



Board of Trustees Minutes

Meeting Date: Friday 30 January 2015

Time: 09:30 – 14:45

Type: Face-to-face

Location: NCVO, Regent’s Wharf, 8 All Saints Street, London N1 9RL

Version: Approved

Present:

David	Fitzgerald (DF)	Trustee
David	Pink (DP)	Chief Executive (non-Trustee)
Fiona	Biddle (FB)	Trustee
Graham	Prince (GP)	Head of Comms & Strategy (non-Trustee)
Inger	Gordon (IG)	Trustee
Jacqui	McCouat (JMc)	Trustee (from 9 February 2015)
James	Caspian (JC)	Trustee (from 9 February 2015)
Janet	Weisz (JW)	Trustee & UKCP Chair
John	James (JJ)	Trustee
Keith	Carlton (KC)	Trustee
Louise	Lilley (LL)	Head of Ops & Regulation (non-Trustee)
Pat	Hunt (PH)	Trustee
Philippa	Donald (PD)	Vice Chair ETPR* (non-Trustee)
Philippa	Tucker (PT)	Trustee
Rory	Worthington (RWt)	Trustee
Sian	Ellis (SE)	Trustee

Apologies: None

In Attendance:

Judith	Lask (JL)	College Chair (non-Trustee)
Judith	Miller (JM)	Sayer Vincent (non-Trustee)
Michèle	Bartlett (MB)	Faculty Chair (non-Trustee)
Paul	McGinley (PM)	College Chair (non-Trustee)
Tree	Staunton (TS)	College Chair (non-Trustee)
Wendy	Smith (WS)	Tall Horse (non-Trustee)

Minutes By: Alex Crawford (AC) 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 Vice Chair Education, Training, Practice & Research (ETPR) and the UKCP staff.

3. Approval and Matters Arising from 27 September 2014

3.1. **Point 7.15 should be amended to show the vote was not unanimous.**

3.2. PT has connections with an HR Director and is happy to help with the HR metrics.

3.3. The Chair suggested holding exit interviews for outgoing trustees, and the Chief Executive suggested they could also be conducted for outgoing committee chairs as well.

3.4. GP updated the Board with developments concerning conferences and events.

3.5. **The minutes were approved, pending amendments.**

4. Approval and Matters Arising from 21 November 2014 Board Minutes

4.1. **At DF's request, LL and AC will arrange for the Lay Trustees to be given access to the member's area of the UKCP website.**

4.2. Re: Open vs. Closed hearings, the Chief Executive clarified that the default position is that hearings are open, but they can be closed upon request. We will continue with this unchanged position until at least September 2015. **The Chief Executive will give a further update to the Board in July 2015.**

4.3. The Board discussed the responsibility for the Chief Executive Appraisal process.

4.4. The Treasurer advised that the Finance Committee has considered taking responsibility for reviewing remuneration. This led to a discussion as to the roles of the Remuneration and Performance Management Committee (RPMC) and the Finance Committee (FC).

4.5. The Chair suggested that the RPMC could be disbanded, and instead 2 committees / working groups created; one dealing with remuneration for volunteers (e.g. honorariums) and the other dealing with remuneration for UKCP staff (including the Chief Executive). We could potentially propose a change to the constitution for the next General Meeting in October 2015, although the exact details of the changes need further thought and consideration.

4.6. The Chair clarified that these potential changes will not inhibit the current appraisal of the Chief Executive.

4.7. **Point 6.2.4 should be corrected to say 'third party' not 'third part'.**

4.8. The minutes were approved.

WS and JM joined the meeting

5. UKCP Audit

5.1. The Board welcomed Judith Miller (Sayer Vincent, UKCP auditors) and Wendy Smith (Tall Horse, UKCP Finance providers) to the meeting.

5.2. JM took the Board through the key points from the auditor's report and answered questions from the Board.

5.3. The dialogue between JM and the Board included the following points:

- a. Financial procedures are much improved.
- b. The role of the Treasurer needs to be more clearly defined, and Sayer Vincent can help with this process.
- c. Appendix 2 of the audit report is the actions going forward.
- d. One trustee queried the issue of segregating the Complaints and Conduct Process (CCP) funds, as it was a question of transparency. The Treasurer advised that (contrary to what had been incorrectly reported in the Finance Report) the FC had not yet determined whether to do this.
- e. One trustee asked about the financial management of colleges.
- f. There is a lack of clarity over the financial scope of authority and autonomy of the colleges, and it was suggested that this be reflected in the UKCP Risk Register.
- g. Some of the colleges have their own bank accounts.
- h. It was suggested that there should be central approval for significant financial expenses by the colleges, e.g. for anything over £5,000.
- i. The Chair advised that the College Funding Formula is to be reviewed for next year, and work on this will be undertaken very soon.

6. Accounts and Trustees Report

6.1. The Chief Executive said that the accounts show a healthy year with surplus income, however we consistently fail to deploy our programmes of work (as set-out in the work plans) which results in under spending.

6.2. Under spends will be taken into account for the Mid-Year Review.

6.3. The Chair asked the Board if they had any questions regarding the Accounts and the Trustees Report, and clarified that they are to be approved and authorised for signature today (30 January 2015) subject to minor alterations.

6.4. The Board voted unanimously to approve the Trustees Report and Accounts for the year ending 30 September 2014, subject to minor alterations.

7. Treasurer's Report

- 7.1. The Treasurer gave a verbal update, following his written report submitted for the November 2014 Board meeting.
- 7.2. The Terms of Reference for the FC are being further refined.
- 7.3. There are some issues around scrutiny and value-for-money, and these are the result of systemic problems. It will be a priority to look at this issue this year.
- 7.4. The Risk Register needs further work.
- 7.5. The remit / overlap between the Executive Committee and the FC needs to be defined, with help from Sayer Vincent.

WS and JM left the meeting

8. Chair's Report

- 8.1. The Chair referred to her written report and took questions only, as the report contained no decisions.
- 8.2. **The Chair's report was accepted by the Board.**

9. Chief Executive's Report

9.1. The Chief Executive referred to his written report and focussed on some key areas.

9.1.1. Applicant Organisations (AOs)

- 9.1.1.1. The Chief Executive was very pleased to be presenting Therapy and Counselling Teesside (TACT) as a new Organisational Member (OM) for approval today. There are also other applicant organisations in the pipeline, such as the Association for Dance Movement Psychotherapy (ADMP) and Childhood First.
- 9.1.1.2. The admission of TACT into UKCP will result in about 50 new members.
- 9.1.1.3. The Chair thanked the Board for giving impetus to the Applicant Organisation process. Separating the Organisational Membership Committee (OMC) from the Professional Regulatory Committee of the Colleges and Faculties (PRCCF) is working. We are now also paying volunteers to do the AO visits and report writing.
- 9.1.1.4. One trustee said they were pleased that TACT is in the North of England, as many of the training organisations in that region are closing.

9.1.1.5. Another trustee queried why members of an OM do not have to be UKCP members, and asked how you can have a UKCP entity populated by non-UKCP members. It was explained that some OMs have trainings which are not UKCP standard, and so they have a wider membership.

9.1.1.6. **The Board voted unanimously in favour of Therapy and Counselling Teesside (TACT) becoming an OM of UKCP through the Psychotherapeutic Counselling and Inter-subjective Psychotherapy (PCIP) College.**

9.2. Office Premises

9.2.1. The Chief Executive updated the Board, and advised that the UKCP Office will remain at the existing premises for the next 18 months.

9.2.2. **At the request of one of the trustees, the Chief Executive will report on the office move as a standing item in his Chief Executive report to the Board, going forward.**

9.3. Public Policy Work

9.3.1. We are doing well in bringing the organisation to the public's attention.

9.3.2. KC commented that the work on Gay Conversion Therapy has been excellent and he gave thanks to all involved including JW, DP and Tim Swain (UKCP Public Affairs Manager). The Chair also added her thanks to KC for his work on this issue.

9.3.3. The Chief Executive reported that there had been 'new overtures' toward the British Association of Counselling and Psychotherapy (BACP). Both he and JW will be having lunch with them soon, and we are also working well with the British Psychoanalytic Council (BPC) and the 'We need to talk' coalition.

9.4. Customer Relationship Management (CRM) System

9.4.1. At the request of one of the trustees, the Chief Executive gave an update on developments with purchasing a new CRM system. We are still in the process of determining a supplier but should have reached a decision by the Mid-Year Review in April 2015.

9.4.2. One trustee would like more information, given the issues experienced in the past.

9.4.3. Another trustee had concerns about timings, as we are aiming to have the new CRM system ready for October 2015 and are already at the end of January with no decision on a supplier made yet. The trustee expressed concern that the deadline will be missed and compromises made.

9.4.4. **The Chief Executive will give a further update as part of his report to the Board in April 2015.**

9.5. **The Chief Executive's report was accepted by the Board.**

TS, MB, PM & JL (college and faculty chairs) joined the meeting

10. College and Faculty Chairs

- 10.1. The Board welcomed the college and faculty chairs to the meeting.
- 10.2. Each of the college and faculty chairs in attendance took turns to speak to their various Board reports and answer questions from the Board.
- 10.3. Some of the points that came from discussions with the college and faculty chairs included:
 - i. The imaginative, creative work (research, development, conferences etc.) is being squeezed out by the regulatory work.
 - ii. The Humanistic and Integrative Psychotherapy College (HIPC) have over 600 Direct Members (DMs) which is proving to be a big administrative burden.
 - iii. The regulation within colleges needs to be administered by the office, freeing the colleges to focus on creative work.
 - iv. **The open letter from the Constructivist and Existential College (CEC) is to be distributed to the Board.**
 - v. There should be a 'baseline' for regulation, rather than a gold standard of excellence. The more basic audit and administrative functions should be carried-out by the UKCP Office.
 - vi. The Chief Executive commented that if more regulation was carried-out by the office, this would add fuel to the 'oligarch' perception of the office (mistakenly) held by some.
 - vii. We should use the 'MOT' model; regulation should be a basic health-check only.
 - viii. The College of Family, Couple and Systemic Therapy (CFCST) would like Disclosure and Barring Services (DBS) checks for UKCP members, as part of our duty to protect the public.
 - ix. The Chair of the Faculty for the Psychological Health of Children (FPHC) felt that too many UKCP events take place in London, and that the FPHC are hoping to have more events outside of the capital.
 - x. In response to the above point, it was suggested that UKCP should utilise technology and have live webinars / streaming in order to engage with members outside of London.
 - xi. When re-accreditation takes-off, online Continual Professional Development (CPD) will gather momentum and popularity.
 - xii. The HIPC will be creating a college-specific Climate Change Policy.

JL left the meeting

- xiii. Work is being done within HIPC to involve retired members.

xiv. The HIPC Chair mentioned the continuing issue they are having with a particular OM which may result in HIPC taking steps (via the UKCP Office) to terminate the OM.

10.4. The Executive Committee is to look at the various issues raised by the college and faculty chairs and direct the work accordingly.

10.5. The Chair thanked all the college and faculty chairs for attending today and for their reports and valuable contribution to the meeting. This exercise has been a good way of improving dialogue between the Board and the colleges & faculties.

11. Direct Members

11.1. The Board briefly discussed the Direct Member paper from IG and FB; a paper which the Board had commissioned them to write.

11.2. The feedback from the Board was that it was a good paper but that it needs to be honed / sharpened through further discussions.

11.3. The issue of Direct Members had been a recurring theme in the earlier reports from the College and Faculty Chairs.

11.4. The subject of Direct Members will be put on the agenda for the Board Away Day on 24 and 25 April 2015.

PM left the meeting

12. Vice Chair ETPR

12.1. Safeguarding

12.1.1. PD spoke to the 'ETPC Scoping paper on Safeguarding'.

12.1.2. The Education, Training and Practice Committee (ETPC) are asking for general support for the work being undertaken by the ETPC and the Ethics Committee.

12.1.3. One trustee felt strongly that work on this needs to be done quickly, and that the organisation would be left vulnerable if not done.

12.1.4. The Chair would like a consultation and discussion to determine the pros and cons.

12.1.5. PD stressed that the Safeguarding work was *not* just about DBS checks. She also suggested that something could be put on the UKCP website telling people that safeguarding issues are being worked on.

12.1.6. The Board gave their support for further work to be undertaken concerning Safeguarding.

12.2. Use of the term Accredited

12.2.1. PD spoke to the 'Accredited' paper.

- 12.2.2. Following discussion, the Board resolved to implement the recommendations described in the paper; that UKCP registrants can describe themselves as being ‘accredited by’ UKCP.**
Post-Board update: since this resolution was taken it has been determined that this issue needs to be put out for consultation before a final decision can be made.

12.3. CPD Policy

- 12.3.1. FB spoke to the amended CPD Policy paper. Changes have been made following feedback from the Board, however the changes are not substantive.
- 12.3.2. The Board voted to approve the amended CPD Policy, and the vote was carried by a majority with 1 abstention.**

12.4. Gay Conversion Therapy

- 12.4.1. KC spoke to the ‘Gay Conversion Therapy: addressing the issues’ paper.
- 12.4.2. The Board agreed with the work being undertaken, as described in the Gay Conversion Therapy paper from KC.**

12.5. Child Marker

- 12.5.1. PD spoke to the ‘Child and Young Person Proficiency Marker’ paper.
- 12.5.2. PD gave some background and advised that this paper is the end of a long process of establishing a specialist register with rigorous standards and safeguards.
- 12.5.3. The Board unanimously voted to approve the Child Marker Standards of Education and Training (SETs)**

13. Professional Standards Development Work (PSDW) report

- 13.1. DP spoke to the PSDW report.
- 13.2. Going forward, the Board would like the Quality Assurance and Regulation Management (QARM) Report to be taken at the same time as the PSDW report.**
- 13.3. The Board had some questions about the QARM Report.

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

14.1. Direct Member (DM) Transfer Process

- 14.1.1. IG updated the Board with progress re: the DM transfer process.

14.2. Second PRCCF Trustee to the Board

- 14.2.1. IG brought to the Board’s attention that this was FB’s last Board meeting, as she is standing-down as the Chair of the College of Hypno-Psychotherapy.

- 14.2.2. The decision the Board took at the meeting in September (barring any new trustee, except the Chair, from receiving an honorarium) is preventing PRCCF members volunteering to become the second PRCCF trustee on the Board, as this would mean them giving up their honorariums.
- 14.2.3. IG also advised that her term of office as PRCCF Chair ends in September 2015 and so we could run into further problems then, unless the situation is resolved.
- 14.2.4. **DP outlined some of the options available to the Board. This issue is to be discussed further at the Board meeting in April but, as an interim measure, the Board agreed that the PRCCF can bring an additional non-voting representative to the April Board meeting whilst this issue is being resolved.**
- 14.2.5. Thanks were given to FB for all her work as a trustee, and she will continue in her role as the Chair of the ETPC.

15. Next Meeting

- 15.1. Away Day on Friday 24 April & Saturday 25 April 2015 at the Montague on the Garden Hotel, London.