



# Board of Trustees Minutes

**Meeting Date:** Thursday 8 December 2022

**Time:** 14:00 – 18:00

**Type:** In-person

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

**Version:** Approved

**Present:**

Will	Daniel-Braham (WDB)	Trustee
Pippa	Donovan (PD)	Trustee
David	Fitzgerald (DF)	Treasurer and Trustee
John	Loughrey (JL)	Trustee
Jo	Lucas (JLS)	Acting Chair and Trustee
Jacqui	McCouat (JM)	Trustee
Maura	Sills (MS)	Members' Forum Moderator – <i>remotely by Zoom</i>

**Apologies:** None

**In Attendance:**

Fiona	Biddle (FB)	Executive Committee Member
Viki	Calais (VC)	Joint acting CEO and chief operating officer
Kei-Retta	Farrell (KRF)	Chair of the Equality, Diversity & Inclusion Committee
Brian	Linfield (BL)	Chair of the Professional Conduct Committee
Helen	Willingham (HW)	Joint acting CEO and head of content and engagement

**Minutes By:** Alex Crawford (AC) Governance Manager

**Action Points and Decisions – in Black Bold**

## 1. Welcome and Apologies

- 1.1. JLS welcomed people to the meeting
- 1.2. There were no apologies.

## 2. Discussion with Brian Linfield (BL/All)

- 2.1. JLS welcomed the Chair of the Professional Conduct Committee (PCC) to the meeting.
- 2.2. Following an in-depth discussion BL was satisfied with the Board's continued commitment to uphold and maintain the integrity of the UKCP Register.
- 2.3. The Board welcomed the planned proposal of Consensual Disposal, as outlined by BL. This is a means by which UKCP and the registrant concerned may seek to conclude a Complaints and Conduct Process (CCP) case without the need for a contested hearing.

## 3. Minutes of 16 September 2022 (JLS/All)

### 3.1. Corrections

- 3.1.1. None.

### 3.2. Approval

- 3.2.1. **The minutes were approved.**

### 3.3. Matters Arising

- 3.3.1. Re: point 2.2 concerning the Remuneration, Appointments and Performance Management Committee (RAPMC), the membership of RAPMC needs reviewing.
- 3.3.2. DF, JL and JM are the RAPMC members at present. **It was agreed that membership of RAPMC will be looked at once the new trustees (following the current elections) are in post and that membership on the various committees will be shared amongst the trustees.**
- 3.3.3. **Re: point 3.2 concerning Lay Trustee recruitment, AC will circulate the details of the applicants to WDB and JLS from the previous round of recruitment which stalled as a consequence of the General Meeting.**
- 3.3.4. **Re: point 4.6 concerning recommendations from UKCP's annual Professional Standards Authority (PSA) accreditation, Sunita Thakore (Complaints and Conduct Manager and Acting Registrar) is to advise the Board on how we are now complying with the PSA's recommendation that UKCP engage more with all parties involved in Complaints and Conduct Process (CCP) hearings.**
- 3.3.5. **Re: section 12 and the UKCP strategic Plan, it was agreed that work on this will be put on hold until a new UKCP Chair and Chief Executive Officer (CEO) are in post.**

3.3.6. Re: 13.3.1 concerning volunteer Honorariums, the current list of what is being paid and to whom is to be circulated to the Board before the next Board meeting on 10 February 2022.

#### **4. Acting Chair's Update**

- 4.1. It was confirmed that VC and HW have been appointed as Joint Acting CEOs of UKCP until such time as a new CEO is in post.
- 4.2. Following approaches from former UKCP Chairs to help the organisation following recent events, JLS and AC are to arrange a meeting between the trustees and former chairs.
- 4.3. AC is to check if there are any outstanding actions that were assigned to the former Chair and Vice Chair.

#### **5. Update on Priorities**

- 5.1. VC will ask relevant staff to look into the viability of introducing a monthly membership renewal subscription option.
- 5.2. How we report figures for Direct Members (DMs) is to be looked at. DMs are Full Clinical Members and should not be reported on separately.
- 5.3. DF asked VC to query the Full Clinical figures for accuracy given in the top line of the Renewals Summary Estimations table on page 19 of the meeting pack.

#### **6. Strategic Partnerships**

- 6.1. HW gave an update to the Board.
- 6.2. The UKCP course being run in partnership with Imperial College has been put on hold for January 2023.
- 6.3. The UKCP partnership with Confer Books is in progress.
- 6.4. We will be arranging a discussion with the European Association of Psychotherapy (EAP) soon.
- 6.5. JLS recently attended a Collaboration for Counselling and Psychotherapy Professions (CCPP) meeting and met with chairs of sister organisations. Cordial relationships are being maintained.
- 6.6. The British Association of Counselling and Psychotherapy (BACP) have appointed an interim CEO.

#### **7. Communications Strategy**

- 7.1. HW gave a presentation to the Board.
- 7.2. The presentation included the following suggestions:
  - Debriefs from Board meetings to be shared with committee chairs
  - Those who submit Board reports are to be given feedback and thanks
  - The agenda setting for Board meetings could involve committees

- Separate Members' Forum forums could be created for Students & Trainees and for Organisational Members.

## **8. Outcomes from the General Meeting on 31 October 2022**

### **8.1. Ratification of the HIPC Steering Committee**

#### **8.1.1. Following discussion the Board agreed the following:**

*The Board of Trustees recognise the HIPC Executive [as detailed by Sandra Phillips in her email of 5 December 2022] as a temporary/stop-gap measure for business as usual within the college. No major changes should be introduced by the HIPC Executive prior to a new HIPC Chair and Vice Chair being elected. HIPC Chair and Vice Chair elections should be held as soon as possible and nominations and voting in the elections should be open to all HIPC members and the elections will be organised by the UKCP Governance team.*

### **8.2. Proposed Article Amendments (Document A) that were not passed**

8.2.1. The proposed changes should be paused prior to further consultation with the members.

8.2.2. It was recognised that members should have been consulted before lawyers for governance changes.

8.2.3. We need to ensure that any further changes are clearly communicated and easily understood by the members.

### **8.3. Ordinary Resolution from Members to Change the Byelaws (Document B)**

8.3.1. The resolution was passed and the Byelaws have been amended accordingly.

### **8.4. Member Requests to amend the Standing Orders (Document C)**

8.4.1. JL said that Member Request C1 does not make significant difference and C2 strengthens the position that Colleges should have an elected Chair.

8.4.2. The Board needs to understand what led to the HIPC petition calling for a General Meeting.

### **8.5. Board Proposals to amend the Standing Orders (Document D)**

8.5.1. Even though the proposals were not passed open, fair and transparent elections are needed for Chair and Vice Chair within all Colleges.

### **8.6. Planned Merger of the Standing Orders and Byelaws**

8.6.1. **The Board agreed to put the planned merger on hold for the time being.**

## **9. Scope of Practice and Education for Counselling and Psychotherapy (SCoPEd)**

9.1. FB spoke to the report produced by herself and fellow Executive Committee member Katy Rose.

- 9.2. The Board asked for clarity on past discussions and previous agreements in order to agree the SCoPEd Framework. **The Executive Committee are to put a proposal to the Board clarifying this by email ASAP.**

#### **10. Improving Access to Psychological Therapies(IAPT)/NHS Pathways**

- 10.1. The Board discussed the expenditure and financing for the NHS Pathways Programme.
- 10.2. **An extra Finance, Risk and Audit Committee (FRAC) meeting will be arranged in early January 2023 in order to make a decision on the finances for the NHS Pathways Programme.**

#### **11. Equality, Diversity and Inclusion (EDI)**

- 11.1. WDB updated the Board following the recent first meeting of the EDI Committee.
- 11.2. The Chair of the EDI Committee, KRF, was introduced to the Board via Zoom.

#### **12. Chair and Trustee Elections**

- 12.1. AC updated the Board on how nominations are progressing.
- 12.2. The Board discussed whether a Non-Clinical Member could stand for UKCP Chair.
- 12.3. The legalities of the issue were considered by the Board in great detail and the Board also took into consideration the thoughts of JL due to his legal background.
- 12.4. **Following discussion the Board were agreed that Non-Clinical members are not eligible to stand for Chair as evidenced by the Articles of Association that include the stipulation that the Chair must be a 'psychotherapist or psychotherapeutic counsellor'. The Board's interpretation of this is that the Chair must be an active member and on the UKCP Register.**

#### **13. Closed Session**

- 13.1. The meeting ended with a Closed Session with no UKCP staff present.

#### **14. Next Meeting**

- 14.1. Friday 10 February 2023, 9:30am to 4pm in-person at the UKCP Office.

#### **Minutes Approved**

Signed:

Title:

Print:

Date: