

Minutes

Meeting Date: Friday 9 July 2021

Time: 14:20 – 17:00

Type: Remote via Zoom

Location: n/a

Version: Approved

Present:

Syed Azmatullah (SA)	Trustee
Andy Cottom (AJC)	Vice-Chair & Trustee
Will Daniel-Braham (WDB)	Trustee
David Fitzgerald (DF)	Treasurer & Trustee
John Loughrey (JL)	Trustee
Jacqui McCouat (JM)	Trustee
John Nuttall (JN)	Trustee
Martin Pollecoff (MP)	Chair & Trustee
Juliet Rosenfeld (JR)	Trustee

Apologies: None

In Attendance: 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. There were no apologies.
- 1.2. The Governance Manager 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 23 April 2021

2.1. Corrections

- 2.1.1. **Re: point 14.2 concerning the 3 Year Plan, this is to be amended to read that there was an in depth discussion, with the bullet-points removed.**

2.2. Matters Arising

- 2.2.1. Re: point 4.2 concerning the Professional Standards Authority (PSA), this will be discussed later.
- 2.2.2. Re: point 8.4 concerning the Organisational Member (OM) annual UKCP membership fee, this needs to be looked at as the fee hasn't changed for a number of years.
- 2.2.3. Re: point 12.2 concerning developing a Code of Ethics for Supervisors next year, MP suggested this include online work.
- 2.2.4. Re: point 12.3 concerning the creation of a Task and Finish group to investigate/research into the cost benefit analysis of extending the CCP to Supervisors, the Complaints and Conduct Manager has confirmed that such a group has been set up.
- 2.2.5. Re: point 14.5 concerning discussions about the 3 year plan, SN confirmed that work on this is underway.

2.3. Approval

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

3. Chair's Report

- 3.1. The Chair spoke to his report which covered the following areas:

- Equality, Diversity and Inclusion (EDI)
- Financial Support for those in need
- PSA

- 3.2. **The Board accepted the Chair's report.**

4. Chief Executive's Report

- 4.1. The Chief Executive (CE) spoke to her report which included the regular updates on the following operational areas:

- Content & Engagement
- Academic Enterprise and Innovation
- The Customer Relationship Management (CRM) system
- Human Resources

- Ethics
- The Research Working Group
- The Education Working Group
- The Membership Committee
- Governance
- The Risk Register
- Complaints and Conduct
- The Membership Progress Report

- 4.2. The CE mentioned the significant increase in annual fees by the PSA. For UKCP to continue to be accredited with the PSA will now cost in the region of £55k per annum.
- 4.3. The Board engaged in a discussion in the value of our continued PSA accreditation.
- 4.4. SN commented that the majority of registrants feel that UKCP accreditation by the PSA gives them, the registrants, more credibility.
- 4.5. SN asked if there were any questions concerning her report. Regarding the Events Sub Committee, DF commented that the list of responsibilities for the committee listed in the report seem to be more operational than strategic. DF is of the opinion that the committee should be more advisory and give guidance, rather than instruct.
- 4.6. **The Board accepted the CE report.**

5. Vice Chair's Report

- 5.1. The Vice Chair spoke to his report.
- 5.2. **The Board accepted the Vice Chair's report.**

6. Remuneration, Appointments and Performance Management Committee (RAPMC) Report

- 6.1. The Vice Chair spoke to his RAPMC report contained within his Vice Chair's Report.
- 6.2. **The Board approved the RAPMC recommendation that after the end of the current financial year, honoraria are no longer paid to Chairs of College Committees involved in Organisational Member Reviews (OMRs) or in the re-accreditation of Direct Members.**
- 6.3. **The RAPMC will conduct work on standardising the payments made to the specialist experts involved in OMRs and re-accreditation of Direct Members that reflects the current payments made to such Individuals.**
- 6.4. **The Board approved the recommendation from the RAPMC that, after the end of the current UKCP financial year, honoraria to Colleges will be paid for the roles of College Chair and College Vice Chair only.**
- 6.5. SA commented that there is a broader debate to be had on how to incentivize volunteers. SN said that the plan is to have role descriptors and performance management for college roles as well as development opportunities. We have engaged the services of an HR professional to help the development of helping, supporting and managing our volunteers.
- 6.6. **The Board approved the RAPMC recommendation that the Role Description for the UKCP Chair be amended to reflect a more outward looking role, with a reduction in operational and regulatory duties.**

- 6.7. **The Board approved the RAPMC recommendation that the next elected Chair of UKCP will have a 3-4 month handover period with the outgoing Chair. During this time the new Chair will be the 'Chair Elect' and will be a Trustee on the Board. They will take office as Chair the day after the current Chair steps down.**
- 6.8. **In order to allow for a handover period (as described above) prior to the current Chair ending his term of office in March 2022, the Board approved for a Chair and Trustee election to be opened as soon as possible.**
- 6.9. The Board will need to have further conversations about the UKCP Vice Chair role.

7. Regulatory, Governance and Operations Review

- 7.1. SN spoke to her paper which provides an update on the projected timeline for change to the Regulatory governance within UKCP. The changes are needed in order to maintain the integrity of the UKCP Register.
- 7.2. The aim is to implement the changes in 2022 after consultation.
- 7.3. SN and MP will be communicating the changes to the Professional Regulatory Committee of the Colleges and Faculties (PRCCF) at the PRCCF meeting on 23 July 2022.

8. Office Project

- 8.1. SN gave an update on the project looking at whether to remain renting our current office space or whether to explore alternative ways of working (in light of the significant changes to working patterns caused by the global pandemic).
- 8.2. It is important that the staff are engaged in the process and so we have engaged the services of an external consultant to carry out a consultation with the staff.
- 8.3. A proposal will come to the next Board meeting on 17 September 2021.

9. Finances

- 9.1. The Treasurer spoke to his report.
- 9.2. **The Board approved the appointment of JN to the Finance, Risk and Audit Committee (FRAC).**
- 9.3. **The Board approved the opening of the Deposit Account at Unity Bank and the transfer of £500,000 to this new account.**

10. Professional Standards and Regulation

- 10.1. Professional Standards Report
 - 10.1.1. **The Board reviewed and accepted the report and gave thanks.**
- 10.2. Regulation and Quality Assurance Team Report
 - 10.2.1. **The Board reviewed and accepted the report and gave thanks.**
- 10.3. Report from the Chair of the Professional Regulatory Committee of the Colleges and Faculties (PRCCF)
 - 10.3.1. **The Board reviewed and accepted the report and gave thanks.**

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

10.4.1. **The Board reviewed and accepted the report and gave thanks.**

11. Next Meeting

11.1. Friday 17 September, 14:00 to 17:00, online by Zoom.

Minutes Approved

Signed:

Title:

Print:

Date:

APPROVED