

Board of Trustees

Minutes

Meeting Date: Friday 10 February 2023

Time: 09:30 – 16:00

Type: In-person

Location: UKCP Office, 2nd Floor, 2 America Square, London EC3N 2LU

Version: Approved

Present:

Christian Buckland (CB)	Chair and Trustee
Will Daniel-Braham (WDB)	Trustee – <i>remotely by Zoom for parts of the meeting</i>
Pippa Donovan (PD)	Trustee
Sarah Fahy (SF)	CPJAC Chair – <i>remotely by Zoom 1pm to 2:35pm</i>
David Fitzgerald (DF)	Treasurer and Trustee
John Loughrey (JL)	Trustee
Jo Lucas (JLS)	Vice Chair
Courtenay Young (CY)	Trustee – <i>remotely by Zoom</i>

Apologies:

Michelle Briggs (MB)	Trustee
Peter Gregory (PG)	Trustee

In Attendance:

Viki Calais (VC)	Chief Operating Officer and Joint Acting CEO
Ashlynn Ludlow (AL)	CCYP Chair – <i>remotely by Zoom 1pm to 2:35pm</i>
Sandra Phillips (SP)	HIPC Lead – <i>remotely by Zoom 1pm to 2:35pm</i>
James Pickering (JP)	Registrar - <i>remotely by Zoom 9:45am to 10:10am</i>
Maura Sills (MS)	Members' Forum Moderator – <i>until 2:50pm</i>
Wendy Smith (WS)	Finance Officer – <i>11:15 to 12.20pm</i>
Helen Willingham (HW)	Head of Content & Engagement and Joint acting CEO

Minutes By: Alex Crawford (AC) Governance Manager

Action Points and Decisions – in Black Bold

1. Preamble

- 1.1. **The Board agreed that JLS would Chair the meeting.**
- 1.2. The Board gave great thanks to Jacqui McCouat (former trustee) for all her valuable work as a trustee over the years.
- 1.3. WDB will be joining remotely by Zoom.

2. Minutes of 8 December 2022

2.1. Corrections

2.1.1. **Points 10.1.1 through to 10.1.7 are to be deleted.**

2.1.2. **Point 10.2 is to be deleted.**

2.2. Matters Arising

2.2.1. **Re: point 3.3.6 concerning a list of honorariums, AC has put together the list and will send to the Board.**

2.3. Approval

2.3.1. **The minutes were approved, subject to amendments.**

3. Introductions and Apologies

- 3.1. New trustees MB and PG give their apologies.
- 3.2. The new UKCP Chair CB, new UKCP trustee CY and new UKCP Registrar JP were welcomed to the meeting.
- 3.3. Introductions were made around the room.

4. Conflicts of Interest Declarations

- 4.1. The Governance manager asked if trustees were aware of a conflict of interest with any items on the meeting agenda they were to declare them now.
- 4.2. No conflicts of interest were declared.

5. Governance

5.1. Acting Chair's Report

5.1.1. It was noted for the minutes that the amended UKCP Publication of Decisions Policy was approved by the Board by email on 24 January 2023.

- 5.1.2. The approved amended Publication of Decisions Policy included the amendment from JLS that the additional text, *'in which cases, the member would be removed from the register and Find A Therapist directory'* be added after, *'Except for interim suspension order, suspension or termination of UKCP membership decisions'*.
- 5.1.3. It was noted for the minutes that the Board formally ratified support for the Scope of Practice and Education for Counselling and Psychotherapy (SCoPEd) Framework by email on 31 January 2023.
- 5.1.4. It was noted for the Board minutes that, unusually, there were some issues to be considered concerning some of the trustee election candidates nominated in the elections opened in November 2022. The Board were made aware of the issues by the Governance Manager and no objections were raised for all 4 nominees to go forward to the next phase of the elections.
- 5.1.5. The Board expressed their huge thanks to JLS for holding the role of Acting Chair following the previous Chair's resignation.
- 5.1.6. HW and VC also added their thanks to JLS for her work as Acting Chair over the last few months.

5.2. Priorities for the Coming Months

- 5.2.1. HW spoke to her report.
- 5.2.2. The UKCP's annual reaccreditation with the Professional Standards Authority (PSA) has been approved by the PSA without any recommendations.
- 5.2.3. We recently received an award from the Professional Standards Authority (PSA) for our *Learning from Complaints* event held last year. The nomination for the award was from the British Association of Counselling and Psychotherapy (BACP). We are now looking to make this an annual event.
- 5.2.4. HW also updated the Board regarding a litigation case concerning the London College of Psychodrama (not a UKCP Organisational Member). There is a hearing on 1 March 2023.
- 5.2.5. **As well as reporting to the Board on complaints that are part of the UKCP Complaints and Conduct Process (CCP), CB requested that the Board also receive details of complaints made against UKCP that relate to CCP.**
- 5.2.6. **Work needs to be done on investigating why UKCP Students have been resigning or not renewing their membership.**
- 5.2.7. HW advised that we recently launched a survey with UKCP Students and Trainees which should give some insight. **PD would like to see the responses to the survey.**
- 5.2.8. **Following discussions about the benefits of Student membership, JLS would like something to go into The New Psychotherapist Magazine which informs people that UKCP members (including Students and Trainees) have online access to the European Journal of Psychotherapy (EJP).**

5.2.9. **We should also advertise the International Journal for Psychotherapy which is comparable to the EJP.**

5.2.10. There should be a greater visibility of the Scope of Practice and Education for Counselling and Psychotherapy (SCoPEd) at Board level.

5.2.11. JLS found the comment in the Regulations and Quality Assurance Team Report (RQAT) that *'there are Direct Members (DMs) on the register who have not met reaccreditation requirements, though through no fault of their own'* to be a concern.

5.2.12. VC advised that discussions are underway with the DM Committee of the largest UKCP College in order to resolve these issues. VC said that we are aware that the DM Reaccreditation process needs to be reviewed.

5.2.13. JLS wanted it recorded in the minutes that she finds it unacceptable that some DMs are not meeting reaccreditation requirements through no fault of their own.

5.3. Communications Strategy

5.3.1. **PD would like future reports to be segmented by audience, not just broad categories.**

5.3.2. **The Board would like the beginnings/headlines for an active membership recruitment strategy for the Board meeting on 20 April 2023. They would then like a more detailed report for the Board meeting in July 2023 that takes into account the results from the Student Survey.**

6. Strategic Risks

6.1. The Board discussed and reviewed the Strategic Risk Register.

6.2. **JLS would like the Strategic Risk Register to be shared with the Constitution Working Group (CWG) and for VC to be a member of the CWG.**

6.3. **The Board Away Day on 20/21 April will include half a day looking at the impact of the SCoPEd Framework and the relevance of UKCP. Executive Committee members Fiona Biddle and Katy Rose who are the UKCP representatives on SCoPEd are to be invited to this section of the Board Away Day, given their expertise and knowledge in this area.**

6.4. **Unlike previous years, in order to contribute to organisational cost savings the Board Away Day on 20 and 21 April will be held at the UKCP Office instead of an external venue.**

6.5. **Going back to the earlier point about the Board Away Day in April, WDB proposed that remote access (i.e. via Zoom or Teams etc) should be an option for the Board Away Day and all UKCP meetings and events in order to be inclusive. JLS seconded the proposal and it was passed by a unanimous vote of the Board of Trustees.**

6.6. WDB also asked that the Board minutes show the seconder and proposer for all Board decisions.

7. Office Project

7.1. VC spoke to her paper.

- 7.2. **The timeline given in the papers should be corrected to say January 2024 as the date the break clause is enacted, not 2025.**
- 7.3. The decision on whether to move from the current UKCP premises or not is a complex one.
- 7.4. DF said that if we do decide to leave the current premises we will need to give notice in January 2024 and so need to make plans as a matter of urgency.
- 7.5. PD suggested we outsource work on this to an external company, although she appreciates costs may be high. **VC will speak to the Office Project Manager, Jo Buzer, about this.**
- 7.6. JLS said we need to support flexible working and encourage people to come together in-person whilst also supporting those who wish to work from home.
- 7.7. **VC will circulate the Hybrid Working policy to the Board.**
- 7.8. **After in depth discussion JLS proposed that the Board accept the Office Project Plan and Timetable as detailed in VC's paper. The proposal was seconded by CB and passed by a majority vote of the Board of Trustees (all voted in favour except WDB who was against).**

8. Finance/Budget

8.1. Treasurer's Report

8.1.1. DF spoke to his report.

8.1.2. The report notes concerns over the shortfall in membership income this year.

8.1.3. The Board acknowledged that we are operating under very tight financial circumstances.

8.1.4. DF proposed that a priority be established for the Senior Management Team (SMT) to:

- Develop a programme to mitigate leakage of members and increased conversion rates from Trainee members to Full Clinical Members
- Develop a programme to significantly increase revenue from non-member fee income.

8.2. UKCP Expense Policy

8.2.1. WS spoke to the amendments to the policy.

8.2.2. **JLS proposed that the amendments to the Expense Policy be accepted. The proposal was seconded by PD and passed by a unanimous vote of the Board of Trustees.**

8.3. Finance, Risk and Audit Committee (FRAC) membership

8.3.1. DF proposed that new UKCP Trustee MB be appointed as a member of the FRAC. She is a Chartered Accountant and DF has spoken to her and she is willing to join the committee.

8.3.2. **JL and PD seconded the proposal which was passed by a unanimous vote of the Board of Trustees.**

8.4. Financial Scam

8.4.1. DF made the Board aware of a recent financial scam that led to the loss of £2,700. It was identified quickly, reported and mitigations put in place. It was down to human error and the loss could have been more significant.

8.5. JLS thanked DF and WS for the well written, clear and helpful finance papers.

WDB left the meeting

AL, SF and SP joined the meeting remotely by Zoom at 1pm

9. **College Annual Reports**

9.1. College for Child and Adolescent Psychotherapies (CCAP)

9.1.1. AL spoke to her report.

9.1.2. **Developing central role descriptions is mentioned in the report. VC will work on with the Chair of the Professional Regulatory Committee of the Colleges and Faculties (PRCCF) Helen Windsor and with the Remuneration, Appointments and Performance Management Committee (RAPMC).**

9.1.3. **AL said trustees are welcome to attend CCAP meetings and she will send meeting dates.**

9.1.4. The Board thanked AL for her report.

9.2. College of Existential Constructivists (CEC)

9.2.1. The report contains a suggestion for the creation of a DM College. It also mentions that the Education, Training and Practice Committee (ETPC) should give clearer guidance on Personal Therapy hours. **These points are to be followed up.**

9.2.2. The Board noted the report with thanks.

9.3. College of Family Couple and Systemic Therapy (CFCST)

9.3.1. The Board noted the report with thanks.

9.4. College for Medical Psychotherapists

9.4.1. The Board noted the planned CMP training event mentioned in the report as a good initiative.

9.4.2. VC noted mention in the report that CMP is exploring the possibility of its sole Organisational Member joining another college or for CMP to merge with another UKCP college.

9.4.3. **HW will contact the CMP Chair, Svetlin Vrabtchev, regarding the event they are proposing to hold in conjunction with UKCP.**

9.4.4. The Board noted the report with thanks.

9.5. College of Outcome Oriented and Hypno-Psychotherapies (COOHP)

9.5.1. It was noted that the report was submitted late.

9.5.2. JL noted that COOHP are developing an Anti-Bullying Policy and said this is something that should be developed for all colleges.

9.5.3. The Board noted the report with thanks.

9.6. Council for Psychoanalysis and Jungian Analysis College (CPJAC)

9.6.1. SF spoke to her report.

9.6.2. SF would like standardised Role Descriptions for College Chairs and College Vice Chairs developed for all colleges. Potentially the former role of College Treasurer could be incorporated in to the Vice Chair role. The PRCCF are working on developing these role descriptions.

9.6.3. SF would like clarity regarding honorariums for the college executive.

9.6.4. **JLS would like the RAPMC to look at the honorarium structure and provide clarity.**

9.6.5. SF **mentioned** that CPJAC tried to introduce one member one vote at their last Annual General Meeting but that the vote fell. CPJAC still therefore have an OM Delegate voting structure.

9.6.6. JLS **expressed** puzzlement that colleges have their own constitutions and commented that this is to be looked at by the Constitution Working Group (CWG).

9.6.7. **SF said trustees are welcome to attend CPJAC meetings and she will send meeting dates.**

9.6.8. The Board thanked SF for her report.

9.7. College for Sexual and Relationship Psychotherapy (CSRP)

9.7.1. The report states, 'We would like a clear and simple way of contact our members directly'. **HW will contact the Chair, Duncan Branley regarding this.**

9.7.2. The Board then discussed the issues surrounding colleges communicating with their members.

9.7.3. MS mentioned that issues around GDPR and the Data Protection Act which prevent colleges having access to member data comes up again and again.

9.7.4. CB said this needs to be resolved as it causes frustrations.

9.7.5. JL said that we have a legal obligation to protect members' personal information. If any data were lost by colleges then UKCP would be held liable/responsible.

9.7.6. College communications with their members should be via the UKCP Communications Team.

9.7.7. AL suggested we ask members if they give permission to be contacted directly by their college.

9.7.8. JLS said that colleges *are* UKCP and that we need to make communications more straightforward and without any conflict.

9.7.9. SP mentioned that she has experienced frustrations with communicating with her college members, and of having communications 'censored'.

9.7.10. DF said that we cannot send communications that contain factual inaccuracies.

9.7.11. JLS said that difference of opinion should be accepted and inaccuracies corrected.

9.7.12. AL said that the role of College Chair should have a clear description and remit. The college chairs have to strike a balance between college members and UKCP.

9.7.13. JLS said that we need a common consistent Role Description for College Chair and Vice Chair and have succession planning [as mentioned earlier being worked on by the PRCCF).

9.7.14. The Board noted the report with thanks.

9.8. Humanistic and Integrative Psychotherapy College (HIPC)

9.8.1. SP spoke to her report.

9.8.2. SP raised a number of issues and concerns in her verbal and written report.

9.8.3. **JLS proposed that a meeting be arranged between HIPC representatives, JLS, CB and relevant UKCP staff to discuss the issues raised in the report. There should also be a separate additional meeting arranged with all college chairs to discuss common issues and concerns. The proposal was seconded by CB and passed by a unanimous vote of the Board of Trustees.**

9.8.4. The Board noted the report and the concerns raised but did not agree with the report which contains a number of inaccuracies.

9.9. Psychotherapeutic Counselling and Intersubjective Psychotherapy College (PCIPC)

9.9.1. The issue of how to engage better with DMs is mentioned in the report.

9.9.2. The praise by PCIPC for the excellent administrative support given by Kristin Skarsholt (UKCP Governance Administration Office) was noted and endorsed by the Board.

9.9.3. The report contains a request for a shared on-line document storage and access facility. **VC will contact Emily Rooney about using SharePoint and Dropbox.**

9.9.4. The Board noted the report with thanks.

9.10. Universities Training College (UTC)

9.10.1. JLS commented that she was surprised that UTC only has one OM.

9.10.2. **JLS will contact the UTC Chair, Neil Gibson, regarding the points he makes in the section which highlights blockages to the college working effectively.**

9.10.3. The Board noted the report with thanks.

SF, SP and AL left the meeting at 2.34pm

9.11. The Board continued to discuss some of the issues that arose during the reports from the colleges.

9.12. **It was suggested that a session is arranged with the colleges focussed on Member Engagement and what it looks like for the colleges.**

MS left the meeting at 2.50pm

10. Professional Standards and Regulation

10.1. Report from the Chair of the PRCCF

10.1.1. **WS will clarify the budget process to the PRCCF.**

10.2. Report from the Chair of the ETPC

10.2.1. **Supervision: In response to the request made in the report, the Board see the need for clarity over Supervision and invite ETPC to carry out a scoping exercise (e.g. definition of Supervision, Standards for Supervision etc.). This was proposed by CY, seconded by JLS and passed by a unanimous vote of the Board of Trustees.**

10.2.2. **Adult Therapists working with Children: In response to the request made in the report to create a forum for cross college collaboration, the Board will establish a Working Group led by trustees which will include members of CCAP and CFCST. This was proposed by JLS, seconded by CB and passed by a unanimous vote of the Board of Trustees.**

10.2.3. Safeguarding: the report highlights that there is no established safeguarding timetable for document review. The Board noted ETPC's suggestion that the documents are reviewed every three years and this suggestion is to be explored with the new Ethics Lead and Registrar.

10.3. Membership Committee

10.3.1. **The requested amendment to the committee's Terms of Reference which allowed for Non-Clinical members to be part of the committee was approved by a unanimous vote of the Board of Trustees.**

10.3.2. It was noted that there was no maximum number given for the number of Lay Members on the committee and the Board would like a maximum number stipulated, e.g. two or three. **The Governance Manager will feed this back to the Chair of the Membership Committee.**

WDB re-joined the meeting

11. EDI Report

11.1. Constitutional Working Group (CWG)

11.1.1. It was clarified that the CWG is to be a sub-committee of the Board rather than the EDI Committee.

11.1.2. The Board thanked WDB for the suggestion to create the CWG.

11.1.3. **Terms of Reference for the CWG are to come to the Board for their meeting in April.**

11.2. Equality, Diversity and Inclusion (EDI) Committee Terms of Reference

11.2.1. **With regards to the name of the committee, the Board accepted WDB's proposal that the EDI name is maintained as that Belonging, Intersectionality, Inclusion, Diversity and Equity (BIIDE) is used as a strapline and added to the Terms of Reference (in terms of committee responsibilities) and other places as they see fit.**

11.2.2. **DF requested clarity on what 'other committee members' means and whether it includes lay members.**

11.3. Alleged non diverse behaviours at the UKCP General Meeting on 31 October 2022

11.3.1. **The Board ask the EDI Committee on their views and to make suggestions on the observations about the behaviour of certain individuals reported at the General Meeting on 31 October 2022. Access to the recording of the General Meeting can be granted to the committee if necessary.**

12. NHS Pathways

12.1. The Board referred to the paper from VC.

12.2. **The Board approved the following requests contained in the paper:**

Make a critical path change to the Standing Orders to enable the establishment of a new college. it is proposed that in order to assist with the establishment of the new college, the Standing Orders are changed via a critical path process as follows:

12.2.1. **Make a critical path change to the Standing Orders to enable the establishment of a new college. It is proposed that in order to assist with the establishment of the new college, the Standing Orders are changed via a critical path process as follows:**

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~~ should have (unless exceptions are explicitly agreed by the Board of Trustees):

The principal stakeholder committee for the critical path change is the PRCCF. The project team has consulted on an individual level with the PRCCF Chair, and presented the IAPT programme to the committee at its January 2023 meeting.

In addition, as the IAPT project is cross-cutting, the chairs of ETPC and the Membership committees have also been consulted as well as members of the Executive Committee.

12.2.2. **A different name for the new college is to be considered that includes the word 'psychotherapy'.**

12.2.3. Delegate to the UKCP Chair the final approval of the establishment of the College for Practitioners working in NHS settings (CPNHS);

12.2.4. Request that RAPMC members assist with the appointment of a CPNHS college chair for three years;

12.2.5. Note that work would be ongoing to fully establish the College;

12.2.6. Note that a review of the establishment of the College should be conducted in 2026, when it is expected that Trainees are likely to become Full Clinical Members and the project team will have a better idea if the training pilot is likely to be rolled out further.

13. College of Family, Couple and Systemic Therapy (CFCST) Name Change

13.1. It was proposed by JLS and seconded by CB and CY that the Board approve the request by CFCST to change the college name to the College of Family, Couple and Systemic Psychotherapy (CFCSP). The proposal was approved by a unanimous vote of the Board of Trustees.

Minutes Approved

Signed:

Title:

Print:

Date: