

EDI (BIIDE) Committee Minutes

Meeting date:	Friday 10 March 2023	
Time:	2pm – 4pm	
Type:	Hybrid via Zoom and in person	
Location:	UKCP Meeting Room 1 and Zoom	
Version:	Draft 2	
Present in person:	Kei-Retta Farrell Adam Jones Helen Willingham Will Daniel-Braham	EDI Chair Guest speaker UKCP SMT UKCP Trustee
Present via Zoom:	Evaldo Dutra Jonathan Fisher Manshant Rani Kaur Pamela Vickers	UKCP Staff representative COOHP representative CPJA representative Individual therapist
Did not attend:	Charles Brown Charlotte Chiu Fiona Walkingshaw Jo Parker Joanne Hipplewith Samson Wan Sheetal Amin Sheona Della-Fort	Individual therapist CFCST representative CCAP representative Individual therapist CFCST representative UKCP Individual therapist Student therapist
Minutes by:	Evaldo Dutra	

Agenda

Meeting date	Friday, 10 March 2023				2 – 4pm
Venue	Hybrid via Zoom and in Person				
Item no.	Description	Paper	By	COI	Time
1	Introductions and apologies		KF		14:00
2	Minutes of the last meeting and matters arising		KF		14:05
3	Chairs Report		KF		14:15
4	Board Update		WDB		14:25
5	Staff Update		ED		14:35
6	Colleges Update		All		14:45
Break					15:00
7	Conversion Therapy		AJ		15:10
8	Update on EDI Action Plan Subgroups		All		15:30
9	A.O.B		KF		15:50
10	Next meeting		All		16:00

Next meeting – Friday, 19 May 2023 2 – 4pm

1. Introduction and apologies

Apologies from:
Charlotte Chiu
Joanne Hipplewith
Samson Wan

2. Minutes of the last meeting and matters arising

2.1 Minutes

From Will: Some committee members are college representatives and some aren't. The minutes should only mention their college affiliation if they are college representatives.

From Will: Mentions to the College for Children and Young People (CCYP) should be amended to College for Child and Adolescent Psychotherapies (CCAP).

2.2 Matters arising

Action point 7 – closed

Action point 8 – ED received bios from three committee members. ED to start building the webpage. JF and PW will not send bios or photos but agreed to be mentioned.

Action point 9 – ED to invite WDB and JH for a meeting on Friday, 17 March to discuss the EDI committee webpage.

Action point 11 – closed

Action points 12-16 – closed

Update from WDB: Guidelines were produced and submitted to the Board of Trustees. The Board suggested the production of terms of reference instead and that a constitutional working group is formed, which EDI committee members are invited to attend.

Action point 17 – keep action open and check back in at the meeting on Friday, 19 May 2023.
[note: upcoming discussion about this point]

Action point 18 – keep action open and check back in at the meeting on Friday, 19 May 2023.

Action point 20 – closed

Action point 23 – closed

Action point 24 – paused until the meeting to review language and principle takes place

Action point 25 – paused until the meeting to review language and principle takes place

Action points 26 and 27 – paused as activity is yet to be scheduled

Action point 28 – meeting with JH to be scheduled

Action point 29 – more information is required so a meeting is to be scheduled on Friday, 14 April 2023 to provide support to subgroups

Action point 30 – ongoing

Action point 31 – closed

3. Chairs report

3.1 CEO Recruitment

KF - CEO recruitment is ongoing. Five candidates are moving to the next stage, consisting of an informal interview on Thursday, 23 March 2023 and a final interview on Friday, 24 March 2023.

3.2 Volunteer induction

KF attended the UKCP volunteers induction. There's a recognised need to expand the EDI section of the induction. KF to work with a team to strengthen the EDI sections of the volunteers induction.

4. Board Update

4.1 Name of committee

WDB – The committee should continue to be named EDI. The acronym BIIDE should be a strapline added to documents and the webpage.

4.2 Terms of Reference

WDB – From the terms of reference, it was suggested that the committee decides on a maximum number of lay members. Committee members agreed on a maximum number of three lay members.

WDB to update terms of reference

5. Staff update

Nothing to report

6. Colleges update

Nothing to report

College for Child and Adolescent Psychotherapies (CCAP)

College of Family, Couple and Systemic Therapy (CFCST)

College for Sexual and Relationship Psychotherapy (CSRP)

College of Medical Psychotherapists (CMP)

College of Outcome Orientated and Hypno-Psychotherapies (COOHP)

Constructivist and Existential College (CEC)

Council for Psychoanalysis and Jungian Analysis (CPJA)

Humanistic and Integrative Psychotherapy College (HIPC)

Psychotherapeutic Counselling and Intersubjective Psychotherapy College (PCIPC)

Universities training College (UTC)

7. Conversion Therapy

AJ – The memorandum of understanding (MoU) on conversion therapy (available on <https://www.psychotherapy.org.uk/media/cptnc5qm/mou2.pdf>) is a document signed by organisations involved in the training of mental health professionals committing to prohibit conversion therapy. It's part of UKCP's ethical framework that members uphold it in their practice. UKCP is also committed to support affiliated training organisations to incorporate issues around LGBTQ+ identities.

8. Update on EDI Action Plan Subgroups

More information on this task is required. KF and WDB reminded what is expected of subgroups: to go through their allocated section of the EDI action plan and check if tasks are being implemented, how they are being implemented and work collaboratively with the relevant person/teams to support the implementation of the Action Plan. WDB and HW to deliver facilitated session on Working with the Action Plan for Friday, 14 April 2pm – 4pm – all to attend.

There was a discussion on the challenges of organising meetings with other subgroup members. PV to join MRK's subgroup. KF to put PV and MRK in touch. VN said she would be interest in joining the Training Group

9. A.O.B

WDB proposed the committee discusses a way to involve prospective committee members who cannot commit to a Friday meeting. The proposal was seconded by JF. There were four committee members in favour and two abstentions so the proposal passed.

KF suggested updating the time to open the Zoom meeting. Committee members agreed to open the Zoom meeting at 1.45pm. This should apply from next meeting onwards.

JF proposed developing a meeting etiquette document. JF will share a document which could be used as a guide to develop one for the EDI committee. JF, MRK and PV expressed the need to set boundaries and treat others in a professional manner.

KF will circulate the ground rules documents again. KF offered a one-on-one space to discuss related matters.

10. Date of next meeting

The next meeting will take place on Friday, 19 May 2023 – 2pm to 4pm

Summary of action points	Owner	Date action required	Update - Open/Closed
ACTION POINT 7: Add a coversheet to the EDI minutes	SW	Next EDI Committee meeting – 10/02/2023	CLOSED
ACTION POINT 8: Send a short biography and picture to ED	ALL	Next EDI Committee meeting – 19/05/2023	OPEN UPDATE 10/03/2023 – ED to start building webpage.
ACTION POINT 9: Meet to discuss the design of the webpage	ED, WDB and JH	Next EDI Committee meeting – 19/05/2023	OPEN UPDATE 10/03/2023 – ED, WDB and JH to discuss EDI committee webpage on 17 March
ACTION POINT 10: SW to distribute UKCP House style document after the meeting to allow discussion at February EDI committee meeting	SW	Next EDI Committee meeting – 10/02/2023	CLOSED
ACTION POINT 11: UKCP House style to be discussed at February committee meeting	ALL	Next EDI Committee meeting – 10/02/2023	CLOSED
ACTION POINT 12: Share draft constitutional documents with the committee and provide more information	WDB	Next EDI Committee meeting – 10/02/2023	CLOSED
ACTION POINT 13: Feedback to the Board of Trustees on the plan for the Constitutional working group to be a sub-committee of the EDI Committee	WDB	Next EDI Committee meeting – 10/02/2023	CLOSED
ACTION POINT 14: Share draft constitutional documents with the committee members who have expressed interest in the sub-committee	WDB	Next EDI Committee meeting – 10/02/2023	CLOSED
ACTION POINT 15: Committee members to be sent a new version of the EDI action plan that is numbered and in PDF format	SW	Next EDI Committee meeting – 10/02/2023	CLOSED
ACTION POINT 16: Send introductory email connecting members of the four groups	WDB	Next EDI Committee meeting – 10/02/2023	CLOSED
ACTION POINT 17: Each sub-group to begin reviewing their section of the EDI Action Plan	ALL	Next EDI Committee meeting – 19/05/2023	OPEN UPDATE 10/03/2023 – Keep action open and check back in at the meeting on Friday, 19 May 2023

ACTION POINT 18: Review definitions and language principles	WDB and JH	Next EDI Committee meeting – 19/05/2023	OPEN UPDATE 10/03/2023 – Keep action open and check back in at the meeting on Friday, 19 May 2023
ACTION POINT 19: Zoom room to open at 1pm instead of 2pm to allow conversation.	SW	Next EDI Committee meeting – 10/02/2023	CLOSED
ACTION POINT 20: Invitation to be extended to Adam for meeting being held on Friday 10th February 2023	KF	Next EDI Committee meeting – 10/02/2023	CLOSED
ACTION POINT 21: EDI representative on CEO interview panel	KF	Next EDI Committee meeting – 10/02/2023	CLOSED
ACTION POINT 22: Reach out to people who did not attend January committee meeting	KF	Next EDI Committee meeting – 10/02/2023	CLOSED
ACTION POINT 23: HW to help and provide more information about safeguarding PSA.	KF and HW	Next BIIDE Committee meeting – 10/03/2023	CLOSED
ACTION POINT 24: Discussion on race scheduled for Friday 19 May 2023. Committee members should reflect between now and then.	ALL	Next BIIDE Committee meeting – 19/05/2023	OPEN UPDATE 10/03/2023 paused until the meeting to review language and principle takes place
ACTION POINT 25: JH will send some papers to SW to circulate to all members before the discussion. KF asked other committee members to send any papers they think would aid the discussion to SW for circulation also.	ALL	Next BIIDE Committee meeting – 19/05/2023	OPEN UPDATE 10/03/2023 paused until the meeting to review language and principle takes place
ACTION POINT 26: ED to notify the Committee when the 'House Style' is up for formal review so that the committee can feedback their agreed language positions from the discussion scheduled for Friday 19 May 2023.	ED	BIIDE Committee meeting – 14/07/2023	OPEN UPDATE 10/03/2023 paused as activity is yet to be scheduled
ACTION POINT 27: ED to provide a demo for Committee members when 'house style' is live online.	ED	BIIDE Committee meeting – 14/07/2023	OPEN UPDATE 10/03/2023 paused as activity is yet to be scheduled

ACTION POINT 28: JH, KF and WDB to meet to discuss JH appointment to Vice-chair following the meeting.	JH, KF and WDB	Next BIIDE Committee meeting – 19/05/2023	OPEN
ACTION POINT 29: WDB to help with providing additional information about Action Plan sub-groups	WDB	Next BIIDE Committee meeting – 19/05/2023	OPEN UPDATE 10/03/2023 more information is required so a meeting is to be scheduled on Friday, 14 April 2023 to provide support to subgroups
ACTION POINT 30: All action plan sub-groups to send SW details of their upcoming sub-group meetings. SW to circulate meeting details to all committee members.	ALL	Next BIIDE Committee meeting – 19/05/2023	OPEN
ACTION POINT 31: Can all remaining committee members currently not part of an action plan sub-group, let SW know which group you would like to join. SW to provide list of who is currently in which group.	ALL	Next BIIDE Committee meeting – 10/03/2023	CLOSED
ACTION POINT 32: WDB to update Terms of Reference	WDB	Next BIIDE Committee meeting – 19/05/2023	OPEN
ACTION POINT 33: WDB and HW to deliver facilitated session on working with the Action Plan for 14 April 2-4pm	All	14/04/2023	OPEN
ACTION POINT 34: Zoom meeting to open at 1:45pm	SW	Next BIIDE Committee meeting – 19/05/2023	OPEN
ACTION POINT 35: JF proposed developing a meeting etiquette document. JF to share a document which could be used as a guide.	JF	Next BIIDE Committee meeting – 19/05/2023	OPEN
ACTION POINT 36: KF to circulate the ground rules document again.	KF	Next BIIDE Committee meeting – 19/05/2023	OPEN