



Board of Trustees Minutes

Meeting Date: Thursday 20 April 2023

Time: 14:00 – 18:00

Type: In-person

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

Version: Approved

Present:

Michelle	Briggs (MB)	Trustee
Christian	Buckland (CB)	Chair and Trustee
Will	Daniel-Braham (WDB)	Trustee
Pippa	Donovan (PD)	Trustee
David	Fitzgerald (DF)	Treasurer and Trustee
Peter	Gregory (PG)	Trustee
John	Loughrey (JL)	Trustee
Jo	Lucas (JLS)	Vice Chair
Courtenay	Young (CY)	Trustee

Apologies: None

In Attendance:

Fiona	Biddle (FB)	Exec member – <i>for SCoPEd item only by Zoom</i>
Viki	Calais (VC)	Chief Operating Officer
Jon	Levett (JLE)	Chief Executive Officer
James	Pickering (JP)	Registrar – <i>for Registrar’s Report item only</i>
Katy	Rose (KR)	Exec Member – <i>for SCoPEd item only by Zoom</i>
Maura	Sills (MS)	Members’ Forum Moderator
Wendy	Smith (WS)	Finance Officer – <i>for Finance items only</i>
Helen	Willingham (HW)	Head of Content & Engagement

Minutes By: Alex Crawford (AC) Governance Manager

Action Points and Decisions – in Black Bold

1. Minutes of 10 February 2023

1.1. **Point 5.2.3 is to be amended to show that the award was from the PSA and that we were nominated by the BACP.**

1.2. **New point 8.1.4 is to be added as follows, as requested by DF:**

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

- *develop a programme to mitigate attrition of members, and increased conversion from Trainees to Full Members;*
- *develop a programme to significantly increase revenue from non-member fee income.*

1.3. **Point 9.8.5 (regarding the HIPC board report) is to be deleted so that the minutes reflect that, 'The Board noted the report and the concerns raised but did not agree with the report which contains a number of inaccuracies'.**

1.4. **The minutes were approved, subject to the above amendments.**

2. Chair and Vice Chair's Report

2.1. JLS and CB spoke to their Chair and Vice Chair's Report which was for information only.

2.2. The Board accepted the report.

3. Strategic Priorities

3.1. Regarding the NHS Pathways Project, VC informed the Board that the work on creating a new UKCP college has been paused for the time being due to collaborative work with the Psychotherapeutic Counselling and Intersubjective Psychotherapy College (PCIPC). At this time no associated changes have been made to the Standing Orders.

3.2. **CB would like details on complaints against UKCP to be included in the Strategic Priorities report to the Board for all future Board meetings.**

3.3. CB and other members of the Board discussed the frustrations experienced when calling the office and trying to talk to someone. There are issues with the automated call direction system which loops around the various departments. PD commented that answering the phone more efficiently was an area we could improve quickly and a 'quick win'. DF also commented that telephone numbers are difficult to find on the UKCP website. **VC will take this feedback and see what improvements can be made.**

3.4. **Regarding the Strategic Policy Partnerships detailed on pages 21 & 22 of the Regular Board Pack, PD requested tables showing who is involved for each of the groups listed. MB also requested that the text for future reports such as this isn't just 'black text on a white background'.**

3.5. CY asked if UKCP were doing any work in such areas as Gender Reassignment and Refugees. **It was suggested that a Working Group be created to look at Strategic Policy Partnerships and areas of interest for members. The Members' Forum will also be involved in this work.**

4. Treasurer's Report

4.1. Membership Fees

4.1.1. **JL proposed that the increase in fees proposed by the Finance, Risk and Audit Committee (FRAC) on page 3 of the Finance Pack be accepted by the Board. JLS seconded the proposal which was passed by a unanimous vote.**

4.1.2. The details of the fee increases approved are shown in blue:

<u>Member Category</u>	<u>Current £</u>	<u>Proposed £</u>	<u>%Increase</u>
Full individual Fee	282	296	5%
Non-clinical member fee	244	256	5%
Direct Member fee (<i>Note 1</i>)	312	358	15%
Retired	69	72	4%
Pre-retirement add on	212	223	5%
Trainees	70	74	6%
Affiliates	68	71	4%
Students (<i>Note 2</i>)	0	24	
OMs (<i>Note 3</i>)	975	1,024	5%

Note 1: A 5% increase has been included. However SMT have proposed, and FRAC accepted, an extra charge of £30 due to extra admin costs involved.

Note 2: Students are currently free. FRAC proposes the introduction of a modest annual fee of £24 to contribute to admin costs and to remove the "free = no value" perception.

Note 3: This membership category requires a complete review in fee terms and this is a holding fee pending the outcome of a review.

4.1.3. **DF said that developing non-membership income is to be a standing agenda item for all FRAC meetings.**

4.1.4. **The CEO is to look into options for generating non membership income.**

4.1.5. **JLE will look into the OM fee so that it is proportional to the size of the OM.**

4.2. Trustees Annual Report (TAR) and Accounts 2022

4.2.1. **The Board approved the TAR and Accounts 2022.**

4.2.2. **The Board approved the Post Audit Report and Letter of Representations.**

4.2.3. **The Board resolved that they were satisfied that UKCP is a Going Concern (proposed by DF and seconded by CB).**

4.3. Succession Planning

4.3.1. **Lay Trustee recruitment needs to be looked at as there is space on the Board for three Lay Trustees. Also JL's term of office ends in February 2024 and his position on the FRAC will need replacing. AC will work on opening Lay Recruitment.**

4.4. Tall Horse Contract

4.4.1. The Board considered the annual approval of the contract for UKCP's outsourced Finance Management company, Tall Horse.

4.4.2. **The Board approved the renewal of the contract (proposed by DF, seconded by CY).**

5. **SCoPEd Framework**

5.1. **PD would like a clear project plan and for there to be more visibility to the Board and members about the project.**

5.2. The name 'SCoPEd' needs to be changed as we are now well beyond the scoping phase.

5.3. **CB said that the Board need to have more oversight of the project.**

5.4. **SCoPEd updates are to be included in future Board CEO updates.**

6. **Professional Standards and Regulation**

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

6.1.1. The Board requested more clarity from the ETPC Chair, Julie Scully, in order to make a decision concerning Safeguarding requested in her report.

6.2. Members' Forum Report

6.2.1. **AC will circulate details of future Members' Forum meetings to the Board.**

6.2.2. **JL suggested a stand-alone meeting be arranged between the Board and the Members' Forum. MS will propose this suggestion to the Members' Forum.**

6.2.3. **PD requested more clarity on the remit and role of the Members' Forum. In light of this Board decision to approve the Members' Forum Terms of Reference was deferred.**

6.2.4. **AC and MS will do further work on the format and content of the Members' Forum Terms of Reference and bring back to the Board.**

6.3. Registrar's Report

6.3.1. **The PSA Risk Matrix will be sent to the Board for each Board meeting going forward and should also be circulated to the FRAC.**

6.3.2. **CB asked if there is a UKCP Whistle Blowing Policy and it was confirmed that there is not. VC will look into whether a policy can be created.**

6.4. Office Project

6.4.1. The Board endorsed the proposals contained in the SMT paper and asked the SMT to consider a range of options. The SMT are to present final proposals no later than 7 December 2023 when the Board will make a final decision. **This was proposed by JL, seconded by CY and passed unanimously.**

6.5. Constitutional Working Group

6.5.1. The name of the group is to be considered – this will be discussed as part of tomorrow’s strategy discussions.

6.6. Key Points and Actions from Strategy Discussions on 21 April 2023

6.6.1. **The Board tasked the CEO with looking at the short term strategic priorities and how they relate to the current governance structure.**

6.6.2. UKCP needs to be ahead of all the other therapy organisations and be driving policy and setting standards.

6.6.3. The key focus of the Board at present is on the UKCP Members.

6.6.4. **JLE and PD will draft a Strategic Plan for the next Board meeting on 7 July.**

6.6.5. **There will be a communication to members following each Board meeting giving a brief overview of the meeting.**