for their approval.

7.4.2. The FRAC proposes that PEM is retained for a fifth year, with a comprehensive review for the 26/27 year being undertaken for approval at the December board meeting. **The Board resolved to agree this proposal.**

7.4.3. The Director of Resources confirmed that the original issues highlighted by PEM in the audit report have now been resolved.

8. Director of Resources Report

8.1. The Director of Resources spoke to the report and answered questions.

8.2. Key points included the following:

8.2.1. Mitigations are in place to support a stable renewals cycle, including interim resourcing and leadership support.

8.2.2. Focus remains on strengthening systems, improving efficiency, and maintaining workforce stability and wellbeing.

8.2.3. The audit process has now been completed, with improved financial position following reduced provisions and confirmation of going concern.

8.2.4. Cost savings continue to be a focus with the proposed office move (as previously discussed) expected to deliver significant recurring savings and improve financial sustainability.

- 8.3. The UKCP Chair re-iterated a request that we have a procedure whereby all UKCP organisational policies and procedures are regularly reviewed and updated with clear ownership. **Director of Resources to compile this for review by RAPMC at the next meeting on 4 September 2026.** To help compile this, **the Board and Committees Secretary will send the Director of Resources the Gap Analysis report** (a report which is the result of a piece of work carried out in 2024).
- 8.4. The Director of Resources will find out if the UKCP Employee Assistance Program (EAP) is available to UKCP volunteers who are classified as workers.

9. UKCP Risk Register

- 9.1. A link to the draft Risk Register had been provided to trustees ahead of the meeting.
- 9.2. The Director of Resources spoke to the paper and answered questions. Key points included:
- 9.2.1. The risk register is in the process of been updated using a new format, with additional content to improve coverage—particularly around operational risks.
 - 9.2.2. The aim is that it better reflects current priorities, upcoming work from annual plans, and the wider operating climate.
 - 9.2.3. This is a high-level update. It has been some time since the register was last fully reviewed. The FRAC have reviewed and propose it is approved by the Board.
 - 9.2.4. In line with FRAC preferences, it is shared now as very much a work in progress with more generic controls and mitigation rather than waiting for a fully complete version.
 - 9.2.5. The Senior Management Team (SMT) will review the register in due course and add more tailored comments. It is expected that all risks must consider EDI-BIIDE impacts where relevant and this will need to be added as well.
- 9.3. **The Board resolved to approve the new Risk Register format, as recommended by the FRAC.**

10. Report from the Chair of the Remuneration and Performance Management Committee (RAPMC)

- 10.1. The Chair of RAPMC spoke to the report and answered questions.

11. Governance Review update

- 11.1. The CEO spoke to the report and answered questions. Key points included:
- 11.1.1. The Priorities for Change documents are now finalised. Both documents and the survey will be sent out to members via a standalone members update email, through PRCCF / College Leads, *The New Psychotherapist* magazine and hard copies will be available at the UKCP conference.

11.1.2. We have received notification from the Charity Commission that the UKCP Charitable Objects, as amended in 2009, can be taken to be UKCP's current Objects. We have also received notification from the Charity Commission that the Articles of Association as amended on 20 September 2019 are accepted as the current Articles of UKCP.

11.1.3. In the first tranche of proposed changes to the Articles of Association, we have prioritised changes which we believe will be well-received by the members, will be largely uncontroversial and are desirable for practical reasons. **Final proposals with a communications plan will come to the Board meeting on 25 September 2026.**

11.1.4. One trustee suggested that communications around the changes to the Articles of Association have an immediate focus from the CEO and the Head of Policy and Communications.

11.2. The Board resolved to approve the amendments as currently proposed to UKCP's Articles of Association, subject to final sign off at the Board meeting in September 2026.

12. UKCP General Meeting update

12.1. The CEO spoke to the report and answered questions.

12.2. The Board of Trustees resolved to approve the current direction of travel to hold a UKCP general meeting in November 2026, for further discussion with the UKCP Chair and final sign-off at the Board meeting on 25 September 2026.

12.3. By a majority vote the Board took the decision that hustings for the 2026 trustee elections should take place separately from the general meeting in November.

13. UKCP Membership of the European Association of Psychotherapy (EAP) [same acronym as at point 8.4]

13.1. The CEO spoke to the paper and answered questions.

13.2. The Board resolved to approve UKCP's continued membership of the EAP with the caveat that UKCP better promote its membership of EAP as a benefit to UKCP members and be more active in EAP's governance and policy activities through its appointed representative.

13.3. The UKCP Chair requested to be in the appointment process for the new EAP representative.

13.4. The Board also noted that the application process by which members apply to obtain a European Certificate of Psychotherapy (ECP) needs to be reviewed and improved. **This will need to be picked up by the new EAP representative, when appointed.**

14. CEO Report

14.1. The CEO spoke to the report and answered questions. The key points included:

14.1.1. Key Performance Indicators (KPIs) are all rated green or amber.

14.1.2. **The UKCP Chair requested that the KPIs are revised and submitted for review as part of the Annual Plan.**

14.1.3. Work is now progressing with PCPB on providing a definition on conversion practices and good practice guidance for working with clients with Gender, Sexuality and Relationship Diversity (GSRD), with a detailed timetable now agreed and detailed in the CEO report.

14.1.4. UKCP will be meeting Lord Hunt on Kings Heath to discuss statutory regulation on 1 July.

14.1.5. Recruitment for the Humanistic and Integrative Psychotherapy College (HIPC) Lead has been completed. Deborah Lee has been appointed to the position and is now being inducted.

15. Chair's Report

15.1. The Chair spoke to the report and answered questions.

16. Vice Chair's Report

16.1. The Vice Chair spoke to the report and answered questions.

17. Report from the Members Forum Moderator

17.1. The Members Forum Moderator spoke to the report and answered questions.

18. Report from the chair of the PRCCF (Professional Regulatory Committee of the Colleges and Faculties)

18.1. The PRCCF Chair spoke to the report and answered questions.

18.2. **The Board resolved to approve that the Psychotherapeutic Counselling and Intersubjective Psychotherapy College (PCIPC) will now be renamed the Psychotherapeutic Counselling College (PCC).**

19. Board, FRAC and RAPMC meeting dates 2027

19.1. The Board noted the dates.

19.2. **The dates are to be added to the Board SharePoint page.**

20. Strategic Projects report

20.1. The Strategic Projects Lead spoke to the report and answered questions.

21. EDI-BIIDE (Equity, Diversity, Inclusion, Belonging, Intersectionality, Inclusion, Diversity & Equity) Committee Report

21.1. The EDI-BIIDE Committee Chair spoke to the report and answered questions.

21.2. The EDI-BIIDE Committee Chair shared a draft UKCP EDI Statement on screen for comment. **The Board requested that a risk assessment and stakeholder analysis be carried out on the draft statement before being brought back to the Board for approval at the September Board.**

22. Director of Standards report

22.1. The Director of Standards spoke to the report and answered questions.

22.2. **Following concerns raised by the Director of Standards, the CEO and Director of Standards will discuss how they can better support the Education, Training and Practice Committee (ETPC) in its delivery of key areas of UKCP work, and will provide a proposal for a solution, including timeline of activity for key deliverables, at the September Board meeting.** The proposal may include the creation of a working group led by an external appointee.

23. Director of Membership Report

23.1. The Director of Membership spoke to the report and answered questions.

24. Head of Policy and Communications Report

24.1. The Head of Policy and Communications spoke to the report and answered questions.

25. AOB

25.1. None.

26. Next Meeting

26.1. Friday 25 September 2026, London venue tbc.