



Board of Trustees Minutes

Meeting Date: Friday 16 September 2022

Time: 09:30 – 16:00

Type: In-person

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

Version: Approved

Present:

| | |
|--------------------------|--|
| Syed Azmatullah (SA) | Chair & Trustee |
| Andy Cottom (AJC) | Vice-Chair & Trustee |
| Will Daniel-Braham (WDB) | Trustee - <i>Remotely by Zoom</i> |
| Pippa Donovan (PD) | Trustee – <i>Remotely by Zoom</i> |
| David Fitzgerald (DF) | Treasurer & Trustee |
| John Loughrey (JL) | Trustee |
| Jacqui McCouat (JM) | Trustee - <i>Remotely by Zoom</i> |
| Juliet Rosenfeld (JR) | Trustee - <i>Remotely by Zoom from 09:45</i> |

Apologies:

| | |
|------------------|--------------------------|
| Jo Lucas (JLS) | Trustee |
| Maura Sills (MS) | Members' Forum Moderator |

In Attendance:

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|-----------------------|---|
| Viki Calais | Chief Operating Officer |
| Sarah Niblock (SN) | Chief Executive |
| Wendy Smith (WS) | Finance Manager – <i>for Finance section only</i> |
| Julie Stone (JS) | Ethics Lead – <i>Morning only</i> |
| Helen Willingham (HW) | 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. New co-opted trustee PD was welcomed to the meeting.
- 1.2. Julie Stone (JS), the newly appointed UKCP ethics lead, was welcomed to the meeting as an observer for the morning session.

2. Minutes of 1 July 2022

2.1. Corrections

2.1.1. **Point 8.4 concerning the Equality, Diversity and Inclusion(EDI) Action Plan should be amended to say VC and not HW.**

2.1.2. **The minutes were approved pending the above correction.**

2.2. Matters Arising

2.2.1. Regarding the request by the College of Family, Couple and Systemic Therapy (CFCST) to change their college name, this will be discussed when AJC and SA meet with them.

2.2.2. Re: point 15.2 concerning the overlap between the Remuneration, Appointments and Performance Management Committee (RAPMC) and the Finance, Risk and Audit Committee (FRAC), **DF, AJC and SA will have further discussions about this and involve JM and JLS.**

JR joined the meeting at 09:45

3. Chair's Report

- 3.1. JLS has now been elected the vice chair elect and we now have PD on the Board.
- 3.2. We are also looking to recruit lay trustees. AC gave an update as to progress with the recruitment.
- 3.3. It was commented that we may want to use *The Guardian* to advertise the lay trustee vacancies. It was also suggested we also advertise with www.nurole.com.
- 3.4. Originally a UKCP General Meeting was planned for 3 December 2022, but events have now overtaken this which will be discussed later the agenda.
- 3.5. With regards to the decision concerning the UKCP Office premises, this will take between 9 and 12 months to plan and will need a project plan and project leader. Work has already started on this within the UKCP Senior Management Team (SMT).
- 3.6. VC advised that the Board, Executive Committee and FRAC will all have input and oversight of the decision on the UKCP premises.
- 3.7. **The Office Project is to be a standing item at each regular Board meeting.**
- 3.8. SA said that the decision on the Office premises has strategic implications for the future of the organisation.
- 3.9. **The Board accepted the report and gave thanks.**

4. Chief Executive's Report

- 4.1. SN spoke to her report.
- 4.2. SN also shared some slides with the trustees.
- 4.3. With regards to the office IT systems, SN reported that the migration to the cloud had now been completed and that we will soon be de-commissioning the server.
- 4.4. SN also commented on the recent high turnover of UKCP office staff. The reasons are due to salaries not being competitive and a lack of career progression. Exit interviews indicated there are no issues with staff culture.
- 4.5. AJC said he liked the slimmed-down/abbreviated chief executive report.
- 4.6. AJC queried the one recommendation that came from UKCP's recent annual reaccreditation with the Professional Standards Authority (PSA). SN advised that the recommendation related to the Complaints and Conduct Process (CCP) and that there should be better engagement and communications with regards to CCP.
- 4.7. JM gave appreciation for SN's report and thanked her for all her work. JM also commented that the annual UKCP bursary had been completed again this year and that it was an effortless and excellent process.
- 4.8. JL liked the abbreviated chief executive report but would like to have the full detail periodically so that the various committees such as the Education, Training and Practice Committee (ETPC) the Membership Committee (MC) etc. have a conduit to report. **A fuller, more detailed chief executive report will be sent to the Board on at least an annual basis.**
- 4.9. JL also asked if the high staff turnover related to some of the recent structural changes bringing more of the work previously performed by volunteers into the office. SN said that the change programme that is in its discovery phase may highlight issues relating to this.
- 4.10. VC commented that we have limited resources and so we may need to start prioritising or not take on any additional work. UKCP staff will also be lifted/elevated to perform less of a secretarial role.
- 4.11. PD gave thanks for the chief executive report and the excellent Board papers. PD also asked about the research strategy and our partnership with the British Association of Counselling and Psychotherapy (BACP).
- 4.12. JR gave thanks for the CE report and for all SN's work. JR also talked about what the experience of UKCP is for its members like herself i.e., what does my membership mean to me? We should not lose sight of what the experience is for our members, particularly considering the cost-of-living crisis.
- 4.13. **The Board accepted the report and gave thanks.**

5. Vice Chair's Report

- 5.1. AJC spoke to his report.

- 5.2. In his opinion UKCP used to be much more of membership organisation but that 'regulation got in the way'.
- 5.3. We need to give more support before and during trainings.
- 5.4. JR commented that how we connect with ordinary psychotherapists was key.
- 5.5. AJC said that the planned governance changes to introduce one full member one vote for College Chair and Vice Chair appointments will give members more of a sense of belonging.
- 5.6. **The Board accepted the report and gave thanks.**

6. Proposed Governance Changes

- 6.1. SA gave an overview of the current situation.
- 6.2. The timeline for a General Meeting to put proposed changes to a vote now needs to be accelerated due to a formal petition of 5% of the membership to have member resolutions put to a vote, citing Companies Act law.
- 6.3. We must now hold a General Meeting by 3 November 2022.
- 6.4. **Following an in-depth discussion, it was agreed that a single General Meeting will be held within the timeframe stipulated by the member petitioners and that both the members' resolutions and Board resolutions would be put to a vote at the General Meeting. A suitable independent organisation such as Civica Election Services (CES) will be appointed to help plan and execute the meeting.**

7. Leadership of the Humanistic and Integrative Psychotherapy College (HIPC)

- 7.1. The Board discussed the ongoing situation of HIPC not having a college chair, as has been the case for several years.
- 7.2. The Board discussed options which include conducting elections for an HIPC chair or recruiting an interim HIPC lead.
- 7.3. **Following discussion, the Board voted unanimously to recruit an HIPC interim lead and then the successful appointee would oversee a College Review of HIPC.**
- 7.4. When sending communications about the interim HIPC lead role it should be made clear that it is a temporary position until such time as an HIPC chair is elected via one-member-one-vote within HIPC.

JS left the meeting

8. Strategic Risks

- 8.1. VC spoke to her paper.
- 8.2. Seven key risks were identified by the Executive Committee and the FRAC which are detailed in the paper.
- 8.3. VC asked if the trustees had any questions. SA said he liked the process and clarity.

- 8.4. DF said the detail of the key high-level risks was a considerable improvement on the previous UKCP risk register which covers some 72 items. The details outlined in VC's paper are closer to his request for the top handful of risks that trustees should be concerned with.
- 8.5. **When the new list of strategic risks comes back to the Board it should include risk owners, actions and have any changes highlighted.**

9. Professional Standards and Regulation

- 9.1. The Board noted the reports from the Professional Regulatory Committee of the Colleges and Faculties (PRCCF), the Education, Training and Practice Committee (ETPC) and the Membership Committee (MC).
- 9.2. **The terms of reference for the PRCCF, ETPC and MC should be reviewed by the Board on a regular basis. Their terms of reference will detail each of the committee's objectives and priorities.**

WS joined the meeting

10. Treasurer's Report

- 10.1. DF spoke to his report.
- 10.2. **The Board unanimously approved the appointment of JLS to the FRAC.**
- 10.3. **The Board unanimously approved the amended FRAC terms of reference, as presented in the meeting papers.**
- 10.4. The **Board** accepted the Treasurer's Report and gave thanks.

11. UKCP Budget 2022/2023

- 11.1. The Treasurer spoke to the UKCP budget 2022/2023 paper and talked through the high-level parameters for the Board's consideration.
- 11.2. **Following an in-depth discussion and Q & A session the Board unanimously approved the UKCP budget 2022/2023 as presented to the Board and as recommended by the FRAC.**
- 11.3. **As a consequence of the preceding discussion the Board also agreed to remove the moratorium on the promotion of the Direct Member (DM) membership category.** The DM category should be considered by staff as a membership option where applicable.

WS left the meeting

12. UKCP Strategic Plan

- 12.1. SN talked the Board through the draft plan.
- 12.2. Once completed the document will be made available from the UKCP website.
- 12.3. The draft strategic plan includes feedback from the discussions at the Board of Trustees away day in April 2022.

12.4. The Board discussed the plan, and the discussion included the following points:

- 12.4.1. How often should the strategic plan be reviewed and is there a communications plan?
- 12.4.2. The plan should capture what our members really care about, as per previous comments.
- 12.4.3. From the draft plan the Executive Committee would look at the operational deliverable plan and report back to the Board.
- 12.4.4. The word 'collegial' used in the report should be replaced with 'collaborative'.
- 12.4.5. There should be a shortened, abbreviated version of the plan that inspires the membership, and which can be shared at a suitable event, such as possibly the General Meeting.
- 12.4.6. JM said we need to grow the membership so that we are the only voice within the profession, as an aspiration. We need an organisation that is known and trusted in the field.
- 12.4.7. We should be less reliant on membership fees and generate other income streams.
- 12.4.8. WDB queried the phrase 'leading organisation in the UK' meant. Given that UKCP only has a sixth of the number of members BACP has then it is about UKCP developing its unique selling point.
- 12.4.9. It is not clear in the document what differentiates UKCP trainings from other organisations. There is universal confusion over what a psychotherapist is, as opposed to a psychiatrist or counsellor. The document needs to make clear that all UKCP members are highly trained.
- 12.4.10. It was commented that consideration should be given to changing the name 'UK Council for Psychotherapy' and it was asked whether 'Council' was still relevant.
- 12.4.11. PD asked what consultation process the plan had been through with the members. SN said that it had not been out for consultation yet and the draft was intended to stimulate thinking and develop the proposals that emerge.
- 12.4.12. PD said that it needs to be made clear that it is not a final document but the beginning of an engagement process. The plan should also have a clear timeline.
- 12.4.13. The plan needs to have real tangible deliverables and should explain how the colleges play their part.
- 12.4.14. SN agreed that we should highlight the length and cost of training for our members.
- 12.4.15. We need to tell the world our distinctiveness as the UKCP brand identity isn't clear.
- 12.4.16. Internal communications need improving.
- 12.4.17. Promoting the high quality longer training aspect doesn't relate to client needs.
- 12.4.18. JM suggested a visual diagram showing how UKCP fits into the psychotherapy landscape.
- 12.4.19. Some market and brand research may be required.

12.5. SN and SA will take on board the feedback from today's discussion.

13. AOB

13.1. Equality, Diversion and Inclusion (EDI) Committee

13.1.1. WDB spoke to his update report circulated to the Board today (16 September 2022).

13.1.2. The role description for EDI committee members has been circulated to the PRCCF and will then be circulated to the wider membership.

13.1.3. **At WDB'S request, it was agreed that EDI will be a standing Board agenda item.**

13.1.4. **Members of the EDI task force are to be approached to see if they would be willing to be on the EDI committee.**

13.1.5. WDB queried the status of his proposal for a co-opted trustee. SA said that the needs of the Board need consideration and a process followed.

13.2. Cross-College work with Children

13.2.1. SN said that we need to have neutral facilitation of conversations about this area of work and that it should not sit with a single college.

13.2.2. The Board are to reflect on this.

13.3. Honorariums

13.3.1. SN asked for there to be clarity over the policy of paying honorariums within the organisation.

13.4. Scottish Forum

13.4.1. Following a recent request, SN clarified that we have a 'four nations' approach and that we do not have the resources to set-up and facilitate a separate networking forum in Scotland.

VC and HW left the meeting

14. Closed Session

14.1. The meeting ended with a discussion for trustees only in Closed Session. The topics included of Honorary Fellows nominations 2022 and the process for co-opting trustees.

15. Next Meeting

15.1. Thursday 8 December, 2pm to 6pm in-person at the UKCP Office.