

Board of Trustees Minutes

Meeting Date: Saturday 21 September 2019

Time: 09:30 – 15:25

Type: Face-to-face

Location: UKCP Office, Boardroom

Version: Approved

Present:

Divine Charura (DC)	Trustee
Bob Cooke (BC)	Trustee
Andy Cottom (AJC)	Vice-Chair & Trustee
Brett Kahr (BK)	Trustee
John Loughrey (JL)	Trustee
Jacqui McCouat (JM)	Trustee
Martin Pollecoff (MP)	Chair & Trustee
Neil Robertson (NR)	Treasurer & Trustee
Juliet Rosenfeld (JR)	Trustee – <i>until 15:10</i>
Suzy Walker (SW)	Trustee

Apologies: Keith Carlton (KC) Trustee

In Attendance:

Ieva Grudzyte	Inclusive Boards (Observer)
Alan McConnon (AM)	Registrar – <i>from 15:00</i>
Jill McWilliam (JMW)	Representing Child client groups (Observer) - <i>09:30 to 14:45</i>
Sarah Niblock (SN)	Chief Executive
Tricia Scott (TS)	Representing Adult client groups (Observer) – <i>09:30 to 14:45</i>
Maura Sills (MS)	Members' Forum Moderator (Observer) – <i>10:00 – 14:45</i>
Reenee Singh (RS)	Representing Family/Groups (Observer) – <i>09:35 to 14:15</i>

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 KC.
- 1.2. MP informed the Board that KC has decided to stand-down as a Trustee and that the next Board meeting on 12 December 2019 will be his last.
- 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 12 July 2019

2.1. Matters Arising

- 2.1.1. Re: point 2.3.1 concerning an explanation from the auditors to the colleges about the need for a centralised bank account, SN has been in contact with Sayer Vincent about this.
- 2.1.2. Re: point 7.2.3 concerning appointing a Chair of the Supervision Working Group, this is to be discussed later.
- 2.1.3. Re: point 15.3 concerning international strategy, SN has written to the International Officer about this.
- 2.1.4. Re: point 15.4 concerning closure of the UKCP International Committee, the committee is now closed. The former committee members have been written-to and informed of the decision. **SN will circulate details of the UKCP International Strategy to the Board.**
- 2.1.5. Re: point 17.7 concerning the Governance Review Scope, SN gave an update. The presence of IG from Inclusive Boards at today's Board meeting is part of the Scope.

2.2. Approval

- 2.2.1. **The minutes of 12 July 2019 were approved.**

3. Chair's Report

- 3.1. MP spoke to his Chair's report and took questions.

MS joined the meeting at 09:35

- 3.1.1. The work that JMW and AJC are conducting with foodbanks was discussed; this is a way of working very closely with the public.
- 3.1.2. We need to combine both qualitative and quantitative research; both science and the humanities.
- 3.1.3. MP mentioned AJC's very successful group practice. AJC will soon be conducting a workshop on the many aspects of private practice including group practices.
- 3.1.4. MP will be running a 'New Leaders' training workshop on 26 October 2019.

- 3.2. **The Board approved the Chair's Report.**

4. Chief Executive's (CE) Report

4.1. SN spoke to her CE report and took questions.

4.2. The discussion included the following points:

4.2.1. In response to a query about UKCP's work in Scotland, SN advised that we work with the Scottish Public Policy Forum (SPPF).

4.2.2. SN gave an update on UKCP's involvement in the All-Party Parliamentary Group (APPG) on Prescribed Drug Dependency. Two pieces of peer-reviewed work and guidelines are being produced and it will be launched in the Houses of Parliament in December 2019.

4.2.3. One trustee expressed concern over the issues with the UKCP website reported in the CE Report. SN assured the Board that scoping work is underway to rectify the problems and enhance the website.

4.2.4. With regards to membership renewals, SN reported that significantly more Direct Debits have been collected than at the same point last year.

4.2.5. SN advised that the Members' Survey will be conducted soon.

4.2.6. SN updated the Board on the status of the UKCP Research Faculty Committee (RFC).

4.3. The Board approved the CE Report.

5. Vice-Chair's Report

5.1. AJC spoke to his report and took questions.

5.1.1. BC asked questions about AJC's work on the private practice of Counselling and Psychotherapy, as BC runs three private practices. AJC would like to come to BC's practices in Manchester to learn more.

5.1.2. AJC mentioned that obtaining VAT equivalence with psychologists [for psychotherapists] would be a major project.

5.2. The Board approved the Vice Chair's Report.

6. Presentation from the Chief Executive

6.1. SN gave a presentation to the Board entitled 'The Year Ahead at UKCP' which covered the following areas:

- Achievements
- Challenges
- Strategic Priorities
- Diversity and Inclusivity
- Research Culture
- Conversion Strategy (Students & Trainees converting to Full Clinical Membership)
- Succession Planning
- Sustainability of UKCP Educational Programmes
- Strengths
- Opportunities
- Proposals

6.2. The Board engaged in a discussion with the CE which included the following points:

6.2.1. The varied project work being conducted with fellow organisations.

6.2.2. The need to establish research partnerships with universities.

6.2.3. Work on how we can develop practice-led research that will influence NICE is being developed.

6.2.4. It was suggested that future UKCP Research Conferences could be held outside of London.

6.2.5. MP mentioned BK's successful workshop, "How to Flourish as a Psychotherapist".

6.2.6. UKCP should get more involved with Organisational Members (OMs) at University graduations; this is time to tell them what they can expect for the 1st year.

6.2.7. The end of the Career Development Loan could be a big threat to student numbers at private colleges.

6.2.8. Many anomalies were identified in a spreadsheet [additional paper to the presentation] detailing the various UKCP, British Association of Counselling & Psychotherapy (BACP) and British Psychoanalytic Council (BPC) training courses available from the respective websites. SN advised that this reflects the many anomalies on the websites. These errors/anomalies can lead to confusion.

6.2.9. SN suggested that UKCP qualification levels are more clearly stated on the UKCP website.

6.2.10. One trustee cautioned that increasing uniformity of trainings should not decrease flexibility.

6.2.11. One trustee was of the view that what makes a psychotherapist is not about the training alone. The objections to 'professionalisation' need to be addressed and we should be careful of the language we use.

6.2.12. In many cases the way trainings are presented to the outside world 'under-sell' the high quality and level of UKCP's courses.

6.2.13. The Board expressed great thanks to SN for all her work and achievements.

6.2.14. How organisations can become a Higher Education (HE) provider was briefly discussed.

6.3. **Following the discussion, the Board unanimously voted in favour of authorising the Chair and CE to create the following task and finish working groups:**

- **One to establish UKCP Research Strategy and Implementation.**
- **One to conduct a forensic assessment of UKCP Training & Education (this may include starting conversations with OMs, via College Chairs, about Level 6/7 programme descriptors).**
- **Both groups will report their recommendations to the Board.**

7. [UKCP Finances](#)

7.1. NR spoke to his Treasurer's report and to the UKCP Budget for 2019/2020.

7.2. NR recommended the UKCP 2019/2020 Budget to the Board and commented that it is affordable and has reserves in-line with the UKCP Reserves Policy.

- 7.3. NR cautioned that UKCP is currently running at a deficit which is not sustainable; costs need to be reduced or income increased.
- 7.4. Over 80% of our costs are committed expenditure, which gives little leeway for discretionary projects.
- 7.5. Underspending by the colleges continues to be a perennial problem.
- 7.6. SN advised that the budget for international work had now been received from the International Officer.
- 7.7. **Following discussions, the Board approved the following:**

- **The Board approved the 2019/2020 UKCP Budget.**
- **The Board approved the £15 Central Complaints Process (CCP) contribution from the General Fund.**
- **The Board gave approval for the Reserves Policy to remain unchanged.**
- **The Board approved the £30k-£50k costs for the re-configuration of the UKCP Office.**
- **The Board approved the re-appointment of the auditors, Sayer Vincent.**

8. Observers & Closed Sessions

- 8.1. **A document clarifying what constitutes a closed item is to be drafted by the Governance Manager.**
- 8.2. **A document outlining the role, remit and involvement of observers at Board meetings is to be drafted by the Governance Manager.**
- 8.3. **'Board Observers' should also be an item for discussion at the next Board meeting.**

9. Professional Standards and Regulation

- 9.1. **As Katy Rose will soon be completing her term of office as Chair of the Professional Regulatory Committee of the Colleges and Faculties (PRCCF) the Board wanted to pass on their thanks to her for all her work as PRCCF Chair.**
- 9.2. There was a brief discussion about the connection between the PRCCF and the Board.

RS left the meeting at 14:15

10. UKCP Strategic Objectives

- 10.1. SN gave some background to the proposal for a new strategic objective focussing on the wellbeing of UKCP staff: *'An engaged and mentally well workplace'*. This came from discussions around the UKCP Values and Cultures document.
- 10.2. The Board were unable to reach a unanimous vote on the proposed new Strategic Objective. **SN will review, consult with the authors and come back to the Board.**
- 10.3. NR was behind the sentiment; however, he did not think it should be a strategic objective. **NR will write to SN with his thoughts on how to progress this.**
- 10.4. **The first bullet-point of the existing 'Collaborating for Success' Strategic Objective is to be amended to have the addition of *policy makers after professional bodies.***

11. AOB

11.1. Appreciation to the UKCP Staff

11.1.1. The Board would like to give thanks to the UKCP staff for all their work.

11.1.2. **MP, SN & AC will endeavour to allow time at the December Board meeting for the Board to meet and thank the UKCP staff in person.**

TS, JMW and MS left the meeting at 14:45

AMC joined the meeting at 15:00

12. Closed Session

12.1. The remainder of the meeting was held in closed session.

13. Next Meeting

13.1. Thursday 12 December 2019, 13:00 (lunch with staff), 14:00 to 18:00 (meeting), UKCP Office.

APPROVED