



Board of Trustees Minutes

Meeting Date: Friday 14 February 2020

Time: 09:30 – 16:00

Type: Face-to-face

Location: UKCP Office, Boardroom

Version: Approved

Present:

Divine Charura (DC)	Trustee
Andy Cottom (AJC)	Vice-Chair & Trustee
Brett Kahr (BK)	Trustee - <i>from 13:20</i>
John Loughrey (JL)	Trustee
Martin Pollecoff (MP)	Chair & Trustee
Juliet Rosenfeld (JR)	Trustee - <i>until 12:25</i>
Suzy Walker (SW)	Trustee - <i>from 10:55</i>

Apologies:

Bob Cooke (BC)	Trustee
Jacqui McCouat (JM)	Trustee
Neil Robertson (NR)	Treasurer & Trustee

In Attendance:

Alan McConnon (AM)	Registrar - <i>15:25 to 15:40</i>
Judith Miller (JMR)	Sayer Vincent - <i>09:30 to 10:50</i>
Sarah Niblock (SN)	Chief Executive

Minutes By: Alex Crawford (AC) Governance Manager

Action Points and Decisions – in Black Bold

1. Welcomes, Apologies and Declarations of Interest

- 1.1. Following the recent UKCP Office refurbishment, MP formally opened the new Boardroom.
- 1.2. MP welcomed Judith Miller from Sayer Vincent (auditors) to the meeting.
- 1.3. Apologies were given for BC, JM and NR.
- 1.4. JR has to leave before 1pm and BK will be arriving after 1pm.
- 1.5. 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. Trustee Responsibilities Presentation

- 2.1. JMR gave a presentation to the Board on Trustee Responsibilities and the presentation included the following points:

2.1.1. Trustees should read 'The Essential Trustee' Charity Commission CC3 document <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

2.1.2. As per the CC3, Trustees should always:

- Ensure UKCP is carrying out its purposes for the public benefit
- Comply with UKCP's governing documents and the law
- Act in UKCP's best interests
- Manage UKCP's resources responsibly
- Act with reasonable care and skill
- Ensure UKCP is accountable

2.1.3. Trustees are legally responsible for the charity.

2.1.4. JMR referred to various useful resources, links to which are below.

<https://publications.ncvo.org.uk/road-ahead-2020/>

<https://www.gov.uk/guidance/reporting-a-serious-incident-in-your-charity-when-it-involves-a-partner>

<https://www.gov.uk/guidance/guidance-for-charities-with-a-connection-to-a-non-charity>

<https://www.charitygovernancecode.org/en/front-page>

2.2. The Board thanked JMR for her presentation which was very helpful and informative.

2.3. **AC will circulate a copy of JMR's presentation to the Trustees.**

3. Finances

3.1. UKCP Annual Report and Financial Statements 2019

- 3.1.1. JMR reported that the audit went smoothly. The accounts show a true and fair view and are materially correct.
- 3.1.2. JMR reported that the auditors are satisfied that UKCP is a going concern.
- 3.1.3. JMR also spoke to the Post-Audit report, talked the Board through the key points and answered any questions.
- 3.1.4. MP queried if an audit had been conducted with the particular UKCP college which continues to have their own separate bank account (contrary to UKCP policy). JMR advised that the account has not been audited by Sayer Vincent as it is below £45k threshold.
- 3.1.5. The Board briefly discussed the issue of VAT.
- 3.1.6. **The Board unanimously approved the UKCP Annual Report and Financial Statements 2019.**
- 3.1.7. **The Board authorised the signing of the Letter of Representations.**
- 3.1.8. SN and MP thanked everyone involved for all their work on the annual report.

JMR left the meeting at 10:50

3.2. Treasurer's Report

- 3.2.1. SN spoke to NR's report in his absence and asked if there were any questions.
- 3.2.2. **The Board approved the UKCP Investment Policy** (unchanged from 2019).
- 3.2.3. **The Board approved the UKCP Expense Policy** (with the new provision of a flat rate sum of £40 per night which can be claimed when staying with friends, relatives or in other non-commercial accommodation, when on UKCP business).

SW joined the meeting at 10:55

3.3. Finance Report and Management Accounts

- 3.3.1. SN talked through the report and management accounts.
- 3.3.2. The Senior Management Team (SMT) are now tracking budgets and activities more rigorously.
- 3.3.3. The Board complemented the UKCP Finance Manager, Wendy Smith, on her outstanding work.
- 3.3.4. The Board also wished to commend the UKCP leadership for all their excellent work.

3.4. Treasurer Recruitment

- 3.4.1. SN updated the Board with progress.
- 3.4.2. The second round of recruitment did not produce any additional candidates.
- 3.4.3. Interviews will be held on Monday 24 February 2020 for the 2 applicants from the first round of recruitment.
- 3.4.4. NR has formally agreed to remain Treasurer and Trustee until such time as a new Treasurer is appointed.
4. [Board Minutes from 21 September 2019 and 12 December 2019](#)
- 4.1. **There were no questions and both sets of minutes were approved.**
5. [Chair's Report](#)
- 5.1. The UKCP Chair discussed his report with the Board and the discussion included the following points:
- 5.1.1. MP commended AJC on his recent workshop giving people help and advice on setting-up in private practice.
- 5.1.2. UKCP should be focussed on the client and on user groups.
- 5.1.3. It was suggested that suitable 'transformational stories' about therapists could be published in UKCP newsletters. AJC said that we need to be careful to avoid any marketing language and that we must also be mindful that testimonials are prohibited by the *UKCP Code of Ethics and Professional Practice*.
- 5.1.4. It was suggested that UKCP record modality specific podcasts for the website.
- 5.1.5. The Board gave their appreciation for the way MP had written his report.
- 5.1.6. Simple language such as 'sharing' and 'kindness' should be used when communicating what UKCP does.
- 5.2. **The Board accepted the Chair's report.**
6. [Vice-Chair's Report](#)
- 6.1. The UKCP Vice Chair spoke to his report.
- 6.2. The Board held a discussion about the current form and function of the UKCP College and Faculty structure in closed session.
- 6.3. **The Board accepted the Vice Chair's report.**
7. [Remuneration and Performance Management Committee \(RPMC\) Report](#)

7.1. The Board held an in-depth discussion in closed session.

JR left the meeting at 12:25

BK joined the meeting at 13:20

8. Chief Executive's (CE) Report

8.1. The UKCP Chief Executive spoke to her report.

8.2. The Board gave very positive feedback for the enhanced membership data contained in the report.

8.3. **BK requested more information about the small number of those that had lapsed their membership.**

8.4. Work is currently underway on improving the conversion rate from Trainee Members to Full Clinical Members.

8.5. Work continues on planning for the introduction of the new Retiring Members or 'Winding Down' grade.

8.6. The idea of an online/Zoom trustee surgery was suggested as a way of connecting with UKCP members.

8.7. The Chief Executive gave an update on the *Scope of Practice and Education (SCoPEd) for Counselling and Psychotherapy* collaborative project.

8.8. **The Board accepted the Chief Executive's report.**

9. Governance Review

9.1. The Board held a discussion about the current UKCP governance structure in closed session.

9.2. The Board also had a closed session discussion about non Board members or 'observers' attending Board meetings.

10. Child Therapeutic Wellness Practitioners (CTWP)

10.1. SN updated the Board on developments re: the proposal to create a Register of Child Therapeutic Wellbeing Practitioners, received from the Chair of the UKCP Faculty for the Psychological Health of Children (FPHC).

10.2. The Board accepted the outline proposal, but were clear that due process needs to be followed and that the FPHC Chair must have the backing of their College. The Board also reserves the right to scrutinise the proposal and ask further questions.

AM joined the meeting at 15:25

11. Complaints and Conduct Process (CCP) issues with a particular UKCP Organisational Member (OM)

11.1. The Chair and Registrar gave an update on the situation in closed session.

12. Non Clinical Complaints Process

12.1. The Chief Executive presented the Board with a 'Screening of OM Non-Clinical Complaints' proposed flowchart. This is something that had been requested by the Professional Regulatory Committee of the Colleges and Faculties (PRCCF).

12.2. It was clarified that the new process will mean all Non Clinical Complaints will now be handled by the UKCP Office.

12.3. **The Board gave their approval for the proposal.**

12.4. **The Chief Executive will take the proposal back to the PRCCF.**

13. Regulations and Quality Assurance Committee Terms of Reference

13.1. The Chief Executive presented the Board with draft Terms of Reference for the new Regulation and Quality Assurance Committee (RQAC).

13.2. Following a query from the Vice Chair, SN advised that there would be no overlap between the work of the RQAC and the Membership Committee.

13.3. **The Board approved the RQAC Terms of Reference.**

14. Regulation

14.1. Annual Report from the Registrar

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

14.2. Regulation and Quality Assurance Team Report

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

15. Professional Standards

15.1. Report from the PRCCF Chair

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

15.2. Annual Report from the College and Faculty Chairs

15.2.1. The Board reviewed and accepted the reports. **MP will convey the Board's appreciation to each of the College and Faculty chairs.**

15.3. Report from the Chair of the Education, Training and Practice Committee (ETPC)

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

16. [Next Meeting](#)

16.1. Thursday 23 April and Friday 24 April 2020 (Away Day). Venue and timings to be confirmed.

APPROVED