

Board of Trustees

Minutes

Meeting Date: Friday 12 July 2019

Time: 09:30 – 15:25

Type: Face-to-face

Location: UKCP Office, Boardroom

Version: Approved

Present:

Keith	Carlton (KC)	Trustee
Bob	Cooke (BC)	Trustee
Andy	Cottom (AJC)	Vice-Chair & Trustee
Brett	Kahr (BK)	Trustee – <i>from 2pm</i>
John	Loughrey (JL)	Trustee
Jacqui	McCouat (JM)	Trustee
Neil	Robertson (NR)	Treasurer & Trustee
Juliet	Rosenfeld (JR)	Trustee
Suzu	Walker (SW)	Trustee

Apologies:

Divine	Charura (DC)	Trustee
Martin	Pollecoff (MP)	Chair & Trustee

In Attendance:

Frances	Griffiths (FG)	Representing Family/Groups (Observer) - <i>from 10:10</i>
Alan	McConnon (AM)	Registrar – <i>11:30 to 11:50</i>
Jill	McWilliam (JMW)	Representing Child client groups (Observer)
Sarah	Niblock (SN)	Chief Executive
Matt	Nichols (MN)	Head of Comms. & Engagement – <i>15:20 to 15:25</i>
Jovana	Perzic (JP)	Head of AEI – <i>13:30 to 14:20</i>
Niki	Reeves (NR)	Representing Adult client groups (Observer)
Maura	Sills (MS)	Members' Forum Moderator (Observer) – <i>from 09:55</i>
Sunita	Thakore (ST)	Complaints and Conduct Manager – <i>13:05 to 13:10</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 DC & MP.
- 1.2. AJC welcomed new attendees to the meeting and introductions were made around the room.
- 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 26 April 2019

2.1. Corrections

- 2.1.1. None.

2.2. Approval

- 2.2.1. **The Board approved the minutes.**

2.3. Matters Arising

- 2.3.1. **Re: point 2.1.1 concerning an explanation from the auditors to the colleges about the need for a centralised bank account, the Chief Executive has not yet heard from the auditors and will contact them again.**
- 2.3.2. Re: point 3.1.2 concerning the creation of a new up-to-date analysis of the geographical spread of our members, this is something that that JP and the Membership Team will be creating. This will also be tied-in with the next Members' Survey which will be launched soon.
- 2.3.3. Re: point 5.1.1 concerning Honoraria payments within UKCP, more work on this is required as there needs to be transparent, consistent rules across the organisation. Currently honoraria payments are paid in a haphazard, ad-hoc way. The Board continued to discuss the issue of Honoraria.
- 2.3.4. Re: point 7.3 concerning the proposed amendments to the Articles of Association regarding Trustee terms of office, this will form part of the later agenda item concerning the UKCP General Meeting.
- 2.3.5. Re: point 8.4.3 concerning the annual fee for Organisational Membership (OMs), this will be discussed as part of the Treasurer's Report later.
- 2.3.6. Re: point 11.4 concerning the new UKCP Code of Ethics and Professional Practice, this has been shared with the membership and will be a live document from 1 October 2019. Our OMs have until December 2019 to ensure their own ethical codes don't conflict with the new UKCP code.

3. Chief Executive's (CE) Report

- 3.1. The CE referred to her written report and took questions from the Board.
- 3.2. The report included the following:
 - 3.2.1. We are continuing to see an increase in our membership and now have over 10,000 members. We need to work on how we can enhance the benefits of being a UKCP member.

MS joined the meeting at 09:55

- 3.2.2. The Royal College of Psychiatrists' have recently changed their position on antidepressant withdrawal. This relates to UKCP's collaborative involvement in the Prescribed Drug Dependency Guidelines being developed by the All Party Parliamentary Group.
- 3.2.3. There have been some developments in the coordinated stakeholder pressure against the NICE Depression in Adults Guidelines. We are waiting to hear back from NICE and will be writing to them again soon.
- 3.2.4. We will be writing to the Chair of the Digital, Culture, Media and Sport Committee; a Select Committee of the House of Commons. As part of their investigation into the Jeremy Kyle Show, the Chair, Damian Collins MP, is recommending that only Health and Care Professions Council (HCPC) registered therapists are qualified to work on reality TV shows.
- 3.2.5. Feedback from the recent consultation on the Scope of Practice and Education (SCoPEd) for the Counselling and Psychotherapy Professions has been analysed, and the Chief Executives from the three organisations (UKCP, the British Association of Counselling & Psychotherapy and the British Psychoanalytic Council) will be meeting on Friday 19 July to discuss the next steps.

FG joined the meeting at 10:10

- 3.2.6. We are building a high-profile academic partnership with Imperial College and we are also developing relationships with other Universities.
- 3.3. The Board accepted the report.

4. Chair's Report

- 4.1. The Board discussed the Chair's Report in closed session.
- 4.2. The Board Accepted the report.

5. Vice-Chair's Report

- 5.1. The UKCP Vice-Chair spoke to his report and the discussion included the following:
 - 5.1.1. The Vice-Chair mentioned that the Council for Psychoanalysis & Jungian Analysis College (CPJAC) and the British Psychoanalytic Council (BPC) are holding a joint conference on 8 February 2020 entitled 'The Making & Breaking of Professional Bonds'. BK is one of the speakers at the event and AJC urged the Board to put the date in their diaries.
 - 5.1.2. In his report the Vice-Chair states that, over the next year, he will be exploring the private practice experience of our members. In order to do this he will be focussing on the following 3 areas: 1) The environment in which we practice, 2) Improving methods of referral between UKCP members and 3) Helping new graduates.
 - 5.1.3. The Vice-Chair will be presenting his findings at the CPJAC/BPC conference in February 2020.
 - 5.1.4. With regards to referrals, one trustee says she struggles to find people to refer clients to, and welcomed research into this area.
 - 5.1.5. It was also mentioned that sometimes the limited information on therapists available via the UKCP Find a Therapist function makes referrals difficult.

5.1.6. JR volunteered to help the Vice-Chair with his work on improving methods of referrals.

5.1.7. The Vice-Chair is happy to run workshops giving help and guidance on establishing a private practice. One trustee commented that this would be a member benefit we could offer.

5.2. The Board accepted the report.

6. Finances

6.1. Treasurer's Report

6.1.1. The Treasurer referred to his written report and took questions.

6.1.2. Finances are in-line with the Mid-Year Review and that total expenditure is on-track.

6.1.3. Budgeting processes are continuing to improve and we're getting closer to expected forecast.

6.1.4. Lots of good work is being done by the Finance Manager and the Professional Regulatory Committee of the Colleges and Faculties (PRCCF) on the regularisation of appointments and payments within the colleges and faculties.

6.1.5. The issue of college underspends was mentioned and the college observers said this was something the PRCCF were looking at.

6.1.6. The Treasurer drew the Board's attention to the fact that 3 new members of the FAC will be needed by the end of this year/beginning of 2020.

6.2. Organisational Membership (OM) Annual membership fee

6.2.1. The decision on the OM fee for 2019/2020 was deferred from the last Board meeting in April.

6.2.2. **The Board approved the recommendation from the Finance and Audit Committee that the fee remain unchanged for 2019/2020.**

6.3. Trainee Bursary Scheme

6.3.1. The Treasurer referred to the paper from the Finance Manager which outlines a proposal to enhance and extend the current Trainee Bursary Scheme to create a scheme funded by donations from members and corporate bodies.

6.3.2. The Board was supportive of the proposed enhancements and for UKCP to start inviting donations and contributions to increase the number of bursaries available

6.3.3. **The Board approved the creation of a Restricted Fund to manage the enhanced Bursary Scheme.**

6.4. Finance Report and Management Accounts

6.4.1. The Board appreciated the enhanced presentation of some of the statistical information which now included pie chart graphics.

6.4.2. One trustee commented that it was important to keep track of how many Student and Trainee Members become Full Individual Members.

AM joined the meeting at 11:30

7. Professional Standards Development Work

7.1. The Registrar referred to his written report.

7.2. Supervision

7.2.1. In his report the Registrar states that the planned work to consider UKCP's position on the regulation of supervisors has been postponed until next year (2020).

7.2.2. At the request of one of the college observers, the Registrar explained the reasons for the delay and that it was a matter of resourcing and priorities. The college representative felt strongly that this work should be a priority and not delayed.

7.2.3. **Following further discussion, it was agreed that the Registrar and Chief Executive will look into appointing a suitable Chair of the Supervision Working Group (either a lay chair, UKCP member or an external consultant) in order to progress the work on the potential regulation of supervisors.**

7.3. Retiring/Winding-Down Grade

7.3.1. The Registrar also reported that the new Retiring Membership Grade will now be introduced in 2020 instead of this year, as more work is needed to operationalize the new grade.

7.3.2. The Chief Executive advised that the Executive Committee have discussed this and are of the opinion that the risks are too great for this membership grade to be introduced this year as more due-diligence is required.

7.4. The Board accepted the report.

AM left the meeting at 11:50

7.5. It was commented that the Board and the Colleges sometimes differ over what areas of work should be prioritised.

7.6. Communications between the Board and the Colleges & Faculties are better but there are still improvements to be made. Having college observers at Board meetings is one of the initiatives that have enhanced communications.

8. Trussell Trust

8.1. At the Vice-Chair's request, JM updated the Board with the work she is doing with the Trussell Trust; a UK charity that co-ordinates a nationwide network of food banks.

8.2. JM is involved in a project that provides therapy at one of their foodbanks. The pilot scheme last year went well and we are now planning to extend the project to other food banks within the Trussell Trust.

9. Education, Training and Practice Committee (ETPC) Report

9.1. The Board reviewed and accepted the report and gave thanks.

10. Professional Regulatory Committee of the Colleges & Faculties (PRCCF) Report

10.1. The Board reviewed and accepted the report and gave thanks.

11. Regulation & Quality Assurance Team (RQAT) Report

11.1. The Board reviewed and accepted the report and gave thanks.

ST joined the meeting at 13:05

12. Professional Conduct Committee (PCC) Terms of Reference

12.1. The Board reviewed the proposed changes to the PCC terms of Reference, as recommended by the Complaints and Conduct Manager.

12.2. JL said that he had some additional comments and minor amendments which he will email to ST.

12.3. **The Board approved the proposed changes to the PCC Terms of Reference** (subject to any additional amendments from JL).

ST left the meeting at 13:10

13. Board of Trustees Meeting Dates 2020

13.1. **The Board agreed the 2020 meeting dates proposed by the Governance Manager.**

13.2. **The Board also agreed the additional December meeting dates in both 2019 and 2020.**

14. UKCP General Meeting

14.1. The Governance Manager advised that, following discussions at the April Board meeting, a consultation with proposed changes to the constitution was opened with the aim of holding a General Meeting on 19 July to put the changes to a vote.

14.2. The main change, as proposed by the College and Faculties, was to allow the Chair and Trustees to re-stand for election for a second term of 4 years in the same role (8 years in total).

14.3. Following feedback from the consultation and from the Members' Forum meeting held on 22 June 2019 the decision was taken to amend and extend the consultation and to postpone holding a General Meeting until later in the year.

15. International Strategy

15.1. The Board discussed the International Strategy paper from the UKCP International Officer.

15.2. Following the discussion, the Board determined the following:

15.2.1. More detail on how we can build relationships on a global level is needed, as the paper focusses largely on Europe.

15.2.2. The Board would like to see how we could utilise the skills and experience of those who sat on the International Committee to support current students. Potentially, a support or mentoring network could be developed.

15.2.3. The Board would like to see an action plan with costings.

15.3. **The Chief Executive will write to the International Officer and advise her of the above points.**

15.4. **The Chief Executive will also reiterate to the International Officer that the Board took the decision to close the International Committee at their meeting in April 2019.**

JP joined the meeting at 13:30

16. Academic Enterprise and Innovation – Strategic Plan

16.1. The Head of Academic Enterprise and Innovation gave a presentation to the Board and answered questions.

16.2. The Board gave great thanks and appreciation to JP.

JP left the meeting at 14.20

17. Governance Representation Working Group

17.1. The Chief Executive spoke to her paper and her proposal that a Governance Representation Working Group be created.

17.2. The working group will consider recommendations from the College Review and also the recent proposal paper received from the PRCCF.

17.3. The working group will be a 'task and finish group' group and will make recommendations for effective governance and representation.

17.4. The group will be time-constrained with clear objectives, reporting into the Board of Trustees. For neutrality and transparency, the group will be facilitated by an external chair.

17.5. The Board would set the overarching objectives and outline timetable.

17.6. **The Board gave in-principal agreement to the creation of a Governance Representation Working Group.**

17.7. **Further details, including Terms of Reference, will come to the next Board meeting in September.**

18. UKCP Values

18.1. The Board discussed the documents which have been drawn from, and build on, the work of College Review Working Group 5.

18.2. The documents include a Code of Behaviour, Guidance on raising concerns about unacceptable behaviour and Grievance & Resolution Procedures.

18.3. The documents were developed for the UKCP staff but may be something that other parts of the organisation may wish to adopt.

18.4. JL commented that the documents should include reference to ethics and regulation, and that it should be made clear that they don't apply to the therapist/client relationship.

18.5. The documents could be resource guidance for OMs, Colleges and Faculties.

18.6. The Board gave very positive feedback and support for the documents.

MN joined the meeting at 15:20

19. Head of Communications and Engagement

19.1. Prior to MN leaving UKCP at the end of August, the Board took the opportunity to give great thanks for all the work he has accomplished whilst in the role and to wish him well for the future.

20. Next Meeting

20.1. Saturday 21 September 2019, 09:30 to 16:00, UKCP Office.

Minutes Approved

Signed:

Print:

Title:

Date:

APPROVED