

EDI (BIIDE) Committee Minutes

Meeting date: Friday 22 September 2023
 Time: 2pm – 4pm
 Type: Remote via Zoom
 Location: Zoom

Version: Draft 2

Present via Zoom:	Kei-Retta Farrell (KF)	EDI Chair
	Joanne Hipplewith (JH)	Vice Chair and CFCSP representative
	Sheetal Amin (SA)	Individual therapist
	Emily Bridges (EB)	UKCP SMT
	Fuad Buraimoh (FB)	Individual therapist
	Charlotte Chiu (CC)	CFCSP representative
	Will Daniel-Braham (WDB)	UKCP Trustee
	Jonathan Fisher (JF)	COOHP representative
	Manshant Rani Kaur (MRK)	CPJAC representative
	Pamela Vickers (PV)	Individual therapist
	Helen Willingham (HW)	UKCP SMT

Apologies from:	Charles Brown (CB)	Individual therapist
	Evaldo Dutra (ED)	UKCP staff representative

Did not attend:	Jo Parker	Individual therapist
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Stepped down:	Sheona Della-Fort (SDF)	Student therapist
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Minutes by: Helen Willingham

Colleges not represented at the committee

College for Child and Adolescent Psychotherapies (CCAP)
 College for Sexual and Relationship Psychotherapy (CSRП)
 College of Medical Psychotherapists (CMP)
 Constructivist and Existential College (CEC)
 Humanistic and Integrative Psychotherapy College (HIPC)
 Psychotherapeutic Counselling and Intersubjective Psychotherapy College (PCIPC)
 Universities training College (UTC)

Subgroup membership

Training:	Joanne Hipplewith (JH)
	Manshant Rani Kaur (MRK)
	Pamela Vickers (PV)

Engagement: Sheetal Amin
Fuad Buraimoh
Evaldo Dutra
Jonathan Fisher

Membership: Emily Bridges
Charles Brown
Charlotte Chiu

Agenda

Meeting date	Friday, 22 September 2023			2 – 4pm	
Venue	Hybrid via Zoom				
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		HW		14:35
6	Colleges Update		All		14:45
Break					15:00
7	EDI Action Plan	X	KF/JH		15:10
8	Recommendations for the EDI Action Plan	X	HW		15:20
9	Updates on members forum and other fora		HW		15:30
10	UKCP Volunteer induction	X	KF		15:40
11	A.O.B.		KF		15:50
12	Next meeting		All		15:55

Next meeting – Friday, 17 November 2023 2-4pm

1. Introduction and apologies

1.1 Introductions

Emily Bridges was welcomed to the committee as the replacement representative for the UKCP senior management team.

1.2 Apologies

Charles Brown and Evaldo Dutra sent apologies ahead of the meeting.

1.3 Departures

Sheona Della-Fort has stepped down from the committee due to no longer training on a UKCP accredited course, this was down to costs of the training.

2. Minutes of the last meeting and matters arising

Minutes from previous meeting have been agreed by committee.

Action point 35 – JF unable to share the document due to intellectual property – closed

Action point 26 – KF to circulate ground rules following this meeting

Action point 41 – WDB due to go to HIPC exec meeting and CPJAC meeting in October. WDB attending members forum in October. JF offered an invitation to attend the COOHP meeting on 3 October – ongoing

Action point 42 – KF to circulate following this meeting

Action point 44 – on the agenda – closed

Action point 46 – done – closed

Action point 47 – HW explained that the webpage has been updated but there is still some formatting to be looked at - ongoing

Action point 48 – KF reached out. Accessibility was not the main reason but was part of the decision, further agenda item to follow – closed

Action point 49 – ongoing

Action point 50 – on the agenda – closed

Action point 51 – on the agenda – closed

Matters arising

- It was raised that we need to consider the accessibility of the committee and other UKCP committees. This was raised in relation to VN and SDF stepping down from the committee.
- The committee should look to recruit a trainee representative and it was agreed that doing a piece for a future email newsletter for recruitment would be good. It should include some context about the committee and trainee recruitment.

3. Chairs report

3.1 Report to Board of Trustees

- The most recent report covered changes in membership, key activities, blocks, challenges and anything that required the Board's approval. This is the format of the board reports and therefore will be reported on in each Board report.

- The last report explained how we are working through the action plan with working groups and also about accessibility.
- Accessibility and the exit of SDF will be raised in the next report.

3.2 Accessibility

- Former committee member did not leave because of accessibility but it was a component as they found the pace of the conversation quick.
- HW confirmed that sign language interpretation can be provided, if needed.
- There is now clarity around allowances in the budget that any reasonable adjustments would be covered outside of the EDI committee budget.
- The committee will keep the conversation ongoing and any adjustments required should be raised with the committee chair.

3.3 Co-ordinator of the EDI committee

- It was acknowledged that the co-ordinator has stepped down from the committee.
- EB will be taking this forward to find a new co-ordinator and we hope to have someone in place for the November meeting.

3.4 Volunteer induction day

- Upcoming meeting will be Wednesday 6 November, this was not included in the paper but the dates for 2024 have also been shared with the committee. The committee are encouraged to attend.

4. Board Update

4.1 EDI toolkit from the coalition for inclusion and anti-oppressive practice

- There were lots of questions about the toolkit from the board and where it came from and how it was agreed that we were a part of that. WDB will pick up with HW.
- Launch event for the toolkit will be held at 4pm on 19 October and there is an online invitation that will be shared with the committee following this meeting. The authors that have developed the toolkit will give a five-minute talk.
- Registering for the launch event will give committee members early access to the toolkit.

5. Staff update

5.1 Website

- As part of matters arising from previous minutes, CC raised that it isn't easy to find to find the EDI action plan pages on the website for the committee.
- JF mentioned that the top three results when searching for the term 'EDI' are the 'Equality, diversity and inclusion (EDI)' page, the 'Equity, Diversity and Inclusion (EDI) Committee' page and the 'EDI Task Force statement' page.

- HW and EB will look further into improvements that can be made to the visibility and search of these pages.

The EDI webpage:- [Equity, Diversity and Inclusion \(EDI\) Committee | UKCP \(psychotherapy.org.uk\)](#)

Anyone who would still want to add their picture or bio, please send to [Evaldo](#)

6. Colleges update

6.1 College of Family, Couple and Systemic Psychotherapy (CFCSP)

- The college are preparing for their annual general meeting (AGM) and looking at the executive committee of the college.
- An organisational member (OM) of the college have issued a statement that they have been found to be institutionally racist and are actively reviewing the organisation to ensure that EDI is at the forefront of their practice. There are lots of discussions about this and there is a wider issue of how are colleges supported with admin support when dealing with these discussions.
- A discussion around the statement of institutional racism was held with recognition that it was brave to release this statement but that action is also quickly required to address the issues.
- It was raised that process of organisational member reviews not including members of the organisation could make the robustness and aims of the reviews more difficult.

6.2 Council for Psychoanalysis and Jungian Analysis College (CPJA)

- Two-way feedback was discussed and it was agreed that discussions at the committee could be shared with colleges as the minutes are public.
- It was raised that the structure of the committee and UKCP processes is unclear.
- It was raised that there needs to be more communication and openness across college committees and groups with the UKCP BIIDE committee. This is in progress through work with the colleges.
- It was also suggested that there was further work to do with UKCP staff colleagues so that they can build relationships with the committee.

6.3 No updates from the following colleges:

College for Child and Adolescent Psychotherapies (CCAP)

College for Sexual and Relationship Psychotherapy (CSRP)

College of Medical Psychotherapists (CMP)

Constructivist and Existential College (CEC)

College of Outcome Oriented and Hypno-psychotherapies (COOHP)

Council for Psychoanalysis and Jungian Analysis College (CPJA)

Humanistic and Integrative Psychotherapy College (HIPC)

Psychotherapeutic Counselling and Intersubjective Psychotherapy College (PCIPC)

Universities training College (UTC)

7. EDI Action Plan

7.1 Updates from subgroups

Training

- Successfully met with HW, given a lot of feedback from requests wanted.
- UKCP registrar will be attending the next scheduled meeting.
- Shows how important it is to communicate with the UKCP part of that meeting.

Membership

- It was mentioned that organisational members are their own legal entities and therefore collect data differently or not at all and this needs further exploration. HW shared that member data is being collected by UKCP during the renewals process.
- An audit is taking place of organisational members to get a snapshot of the publications of BIIDE/EDI statements.
- It was raised that it is important to collect information on dropout rates of students.

Engagement

- No further meetings and updates.
- It was raised that it be good to have someone outside of UKCP to be part of this group? Especially considering accessibility and promotion of training.
- SA to join this group.
- FB to join this group.

Subgroup recruitment

- Recruitment of students and trainees needs to take place for the committee and for them to then join a subgroup.
- Advertisements to go out to recruit to the committee and to subgroups.

7.2 EDI Action plan

- The action with regards to reviewing the cover sheet is complete as this was reviewed by KF and WDB earlier in the year.

8. Recommendations for the EDI Action Plan

8.1 Updates made to the EDI action plan

- It was raised that WDB and HW met to review the action plan to align updates to language and to the dates for completion. It was raised by the Board that there is a lot is red and therefore urgent and this needs to be addressed, however this isn't reflected by the dates so updates need to be made to the blue, red, amber, green (BRAG) ratings.
- WDB and EB to meet to do this.

- It was raised that we should communicate the updates that have been made to dates and the BRAG rating to acknowledge why this has been done.

9. Members forum and other forums

9.1 Members forum

- It was confirmed that two members of the committee (WDB and PV) will be in attendance at the next UKCP Members' Forum meeting in October.

9.2 Other forums

- A discussion took place on the need to have forums for BIIDE related conversations across the membership.
- A discussion took place on the possibility of a discussion for people who have or would have a diagnosis of autism, it was raised that further discussions on neurodiversity (whilst some do not identify with this term it is being recognised as a term that is widely used) need to take place. There were mixed views as it was also raised that these conversations should not happen in isolation. This item will be on the main agenda for the November meeting for further discussion.

10. Volunteer induction slides

To be moved to the agenda for November.

11.A.O.B

None

12. Next meeting

The next meeting will take place on Friday, 17 November 2023 – 2pm to 4pm

Summary of action points	Owner	Date action required	Update - Open/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	PAUSED
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	PAUSED
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	PAUSED
ACTION POINT 27: ED to provide a demo for Committee members when ‘house style’ is live online.	ED	BIIDE Committee meeting – 14/07/2023	PAUSED
ACTION POINT 35: JF proposed developing a meeting netiquette document. JF to share a document which could be used as a guide.	JF	Next BIIDE Committee meeting – 19/05/2023	CLOSED
ACTION POINT 36: KF to circulate the ground rules document again.	KF	Next BIIDE Committee meeting – 19/05/2023	OPEN
ACTION POINT 41: Meet with colleges over the next year to keep the dialogue open on EDI action plan and have conversations. They will provide feedback to the committee on the action plan when they can.	KF and WDB	Ongoing	OPEN
ACTION POINT 42: Distribute the documents from PSA.	KF	Next BIIDE Committee meeting – 14/07/2023	OPEN
ACTION POINT 44: Provide narrative on proposed new EDI action plan recommendations in line with the	HW	Next BIIDE Committee meeting – 14/07/2023	CLOSED

action plan to help with discussion.			
ACTION POINT 46: KF to provide formal written report of chair's report moving forward to be distributed to members.	KF	Next BIIDE Committee meeting – 22/09/2023	CLOSED
ACTION POINT 47: ED to explore what other functionality is available on the webpage.	ED	Next BIIDE Committee meeting – 22/09/2023	OPEN
ACTION POINT 48: KF to reach out to VN to understand whether accessibility was a consideration in standing down from the committee.	KF	Next BIIDE Committee meeting – 22/09/2023	CLOSED
ACTION POINT 49: HW to look into support for subgroups with minutes.	HW	Next BIIDE Committee meeting – 22/09/2023	OPEN
ACTION POINT 50: KF will bring what the EDI induction presentation in September meeting. In prep for November induction.	KF	Next BIIDE Committee meeting – 22/09/2023	CLOSED
ACTION POINT 51: HW to approach Members Forum moderator to get more information related to EDI to the committee.	HW	Next BIIDE Committee meeting – 22/09/2023	CLOSED
ACTION POINT 52: HW and EB to look at recruitment for the committee in a future email newsletter.	EB/HW	Next BIIDE committee meeting – 17/11/2023	OPEN
ACTION POINT 53: WDB and HW to share links for the EDI toolkit with committee members.	WDB/HW	Following this meeting – 23/09/2023	OPEN
ACTION POINT 54: HW and EB to look into improvements to the visibility of the committee on the UKCP website.	EB/HW	Next BIIDE committee meeting – 17/11/2023	OPEN
ACTION POINTS 55: HW and EB to communicate to UKCP staff colleagues about the BIIDE committee.	EB/HW	Next BIIDE committee meeting – 17/11/2023	OPEN

ACTION POINT 56: To make it a stipulation that colleges must feed back to the committee.	KF	Next BIIDE committee meeting – 17/11/2023	OPEN
ACTION POINT 57: Sub-groups to share their minutes and feed back into the committee.	JH	Next BIIDE committee meeting – 17/11/2023	ONGOING
ACTION POINT 58: Cover sheet of the minutes should include subgroup members	HW	Next BIIDE committee meeting – 17/11/2023	OPEN
ACTION POINT 59: WDB and EB to schedule meeting to update BRAG rating of the EDI action plan.	WDB/EB	Next BIIDE committee meeting – 17/11/2023	OPEN
ACTION POINT 60: Provide update on the changes to the EDI action plan and promote that it is on the UKCP website.	EB	Next BIIDE committee meeting – 17/11/2023	OPEN
ACTION POINT 61: Add an item to the November agenda for a forum for members that have had an autism diagnosis or would have a diagnosis.	KF	Next BIIDE committee meeting – 17/11/2023	OPEN