

Board of Trustees Minutes

Meeting Date:	Saturday 25 April 2015		
Time:	12:00 – 17:00		
Type:	Face-to-face		
Location:	Montague on the Gardens, 15 Montague Street, London WC1B 5BJ		
Version:	Approved		
Present:	David Fitzgerald (DF)		Trustee
	David Pink (DP)		Chief Executive (non-Trustee)
	Inger Gordon (IG)		Trustee
	Jacqui McCouat (JM)		Trustee
	James Caspian (JC)		Trustee
	Janet Weisz (JW)		Trustee & UKCP Chair
	Keith Carlton (KC)		Trustee
	Pat Hunt (PH)		Trustee
	Philippa Donald (PD)		Vice Chair ETPR* (non-Trustee)
	Rory Worthington (RW)		Trustee
	Sian Ellis (SE)		Trustee – until 3pm
Apologies:	John James (JJ)		Trustee
	Philippa Tucker (PT)		Trustee
In Attendance:	Andy Cottom (AC)		PRCCF Representative (non-Trustee)
	Katy Rose (KR)		PRCCF Representative (non-Trustee)
Minutes By:	Alex Crawford (AXC)		Governance Officer (non-Trustee)

* Education, Training, Practice & Research

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

1. Apologies

1.1. Apologies were given as detailed on page 1 of these minutes.

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 PD, KR, AC, DP and AXC.

3. Closed Session

3.1. The Board discussed three items in closed session. For the last item the Board asked KR, AC, DP and AXC to leave the room.

4. Matters Arising from the approved minutes of 30 January 2015

4.1. Accounts and Trustees Report (point 6 of the January minutes). The accounts have now been completed and are available from the UKCP website at the following link <http://www.psychotherapy.org.uk/about-us/ukcp-committees/board-of-trustees> (bottom of the page). A condensed, more user-friendly version of the Trustees Report is planned.

4.2. Applicant Organisations [AOs] (point 9.1.1. of the January minutes). There are 2 more AOs coming to the meeting today for the Board's approval (see section 12, page 6 of these minutes). **There is no welcome pack or follow-up for new AOs, and this is a piece of work that the UKCP Head of Communications and Strategy will start soon.**

4.3. Public Policy Work (point 9.3. of the January minutes). This was discussed at the Board meeting yesterday (24 April 2015) where the Board received a report from the Chair and Chief Executive. **The Board welcomed the attendance of the Chair of the British Association for Counselling and Psychotherapy (BACP) and the Chair of the British Psychoanalytic Council (BPC) at the next Board meeting in July, provided these invitations are reciprocated.**

4.4. Direct Members (point 11.4 of the January minutes). This subject has already been discussed in the context of the Shape Review.

4.5. Safeguarding (point 12.1.6. of the January minutes). There is an update on this in the Vice Chair (Education, Training and Practice) Report to the Board.

4.6. Second Professional Regulatory Committee of the Colleges and Faculty Committee (PRCCF) representative to the Board (point 14.2 of the January minutes). The Chair will speak to this in her Chair's update.

5. Decisions from Strategy and Shape discussions

5.1. Shape

5.1.1. **The Board discussions this morning (25 April 2015) have been captured on flipcharts and will be written-up by the UKCP Governance Officer and circulated to the Board in due course.**

5.2. Strategy

5.2.1. **The Chief Executive will do some work on the 6 UKCP Strategic Objectives following the discussions this morning, and will bring the revisions to the Board at their next meeting on 17 July 2015.**

5.3. Identity

5.3.1. The Board were in broad support of the issues raised in the UKCP Branding presentation given by the Chief Executive on Friday 24 April 2015.

5.3.2. **The UKCP website should be prioritised above the UKCP logo, and UKCP should promote the fact that our members have to be trained to masters-level.**

5.3.3. We should drop 'Excellence in Registration and Regulation' as a strapline and instead use 'Psychotherapy Excellence'.

6. Chair's Report (oral)

6.1. Shape Review

6.1.1. The Chair thanked the trustees and others present today who have been involved in the Shape Working Group.

6.1.2. The date of the next UKCP General Meeting will be decided over the next few weeks but will be towards the end of October 2015.

6.2. Organisational Membership Committee (OMC)

6.2.1. The committee is working well, following the changes the Board approved a year ago, and the Board will be considering the approval of 2 new Applicant Organisation members later today.

6.3. Vice Chair for Education, Training, Practice and Research (ETPR)

6.3.1. The Chair gave great thanks to PD for all her work as the UKCP Vice Chair ETPR over the years, and for agreeing to extend her term of office which will now come to an end following today's Board meeting. PD's excellent work has included:

- Chairing the Education, Training and Practice Committee (ETPC)
- Helping UKCP to become accredited by the Professional Standards Authority (PSA)
- Reconstitution of the Ethics Committee
- Creation of the Supervision Register
- Work on the 'Additionality of Title'

- 6.3.2. The Board gave thanks to PD for all her work, and looked forward to working with her on future projects.

PH left the meeting at 14:40 at the request of the Chair

6.4. Honorariums

- 6.4.1. The Chair apologised that she was not presenting a paper to the Board on this issue.
- 6.4.2. Last year the Board took the decision that no new trustee should receive an honorarium, except for the Chair. The Board was asked to consider whether they would extend this exception to include the Vice Chair of UKCP.
- 6.4.3. **Following a brief discussion the Board decided that their original decision on Honorariums still stands, and that the Vice Chair of UKCP will not receive an Honorarium.**

PH returned to the meeting

6.5. PRCCF trustee

- 6.5.1. KR is not in receipt of an honorarium for being a college chair, and now that the old Article preventing her being a trustee (concerning ownership of an Organisational Member) has been removed, following the vote at the General Meeting on 7 March 2015, she is now eligible to be the second PRCCF trustee on the Board.
- 6.5.2. **The Chair of the PRCCF will take the necessary action to have the PRCCF appoint KR as the second PRCCF Trustee to the Board.**

6.6. **The Chair's oral report was accepted by the Board.**

7. Chief Executive's Report

7.1. Website and Customer Relationship Management (CRM) system

- 7.1.1. The Board had an in-depth and at times robust debate with the Chief Executive during which some trustees expressed their considerable concern about the lack of progress with developing the new CRM system. During the discussion a number of suggestions were given by the Board to help expedite the situation. **Following the discussion it was agreed that DP will give a presentation to the Board at the next meeting in July, with experts in the room and with costings.**
- 7.1.2. **The Chief Executive will also give regular update to the Executive Committee, and the Membership should also be kept informed of progress via bulletins and the website.**

7.2. Complaints and Conduct Casework Graphs

- 7.2.1. The Board gave positive feedback for the inclusion of the graphs and figures in the Chief Executive's Report.
- 7.2.2. RW commented that the figures do not reflect enquiries, and that the UKCP staff do a great deal of good work dealing with enquiries. RW requested that enquiry figures be included in future reports.

7.3. Premises

- 7.3.1. The Chair advised that the new 18 month office lease had been signed yesterday (24 April 2015) and that work on finding new premises from October 2016 will now begin.
- 7.3.2. The Chief Executive asked for volunteers to join the Premises Group to carry out the work. **KC volunteered, RW will be on the group as Treasurer and JW will also be on the group.** The group will be project managed by Sophie Kennedy.
- 7.3.3. **The Chief Executive will email the Premises Group about strategy.**

7.4. Book Editorial Board (BEB)

- 7.4.1. The Board referred to the request in the Chief Executive's Report: *'The Executive Committee asks the Board to agree that a revised book programme proposal should be submitted in three months' time, as part of activity planning for next year. This involves an additional budget authorisation of £3200 to keep the existing programme running until the Board makes a decision on a new proposal.'*
- 7.4.2. **The Board authorised an additional budget of £6400 to keep the existing programme running for the next 6 months (rather than 3 months). However, the BEB must provide a revised book proposal and Work Plan as part of activity planning for next year that aligns with the UKCP Strategic Objectives, otherwise all funding for the BEB may be in jeopardy.**

7.5. **The Chief Executive's Report was accepted by the Board.**

8. Finance Report and Management Accounts

8.1. Designated fund for the Complaints and Conduct Process (CCP) fees

- 8.1.1. **The Board took a vote and approved a designated fund for CCP income.**

8.2. Mid-Year Review

- 8.2.1. **The Board delegated to the Executive Committee the task of deciding how best to allocate the surplus income, with the proviso that the website developments may cost more than anticipated. The Chair of the Executive Committee will report back to the Board.**
- 8.2.2. **The Chief Executive will also bring new Terms of Reference for the Executive Committee to the next Board meeting in July.**

8.3. Special Measures

- 8.3.1. The Board referred to the paper from the Treasurer.
- 8.3.2. **The Board voted unanimously to approve lifting the last special measure, and that responsibility for the appointment of Tall Horse (UKCP finance outsource provider) be handed back to the Chief Executive.**
- 8.3.3. The Board also acknowledged the incredibly high standard of work carried out by Tall Horse.

8.4. College Funding

8.4.1. The Chief Executive updated the Board with the background and progress on this issue.

8.4.2. The Board gave thanks to the colleges for all their work.

8.5. **The Board accepted the Finance Report and Management Accounts.**

9. Vice Chair ETPR Report

9.1. The Vice Chair ETPR referred to her written report.

9.2. **The Board gave approval for a Safeguarding Workshop to be held in the next financial year, to allow time for planning.**

9.3. **The Board should think about the appointment of a Safeguarding Champion and discuss this at the next Board meeting.**

9.4. **As PD is now standing-down as Vice Chair ETPR, further reports on the work of the ETPC will be received from Fiona Biddle who may be invited to attend Board meetings in a non-voting capacity. The priority is to finalise the role description for the ETPC Chair.**

9.5. **The Vice Chair ETPR Report was accepted by the Board.**

10. CCP Revisions

10.1. **The Board voted unanimously to approve the revised CCP.**

11. International Committee

11.1. **The Board voted unanimously to adjourn the International Committee but would like an update at the Board meeting in July, including progress on the appointment of an International Officer and details of the role description.**

12. Quality Assurance and Regulation Management (QARM) Report

12.1. Welsh Psychotherapy Partnership (WPP)

12.1.1. **The Board voted unanimously to approve WPP as a new UKCP Organisational Member.**

12.1.2. **The Registrar, on behalf of the Chair, is to write to WPP and welcome them to UKCP. The Registrar should also determine a suitable UKCP event to which representatives from WPP can be invited.**

12.2. Childhood First

12.2.1. **The Board voted unanimously to approve Childhood First as a new UKCP Organisational Member.**

12.2.2. The Registrar, on behalf of the Chair, is to write to Childhood First and welcome them to UKCP. The Registrar should also determine a suitable UKCP event to which representatives from Childhood First can be invited.

12.3. It was agreed that in future the Board will not receive the detailed Applicant Organisation reports for new organisations but will instead be given a summary report.

12.4. The Chief Executive will ensure that Members are notified of these two new Organisational Members in a suitable UKCP Bulletin

12.5. The expected revenue from new Organisational Members should be included in the QARM report.

12.6. The Board gave thanks to the Registrar and the OMC.

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

13.1. The Chair of the PRCCF referred to her written report.

13.2. All work of the PRCCF is currently with the UKCP Office for operationalizing.

13.3. The PRCCF Report was accepted by the Board.

14. Next Meeting

14.1.1. Friday 17 July 2015, London venue to be confirmed.