



Board of Trustees Minutes

Meeting Date:	Friday 18 July 2014		
Time:	09:30 – 15:10		
Type:	Face-to-face		
Location:	De Vere Venues Holborn Bars, 138-142 Holborn, London EC1N 2NQ		
Version:	Approved		
Present:	Carmen	Joanne Ablack (CJA)	Trustee
	Fiona	Biddle (FB)	Trustee
	Keith	Carlton (KC)	Trustee
	Sian	Ellis (SE)	Trustee
	Inger	Gordon (IG)	Trustee
	Pat	Hunt (PH)	Trustee
	John	James (JJ)	Trustee
	David	Pink (DP)	Chief Executive (non-Trustee)
	Martin	Pollecoff (MP)	Trustee
	Philippa	Tucker (PT)	Trustee
	Andrew	Wadge (AW)	Trustee
	Janet	Weisz (JW)	Trustee & UKCP Chair
	Philippa	Whittick (PW)	Vice Chair ETPR** (non-Trustee)
Apologies:	David	Fitzgerald (DF)	Trustee
	Rory	Worthington (RWt)	Trustee
In Attendance:	None		
Minutes By:	Alex	Crawford (AC)	Governance Officer

** Education, Training, Practice & Research

Action Points and Decisions – in Black Bold

1. Apologies

1.1. Apologies were given for DF and RWt.

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 and the Governance Officer.

3. Minutes of 2 July 2014

3.1. The minutes were approved and posted on to the UKCP website on 18 July 2014.

4. Matters arising from the approved Minutes of 26 April 2014

- 4.1. **The Chief Executive will give an oral update about the potential UKCP Office move at the next Board meeting.**
- 4.2. **A list of the committees, acronyms and the UKCP 'Organogram' is to be sent to all trustees.**

5. Chair's Report

5.1. The Chair referred to her written report.

5.2. Proposal for developing recommendations from the 2014 Governance Report regarding UKCP Committees

5.2.1. **The Board gave general support for the work to continue as described in the paper written by PW.**

5.2.2. **PW will add the committee names to the paper and ask AC to re-circulate to the Board.**

5.2.3. **Time is to be allocated to the September Board agenda to look at this topic further, and to look at the work already carried out for the regulatory committees.**

5.3. Trustee Effectiveness

5.3.1. **The Board took a vote and unanimously agreed that the next phase of the trustee effectiveness initiatives will be the completion of a Board Skills Audit (option 2 of the Trustee Effectiveness paper from September 2013) before the next meeting on 27 September 2014. AC has drafted a Skills Audit template. JJ has recent experience of conducting a Skills Audit within his organisation and offered to help AC.**

5.3.2. **In addition, the Chair, Chief Executive and Governance Officer will commence further work on determining the expectations of Trustees and Defining the Trustee Roles (option 3 of the Trustee Effectiveness paper from September 2013) and will report back to the Board.**

5.4. General Meeting & the Forum for Independent Psychotherapists (FIP)

- 5.4.1. KC declared a conflict of interest as he is a member of FIP, however it was agreed that he could remain for the discussion.
- 5.4.2. The Chief Executive informed the Board that the Chair of FIP (and ex Chair of UKCP) has written to members urging them to vote against the resolutions at the General Meeting on 19 July 2014, on the grounds of inadequate notice. The Chief Executive has written to FIP and said that the behaviour of their Chair is unacceptable, as the information he gave to FIP is incorrect because notice was given within the due time.
- 5.4.3. The Board continued to discuss the General Meeting on 19 July 2014 and the implications if the resolutions were not passed.

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

6. Chief Executive's Report

6.1. DP referred to his written report and focussed on the following areas:

- The departure of the Head of Innovation and Communication
- The continued problems with the website
- The meeting on 17 July with Norman Lamb
- The completion of Activity Plans for 2015
- Membership & Recruitment Drive
- CCP Review Group
- Applicant Organisation Report

6.2. Re: the Recruitment Drive, DP said that some of the Organisational Members (OMs) he had visited showed no interest in working with UKCP on recruitment. Conversely, the Chair said she encountered a range of positive views and interests during her OM visits. PT and MP were interested in exploring this further.

6.3. Re: the website, KC asked whether there were any data protection issues caused by the database problems as described by DP, and DP re-assured KC that no data had been lost from our systems.

6.4. KC is a Compliance Officer and is happy to help with Data Protection issues.

6.5. Re: the Complaints and Conduct Process (CCP) Review Group, DP advised that the timetable has changed and that he will send the amended timetable to the Board.

6.6. Re: the Applicant Organisation (AO) report, the number of potential members for each AO needs adding to the report.

- 6.7. PT requested information re: the length of time it takes for an organisation to become a member, from the beginning to the end of the process.
- 6.8. **The length of time it takes AOs to join UKCP is a topic to be discussed at the Board meeting in January when some of the college chairs will also be present.** There is a new process for applicant organisations in place and the Board will see how it is working in January.
- 6.9. **The Chief Executive's report was proposed by CJA, seconded by AW and accepted by the Board.**

7. Diversity

- 7.1. There was an in-depth Board discussion around diversity issues, led by CJA. The discussion included the following points:
- The Board needs to be seen as delivering on the Diversity and Equalities agenda.
 - Is the Board doing enough with regards to Diversity and Equality issues?
 - It was suggested that the Board could look at diversity and equality in relation to the Complaints and Conduct Process (CCP), and determine trends in who is making complaints. We could also look at the attrition rates on training courses.
 - We need metrics to measure and track whether psychotherapy reflects 'modern Britain'.
 - We need to tackle what is the UKCP vision and identity.
 - We need to look at the work that is being done already; there are many initiatives already under way, and it was suggested that a brochure or video could be created which demonstrates all the initiatives.
 - The Board should support some research on Diversity and Equality issues, and involve the work already being undertaken by universities.
- 7.2. Following the discussion, it should be recognised at the Members Assembly event tomorrow that Diversity and Equality is as an issue and part of the on-going work of the Board.
- 7.3. **CJA agreed to put something in writing and bring a paper to the Board re: Diversity and Equalities.**

8. Finance Report and Management Accounts

- 8.1. **In future, the Chair will ask the Treasurer to comment on the Finance Report and Management Accounts when the Treasurer is absent from meetings.**
- 8.2. **At PT's request, DP will send her the budget figures for staff training.**
- 8.3. **The Chief Executive will ask the Finance Committee to discuss whether we should continue with a Development Fund or not, and report back to the Board.**
- 8.4. **Financial Strategy is to be discussed at the Board meeting in January 2015.**

8.5. The Board accepted the report and gave their thanks to the author(s).

9. Direct Members

- 9.1. The Board discussed Direct Members and acknowledged that the subject is likely to be raised at tomorrow's Members Assembly.
- 9.2. **The Chief Executive will ask the Finance Committee to investigate what happened to the scheme whereby colleges received money for each Direct Member (DM) that they have. FB would also like to know whether the College of Hypno-Psychotherapists ever received money through this scheme.**
- 9.3. **Figures regarding the number of DMs broken down by college, year-on-year are required urgently.**
- 9.4. **IG and FB will write a paper for the September Board meeting which questions whether we should continue with DMs and which sets out the views for and against having DMs.**
- 9.5. **The Treasurer has previously said he would like a management account analysis of DMs, and the Board asked the Finance Committee to discuss this point.**

10. UKCP Identity

- 10.1. DP discussed UKCP identity with the Board, following the initial report of the Proposition Testing that was commissioned.
- 10.2. **DP will send the initial report to KC, PT and MP and the full report to the Board when it is available.**
- 10.3. **The Proposition Testing report is to be discussed in September, along with an environmental analysis.**

11. Additional Board Meeting

- 11.1. The Board took a vote and unanimously agreed to hold an additional Board meeting in November or December to relieve the pressure from the September agenda and to potentially call another General Meeting.
- 11.2. **AC will send the Board a Doodle Poll with possible dates.**

12. Vice Chair ETPR Report

- 12.1. PW spoke to her report, and highlighted the success of the recent Ethics Committee recruitment and praised the involvement of Gatenby Sanderson (recruitment consultants).
- 12.2. **The Board accepted the report and gave their thanks to the author.**

13. PRCCF Chair's Report

- 13.1. **Following suggested amendments from DP, the Reaccreditation Policy was approved.**

13.2. **AC will ask the UKCP Regulation Team whether the Quality Assurance and Regulation Management (QARM) report should have been sent to the Board for the meeting today.**

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

JW, PW, IG, FB & CJA left the meeting at 14:40

14. Honorary Policy

14.1. SE chaired this segment of the meeting in JW's absence.

14.2. There was a focussed and at times heated discussion about this topic which continues to cause tension and divide Board members.

14.3. **The remaining group of the Board voted by majority to continue with the exclusion of those considered to be conflicted; those being JW, PW, IG and FB on the grounds that they were in receipt of an honorarium, and CJA on the grounds of potential receipt of an honorarium.**

14.4. **The remaining group of the Board tasked the Chief Executive with producing a paper for the September meeting which gives firm options, and which looks at the Chair role separately.**

14.5. SE would like this situation resolved and a final decision made at the September Board.

JW, PW, IG, FB & CJA returned to the meeting at 14:57

14.6. SE thanked JW, PW, IG, FB & CJA for their patience, and said she understood the anxiety this situation was causing.

14.7. SE informed JW, PW, IG, FB & CJA of the following:

- The remaining group of the Board has voted to continue to exclude them from the conversation on the grounds that they were in receipt, or potential receipt, of an honorarium.
- The group has commissioned a paper from the Chief Executive for the September Board meeting which will give options and which will deal with the Chair role separately.
- Current levels of honoraria will not be reduced or removed; we are simply trying to have a more principled process, however the long delay in resolving the situation has proved very unhelpful.

14.8. PW said that the issue was not about money and expressed her concern that she and the excluded others were not considered to have integrity or an opinion that counts.

14.9. JW supported the views expressed by PW and is unhappy that, because of the continued exclusion, any vote taken in September will not be a full vote of the Board.

14.10. CJA expressed her considerable concern and frustration for the continuing situation.

14.11. SE said that JW, PW, IG, FB & CJA should trust the integrity of the group.

15. Membership

- 15.1. There was a brief verbal update from the Trustees elected by Individual Members (IMs) and Organisational Members (OMs).

16. Next Meeting

- 16.1. Saturday 27 September 2014, 9:30am to 3pm – venue details to be confirmed.