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Standing Orders of the United Kingdom Council for Psychotherapy

1 Interpretation

Save as provided in these Standing Orders, words and expressions which bear the particular meanings set out in the Articles of Association of the United Kingdom Council for Psychotherapy, hereafter referred to as 'the Charity', shall bear the same respective meanings in these Byelaws.

2 UKCP Change Management for UKCP Official Documents

A Quality Assurance Function will be responsible for change management on all UKCP official documents. Unless explicitly indicated the standard change management procedure will be followed.

1. Change requests must be sponsored by a principal stakeholder, any individual or body may petition the principal stakeholders to gain support for a change.
2. Principal stakeholders agree that the change should be considered and when, or publish the request and their reasons for refusal.
3. Requested change, approved or not, timescale and rationale is published on the website.
4. All stakeholders are advised of the change publication, approved or not, and the timescale of the consultation if approved.
5. For these purposes publication in both *The Psychotherapist Magazine* the UKCP's magazine and on the UKCP website is deemed sufficient advice for Individual Members where all Individual Members are stakeholders;
6. Where Individual Members are principal stakeholders as a group then the time frame for consultation must include at least one Members' Forum meeting more than 30 days from the date of the change notice, and the change notice must include information on how to have a question discussed at the Members' Forum;
7. A summary of the consultation, including any Members' Forum debate, must be posted on the UKCP website at the close of the consultation period together with the change agreed by the principal stakeholders, and a notice of closure sent to all stake holders together with details of how to appeal;
8. Disseminate information on change to all stakeholders and on to website;

New Documents

Where a proposal is for a new procedure or document that will impact the membership, the initial step will be a notice to invite expressions of interest in becoming a stakeholder.

Existing Documentation

Appendix A contains an outline list of UKCP standard documents and associated stakeholders.

Critical Path Change

Where an urgent change is needed to a process or procedure, a critical change path can be invoked whereby the chairs of the principal stakeholder committees can be asked to sanction a change. Under such circumstances, where the change is agreed, the change must be published, together with the justification for the critical change path, in accordance with the standard change management process. Feedback from stakeholders must be considered and responded to.

3 BOARD OF TRUSTEES**Accountability**

The Board of Trustees is appointed by and accountable to members of the Charity and to the Charity Commission. It is responsible for overseeing the fulfilment of the Charity's objects.

Authority

The UKCP Board of Trustees is entitled to exercise all of the powers open to the charity through its constitution in pursuit of the Objects of the Charity. Such powers include the right to delegate such powers to the Chief Executive.

The Board of Trustees remains the final authority for all executive action. When needed the Board of Trustees will clarify or adjudicate on decisions by the Chief Executive. The Board of Trustees will hold responsibility for dealing with the right of appeal by any member of the UKCP.

Responsibilities

The Board delegates to and receives reports from the Chief Executive and may decide on new policy and general direction of the work of UKCP in relation to the agreed aims and objectives of the organisation as laid down in the Articles of Association.

It ensures that all policies, procedures and practices of the Charity are in compliance with relevant legislation, in accordance with best practice in the field, and feasible and consistent with the objects of the charity.

The Board of Trustees ensures that the vision, mission and values of the UKCP address and incorporate considerations of ethics, diversity and equalities and that the standards, regulation and quality assurance of the organisation are maintained at a high level.

The Board of Trustees will establish a Remuneration and Performance Management Committee as defined by article 18 of the Articles of Association. The committee will be responsible for re-evaluating decisions to remunerate trustees, committee chairs and college personnel on an annual basis and reporting their findings to the Board. The committee will also annually review the performance of the Chief Executive and report their findings to the Board of Trustees.

Duties of the Board of Trustees

- Set and maintain vision, mission and values
- Develop strategy
- Ensure compliance with the UKCP's governing document
- Ensure accountability
- Ensure compliance with the law
- Maintain proper fiscal oversight

Select and support the chief executive
Maintain effective board performance
Promote the organisation
Support external relationships

Membership

The Board of Trustees is composed as set forth in the Articles of Association.

4 Standing Committees

4.1 *Executive Committee*

Accountability

The Executive Committee is, through its chair, accountable to the Board of Trustees which will determine the Executive Committees' remit.

Responsibilities

To lead on the implementation of UKCP strategy and to support the Chief Executive (CE) to develop and deliver the business plan within the overall strategic plan.

Duties

To ensure effective implementation of UKCP business across all of UKCP's work.

Membership

UKCP Chair, CE, Senior Management, Psychotherapists / Psychotherapeutic Counsellors (up to a maximum of 8 committee members in total).

4.2 *Professional Regulatory Committee of the Colleges and Faculties (PRCCF)*

Membership

Chairs of all colleges and faculties or their designated alternate.

Principal stakeholder Interest in:

Byelaws & Standing Orders
Standards of Education & Training (SETs) both Generic & Modality Specific
Complaint Management Processes
Quality Review & Applicant Organisation processes & procedures
External Affairs Strategy
Strategic Plan
UKCP Budget & Work Plans

Responsibilities

To submit to the Finance and Audit Committee collective college and faculty business plans and budget requests for the funding of college and faculty work.
To provide individuals for stakeholder consultations
To maintain & train a pool of modality assessors
To maintain a pool of external moderators with experience of delivering at MA level
Assure cross modality standards are maintained
Approve college processes for assessing Organisational Member's individual re-accreditation processes
To administer the member organisation Quality Review process
To provide two representatives to the Board of Trustees.

PRCCF representatives to the Board of Trustees

The representatives from the PRCCF to the Board of Trustees shall be chosen in a fair and transparent manner and shall be expected to represent the interests of all colleges and faculties. The two representatives would normally be chosen one from the different colleges and one from the different faculties by rotation although this may be waived if it is the majority view on the committee that the best interests of the organisation would be served by so doing. The term of office of the representatives shall be two years and may be renewed.

4.3 Finance and Audit Committee (FAC)**Membership**

Voting: Treasurer appointed by the Board, up to 3 Trustees appointed by the Board

Non-Voting: Finance Manager, Chief Executive, other members of management as-and-when required.

Additional members may be co-opted who will have the right to vote.

Duty

To propose a budget to the Board of Trustees in accordance with the strategic plan established by the Board of Trustees

5 General Committees

The work of the charity is carried out by a mixture of professional staff, appointed & elected practitioners and volunteers as determined by the needs of the charity from time to time. Committees support the work and ensure a broad spectrum of input from across the organisation. Chairs are generally elected from within the committee although there are exceptions.

Professional staff are responsible for holding the documentation, coordinating activities, budget development and maintenance, reporting regularly to the Executive Committee and supporting the Chair of the committee.

The committee chair is responsible for reporting annually to the membership, motivating committee members and, in conjunction with the staff, representing the committee as required. Any development work undertaken by any of the committees must be submitted for approval as part of the annual work planning and budgeting cycle.

Unless otherwise specified, membership of the committees shall be drawn from UKCP individual members in good professional standing from across all colleges and faculties, experts in the field and lay members.

Unless otherwise specified the remit of the committee is to support the officer in the fulfilment of their duties, to engage in stakeholder consultations and to provide individuals to represent the committee for stakeholder consultations.

Where individuals sit on a committee as a college or faculty representative then they have a duty to act as a conduit between that body and the committee.

The term of office of a member of a committee shall be determined by the committee and stated in the committee's Terms of Reference.

The Board of Trustees may create and disband such committees as are necessary to carry out the work of UKCP.

6 Additional Officers

Additional officers may be appointed by the Board of Trustees (may be delegated) and may be paid professional staff, practitioners remunerated with an honorarium or voluntary as the need dictates and circumstances allow.

In general, such officers will be responsible to the Board of Trustees and accountable in the first instance to the Executive Committee. Where such an officer is a paid member of staff they are line managed by the CE (or delegate). Where such an officer receives an honorarium they are accountable to the Remuneration and Performance Management Committee for the honorarium.

In general, an officer will be supported by a committee where necessary to provide support and, where necessary, to ensure representation of a broad spectrum of views from within and without the organisation.

Additional officers may be required to support the following functions:

Membership (Internal Affairs): address membership retention issues; raise awareness of UKCP's ongoing activities and the profile of the psychotherapy profession amongst members; oversee, review and develop UKCP publications & events; to enhance national and regional networking opportunities; develop proposals for additional activities and services for members

Information & External Affairs: coordinate, develop & disseminate UKCP's message, manage the media and coordinate UKCP's ambassadors, spokes people and people representing the UKCP on external bodies.

Education, Training and Practice (ETP): recommend changes to UKCP requirements on the basis of current best practice in training and practice standards and their setting and to represent UKCP in settings where ETP issues are debated, to liaise with other regulators.

Research: foster and promote research within the UKCP which is consonant with the objects of the Charity and the overall strategy of UKCP as determined by the Board of Trustees; to work with the Chief Executive to procure funding; to encourage the development of research which informs practice, and of practice based on research findings; to work in collaboration with other UKCP committees on matters of research; to manage UKCP research resources; to support the dissemination of the results of such research both among members and the public.

Quality Assurance (QA): responsible for quality assurance of all change management and for the development of the QA function. The Quality Assurance function will have authority and responsibility to audit all UKCP processes. The Board of Trustees has the right to veto any development on strategic grounds and is the final forum for any appeal against the QA process.

Registrar: manage complaint processes against colleges or members, including investigation of any concern about a college or member discovered through an audit; to ensure that findings of such investigations and complaint process hearings are implemented & monitored. When necessary, to manage the removal of members

from the UKCP Register in accordance with appropriate UKCP policies and procedures. Ethics: promote ethical practice through appropriate means, such as conferences, seminars, workshops and publications; to respond to requests for an opinion from the Board of Trustees and all UKCP committees, colleges, faculties, Organisational and Individual Members on current best practice in relation to ethics and ethical considerations including probity and legislation.

Diversity & Equalities: ensure that the UKCP is informed about current legislation and best practice; to promote DE awareness through appropriate means, such as conferences, seminars, workshops and publications. Advise the Board of Trustees and all UKCP committees, colleges, faculties, and members on current best practice in relation to Diversity & Equality considerations including probity and legislation.

International: ~~Supports the Vice chair as second~~ UKCP ambassador to Europe and representative on the European Association of Psychotherapy (EAP). Member of the International Committee.

An indicative list of Officers is given in Appendix C.

7 Colleges

Each UKCP College is a forum for the coming together of Organisational and Individual Members under the umbrella name of the College reflecting shared modality interests.

Colleges need:

A shared philosophical base which is recognised by the profession
Critical Mass – sufficient to perform their essential functions
Individuals who have been accredited through an Organisational Member.

Executive:

Chair, Vice Chair, Treasurer, Members' Forum representative
Ethics committee,
Diversity and Equalities Committee,
Education, Training and Practice Committee,
Membership Committee,
Assessment Board
External Relations Officer

Principal stakeholder Interest in:

- Byelaws & Standing Orders
- UKCP Standards framework and associated processes
- UKCP Generic Education, Training and Practice (ETP) Standards and Requirements
- UKCP working with Children ETP Standards and Requirements
- UKCP Psychotherapeutic Counselling ETP Standards and Requirements
- Review standards and procedures in relation to Organisational Members
- Complaint Management Processes for Members, Colleges & Faculties
- Criteria and Procedures for the Approval & Review of Colleges

Essential Functions:

- To define modality specific standards for education, training and practice
- To assess Organisational Members according to modality specific standards
- To assess potential Organisational Members
- To assess re-accreditation services in Organisational Members.

- To organise re-accreditation facilities through Organisational Members
- To provide a representative to the UKCP Members' Forum.
- To provide representatives for stakeholder consultations

Additional functions:

- To provide insight, thought and information on the issues of development and concern of its UKCP members and of its modality to the appropriate other constituent parts of UKCP.
- To develop its connections via its membership to external bodies and organisations to inform UKCP as a whole of developments in the field.
- To develop and represent UKCP profile and potential externally both as an organisation to be consulted on issues relating to psychotherapy and as an organisation that others would wish to join and that the public would wish to use.
- Membership services:
 - Business management support
 - Publishing, Events,
- Research

8 Faculties

Faculties are cross modality interest groups that have a mission to put something into the world that is consistent with the UKCP charitable aims. Faculties provide a space for discussion and development. Membership of faculties is open to all UKCP members. Faculties may propose standards of education, training and practice for a particular area of expertise but it is the responsibility of the colleges to adopt such standards and apply the appropriate descriptor. Where a faculty proposes standards that are adopted the faculty also has a responsibility to provide a pool of appropriately trained assessors.

9 Special Interest Groups

Special Interest Groups may come into existence without formal approval via the UKCP website. Special Interest Groups may bid for funding in the annual work planning and budgeting process, however, funding will only be available to support functions that are consistent with UKCP charitable aims.

Appendix A. UKCP Official Documents

Indicative but not exhaustive list of UKCP Official Documents.

A. 1 Byelaws and Standing Orders

Stakeholders

- i. All appointed and elected Officers (principal)
- ii. Professional Regulatory Committee of the Colleges and Faculties [PRCCF] (principal)
- iii. Members

A. 2 UKCP 5 year strategic plan, developed by Board & CE

Stake holders

- i. All appointed & elected Officers
- ii. PRCCF (principal)

A. 3 UKCP Standards framework and associated processes

Stake holders

- i. Vice Chair (principal)
- ii. Ethics Committee (EC) & Diversity and Equalities Committee [DEC] (principal)
- iii. Education, Training and Practice Committee [ETPC] (principal)
- iv. PRCCF (principal)
- v. Members
- vi. Colleges (Principal)

A. 4 UKCP Generic ETP Standards and Requirements,

Stake holders

- i. Vice Chair (principal)
- ii. EC & DEC (principal)
- iii. ETPC (principal)
- iv. PRCCF (principal)
- v. Organisational Members
- vi. Colleges (Principal)

A. 5 UKCP Working with Children ETP Standards and Requirements,

Stake holders

- i. Vice Chair (principal)
- ii. EC & DEC (principal)
- iii. ETPC (principal)
- iv. PRCCF (principal)
- v. Faculty for the Psychological Health of Children [FPHC] (principal)
- vi. Organisational Members
- vii. Colleges (Principal)

A. 6 UKCP Psychotherapeutic Counselling ETP Standards and Requirements,

Stake holders

- i. Vice Chair (principal)
- ii. EC & DEC (principal)
- iii. ETPC (principal)
- iv. PRCCF (principal)
- v. International Officer (principal)
- vi. Psychotherapeutic Counselling and Intersubjective Psychotherapy College [PCIPC] (principal)

- vii. Organisational Members
 - viii. Colleges (Principal)
- A. 7 Applicant Organisation (AO) and **Quinquennial Review (QR)** Organisational Member **Review (OMR)** standards and procedures in relation to **Member Organisations** **Organisational Members**
- Stake holders**
- i. Vice Chair (principal)
 - ii. EC & DEC (principal)
 - iii. ETPC (principal)
 - iv. PRCCF (principal)
 - v. Members
 - vi. Colleges (Principal)
- A. 8 Complaint management processes for Members, Colleges & Faculties
- Stake holders**
- i. Vice Chair (principal)
 - ii. EC & DEC (principal)
 - iii. PRCCF (principal)
 - iv. Members
 - v. Colleges (Principal)
- A. 9 Criteria and procedures for the approval & review of Colleges
- Stake holders**
- i. Vice Chair (principal)
 - ii. EC & DEC (principal)
 - iii. PRCCF (principal)
 - iv. Colleges (Principal)
- A. 10 External Affairs Strategy
- Stake holders**
- i. Vice Chair (principal)
 - ii. EC & DEC (principal)
 - iii. PRCCF (principal)
- A. 11 Annual Budget and Work Plan
- Stakeholders**
- i. Vice Chair (principal)
 - ii. EC & DEC (principal)
 - iii. PRCCF (principal)
 - iv. All officers
- A. 12 UKCP Continuing Professional Development (CPD) and annual practitioner renewal requirements
- Stake holders**
- i. Vice Chair (principal)
 - ii. EC & DEC (principal)
 - iii. ETPC (principal)
 - iv. PRCCF (principal)
 - v. Members
 - vi. Colleges (Principal)

- A. 13 **UKCP Ethical Principles and Code of Professional Conduct** UKCP's code of ethics document

Stakeholders

- i. Vice Chair (principal)
- ii. EC & DEC (principal)
- iii. ETPC (principal)
- iv. PRCCF (principal)
- v. Members
- vi. Colleges (Principal)

- A. 14 UKCP practitioner reaccreditation requirements

Stake holders

- i. Vice Chair (principal)
- ii. EC & DEC (principal)
- iii. ETPC (principal)
- iv. PRCCF (principal)
- v. Members
- vi. Colleges (Principal)

- A. 15 UKCP Criteria for all classes of members of UKCP

Stake holders

- i. Vice-Chair (principal)
- ii. EC & DEC (principal)
- iii. ETPC (principal)
- iv. PRCCF (principal)
- v. Members of the classes for which change is proposed (principal).
- vi. Members

Appendix B. UKCP General Committees

The Board of Trustees may create and disband such General Committees as are necessary to carry out the work of the UKCP.

See also each committee's Terms of Reference

B.1 Diversity & Equalities Committee (DEC)

Membership

Standard

Stakeholder Interest in:

- i. All UKCP documents, processes and procedures (principal).

Responsibilities:

- i. To support the DE Officer
- ii. Stakeholder Consultations

B.2 Education, Training and Practice Committee (ETPC)

Membership

Members of the ETPC are drawn from: College Training Standards Committee Chairs and/or their representatives, organisational member representatives, individual members and lay members. Colleges with more than 1000 individual members may have up to two representatives each on the Committee

The term of office of a college representative on ETPC shall be one year; such an individual may be reappointed up to nine times. Ordinary members may serve for up to 4 years.

Stakeholder Interest in:

- i. SETs both Generic & Modality Specific (principal)
- ii. **QR OMR** & AO processes & procedures (principal)
- iii. Membership criteria (principal)

Responsibilities

- i. To support the Chair of the ETPC
- ii. Stakeholder consultations
- iii. To complete the occupational standards development project.
- iv. To assist Colleges' in any matters relating to training standards when required.

B.3 Ethics Committee (EC)

Membership

Standard

Stakeholder Interest in:

- i. All UKCP documents, processes and procedures (principal)

Responsibilities

- i. To support the Ethics Officer
- ii. Stakeholder consultations

B.4 External Affairs Committee (EAC)

Membership

UKCP Ambassadors, people representing UKCP to the external world on committees, as media spokes people. As this group will be large there will be, in addition an EAC steering group whose membership will be taken from the wider group

Stakeholder Interest in:

- i. External Affairs Strategy

Duties

- i. Inform each other on contexts in which UKCP is active
- ii. Cross fertilise and support, develop messages, develop & monitor media strategy

B.5 Service Development Committee

Membership

Standard

Stakeholder Interest in:

- i. UKCP Website (principal)

Duties

- i. Review website, The Psychotherapist, Information leaflets,
- ii. Create events & networking opportunities,
- iii. Support Karnac Editorial Board
- iv. Propose and develop new membership services

B.6 International Committee (IC)

Membership

UKCP European ambassadors,
the delegates to Europe from the colleges and Organisational Members.

Stakeholder Interest in:

- i. UKCP Standards of Education Training and Practice
- ii. External Affairs Strategy

Duties

- i. To further involvement in the European Association for Psychotherapy;
- ii. to advise the BoT and UKCP on international affairs, developments, opportunities and issues as they relate to psychotherapy and psychotherapeutic counselling;
- iii. to advance the international perspective of UKCP, its Colleges, Faculties, Organisational and Individual members;
- iv. to enhance trainings, CPD and practice by increased awareness of the international perspective of psychotherapy

B.7 Professional Conduct Committee

B.8 Professional Occupational Practice Committee (POP-C)

Appendix C. Officers

The Board of Trustees may appoint such officers on such terms as are necessary to carry out the work of the UKCP.

~~The appointment process and terms of officers and Committee Chairs are still under consideration.~~

Registrar (Employed)

Chair of Ethics Committee (Honorary)

ETP Officer, Chair of Education, Training and Practice Committee (Honorary)

International Officer (Voluntary)

Chair of Professional Conduct Committee (Honorary)

Appendix D. Colleges

D. 1

Council for Psychoanalysis and Jungian Analysis College (CPJAC)

Humanistic and Integrative Psychotherapy College (HIPC)

College of Family, Couple and Systemic Therapy (CFCST)

Constructivist and Existential College (CEC)

~~College of Hypno-Psychotherapists (CH-P)~~ College of Outcome Orientated and Hypno-Psychotherapies (COOHP)

~~Cognitive Psychotherapies College (CPC)~~

Psychotherapeutic Counselling and Intersubjective Psychotherapy College (PCIPC)

Universities Training College (UTC)

College for Sexual and Relationship Psychotherapy (CSRP)

College of Medical Psychotherapists (CMP)

College of Child and Adolescent Psychotherapies (C-CAP)

Appendix E. Faculties

E. 1 Research Faculty (RF)

Mission

to foster and promote research within the UKCP which is consonant with the objects of the Charity and the overall strategy of UKCP as determined by the Board of Trustees;
to work with the CE to procure funding.
to encourage the development of research which informs practice, and of practice based on research findings;
to work in collaboration with other UKCP committees on matters of research
~~to manage a UKCP Research Unit.~~

E. 2 Faculty for the Psychological Health of Children (FPHC)

Mission

to challenge disadvantage in childhood & promote the mental & emotional well-being of children & young people;
to recommend standards of psychotherapy training, practice, research & professional development which are evidence-based & centered on the needs of the child across a range of modalities;
to work nationally in partnership with agencies & disciplines involved in the promotion of children's emotional health & well-being;
to influence government policy through policy development & advocacy;
to participate in high quality research and work from an evidence-based perspective;
to disseminate information on specialist psychotherapy with children to all those working with children and young people, and to children, young people and their carers.