

BIIDE Committee Minutes

Meeting date:	Friday 10 February 2023	
Time:	2pm – 4pm	
Type:	Hybrid via Zoom and in person	
Location:	UKCP Meeting Room 1 and Zoom	
Version:	Draft 3	
Present in person:	Kei-Retta Farrell Evaldo Dutra Samson Wan	BIIDE Chair UKCP Staff representative UKCP
Present via Zoom:	Charles Brown Charlotte Chiu Joanne Hipplewith Manshant Rani Kaur Pamela Vickers Will Daniel-Braham	Individual therapist CFCST representative CFCST representative CPJA representative Individual therapist UKCP Trustee
Did not attend:	Fiona Walkingshaw Helen Willingham Jonathan Fisher Rhianwen Gilson Sheetal Amin Sheona Della-Fort Victoria Nelson	CCAP representative UKCP SMT COOHP representative PCIPC representative Individual therapist Student Individual therapist
Minutes by:	Samson Wan	

Agenda

Meeting date	Friday, 10 February 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	House Style		KF/WDB		15:10
8	Conversion Therapy		AJ		15:25
9	Vice-Chair role		KF		15:40
10	A.O.B		KF		15:55
11	Next meeting		All		16:00

Next meeting – Friday 10 March 2023

1. Introduction and apologies

Welcome Charles Brown to our BIIDE Committee meeting.

Apologies from:

Helen

Rhianwen

Sheona

Victoria Nelson will be stepping back for the time being and will consider joining at a later date.

2. Minutes of the last meeting and matters arising

2.1 Minutes

All agreed to the minutes of the last meeting

2.2 Matters Arising

Action point 7 – Closed

Action point 8 – Committee members would like additional guidance on how to write professional bio. ED to source professional bio example and SW to circulate with committee minutes on 17/02/2023, along with ED email address so that members can send pictures and bio directly to ED. Action deadline refreshed to 10 March 2023.

Action point 9 – Keep action open and check back in at meeting on Friday 19 May 2023.

Action point 10 – Closed

Action point 11 – Closed

Action point 12 – Keep action open and check back in at Meeting on Friday 10 March 2023.

Action point 13 – Keep action open and check back in at Meeting on Friday 10 March 2023.

Action point 14 – Keep action open and check back in at Meeting on Friday 10 March 2023.

Action point 15 – Closed

Action point 16 – Closed

Action point 17 – Committee members had some questions about time frame. KF asked each group to meet whether by phone, virtually or in person to discuss a way forward to address their section before the next meeting on Friday 10 March 2023.

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

Action point 19 – Closed

Action point 20 – Invitation sent to Adam for meeting on Friday 10 February. Adam requested to reschedule presentation for Friday 10 March 2023. Action to be kept open.

Action point 21 – KF on CEO recruitment Panel. Action to be closed.

Action point 22 – KF sent email to four members and received two responses. Action to be closed.

3. Chair's report

3.1 Professional Standards Authority (PSA) Consultation – Equality Diversity and Inclusion with Accredited Registers.

This change would be a step in the right direction, but elements of it feel very tokenistic as it will not lead to a greater focus on EDI. For meaningful change to happen, the principles of EDI should be woven into and across the standards rather than be a separate piece.

The team, who completed the response, also reiterated the need for PSA to promote the accredited registers scheme, currently there is little knowledge of the scheme and that has an impact on access.

3.2 PSA Consultation – Safeguarding

The PSA are gathering input on possibly introducing standards for accredited registers (of which we are one) concerning criminal records checks for registrants.

The concern here is centred on the increase in costs for registrants and UKCP in processing and obtaining the checks and the unintentional impact it could have on individuals based on their age, sex and race.

Additionally, aspects of the proposal could have a differential impact on groups based on the protected characteristics in the Equality Act. In particular we know that minoritised ethnic groups account for a higher proportion of male prosecutions and convictions compared to females.

The consultation was also shared with members if they wish to provide individual responses.

JH – Would like more information on this to understand why this is relevant? DBS checks already done with registrants. What is the need for additional checks on top of DBS for registrants?

Action – KF and HW to help and provide more information.

4. Board Update

4.1 UKCP CEO Recruitment

The longlist meeting will take place on Friday 17 February

The shortlist meeting will take place on Thursday 9 March

The plan is for the new CEO will be appointed by Summer 2023

KF will be part of the whole process, but will confirm place on interview panel.

Committee members are happy KF is involved in the recruitment process.

4.2 New Board Trustees

The new Chair of the Board of Trustees has been appointed and attended their first Board Meeting on Friday 10 February 2023.

Additional trustees were recruited, originally four applied and a vote was required to see who would be appointed. Subsequently, one candidate dropped out due to the commitment issues. This meant all three candidates were accepted uncontested.

All three Trustees have now started and attended their first Board Meeting on Friday 10 February 2023.

5. Staff update

5.1 House style

A web version of the House Style document will be created for internal use, this will allow for continuous updates to the House Style, as it should continue to evolve. A discussion on the House Style document is scheduled for later in the meeting

6. College update

6.1 – College of Family, Couple and Systemic Therapy (CFCST)

JH – nothing from CFCST

6.2 – Council for Psychoanalysis and Jungian Analysis (CPJA)

RK – no update from CPJA

Note – CB is part of CPJA

6.3 – Colleges with no updates

College for Child and Adolescent Psychotherapies (CCAP)

College for Children and Young People (CCYP)

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)

Humanistic and Integrative Psychotherapy College (HIPC)

Psychotherapeutic Counselling and Intersubjective Psychotherapy College (PCIPC)

Universities training College (UTC)

7. House Style

7.1 General comments and reflections

JH – The House Style is helpful, but also quite long and confusing. Can see the value of having an interactive version.

CC – Is there anything that we can do for visually impaired or colour blind? Currently it is a PDF, but once it is online, will the browser have accessibility functions, will it allow for zooming in and out, as well as text to speech.

CC – What in this document should be the focus of the committee?

KF – Suggested members focus on the ‘Inclusive language’ section of the document

PV – The document is helpful, but there is a lot there. Could a brief overview be provided at the beginning of the document? A brief overview would give the essence of the House Style document. Would be concerned that the length of the document could cause overwhelm due to the fear you may get something wrong.

7.2 Language on Ethnicity and Race

MRK - Race is missing from the list on page 12, do we need to add it in to be in line with what’s written on page 13 – ‘Ethnicity and Race’?

Members raised questions and debated over whether “race” needs to be added or not.

CC - There need to be consistency in language.

CB – The CPJA committee is called the ‘race and culture’ committee

KF – As a committee we need to come to consensus around the language of race

Action – Discussion on race scheduled for Friday 19 May 2023. Committee members should reflect between now and then.

Action – 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.

7.3 Timescale for when ‘House Style’ goes live

KF – What is the timeline for the ‘House Style’ to go live?

ED - There is no timescale. The nature of the House Style is that it is an organic thing it will be an ongoing project. Generally, the documents in the Comms and Engagement teams are reviewed every 6 months.

Action – 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.

Action – ED to provide a demo for Committee members when ‘house style’ is live online.

8. Conversion Therapy

Conversion Therapy presentation postponed until Friday 10 March 2023.

9. Vice Chair role

9.1 Vice Chair role

JH was nominated by KF

CC seconded

No objections from any other members

JH agreed to take on the Vice Chair role

JH on leave from 22 Feb and won't be able to attend the next meeting

WDB is on holiday from Monday

Action – JH, KF and WDB to meet to discuss JH appointment to Vice-chair following the meeting.

10. AOB

10.1 Action Plan

MRK raised the question of what is the role of the groups to address the Action Plan and who is the data and membership team?

WDB responded stating that the committee is an advisory board. We can only give our opinions and suggestions it is about influencing through collaboration.

Action – WDB to help with providing additional information about Action Plan sub-groups

10.2 Action Plan Groups

Request for those not yet in an Action Plan group to join a group that does not yet have three members.

Action – All action plan sub-groups to send SW details of their upcoming sub-group meetings. SW to circulate meeting details to all committee members.

Membership will meet on Tuesday 28 February 3pm - HW, CC and CB

Training group will meet Friday 24 March 2:30 – JH & RK

CB to join membership group

Action – Can all remaining committee members currently not part of an action plan group, let SW know which sub-group you would like to join. SW to provide list of who is currently in which group.

10.3 Board Effects

We will not be using Board Effects as it is too expensive.

We will continue as we are.

WDB, KF, HW and SW can make adjustments for anyone who needs it.

11. Date of Next meeting

Next meeting Friday 10 March 2023

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 – 10/02/2023	OPEN UPDATE 10/02/2023 - ED to source professional bio example and SW to circulate with committee minutes on 17/02/2023, along with ED email address so that members can send pictures and bio directly to ED.
ACTION POINT 9: Meet to discuss the design of the webpage	ED, WDB and JH	Next EDI Committee meeting – 10/02/2023	OPEN 10/02/2023 - Check in on progress at meeting on Friday 19 May 2023.
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	OPEN 10/02/2023 - Check in on progress at meeting on Friday 10 March 2023.
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	OPEN 10/02/2023 - Check in on progress at meeting on Friday 10 March 2023.
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	OPEN 10/02/2023 - Check in on progress at meeting on Friday 10 March 2023.
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 – 10/02/2023	OPEN UPDATE 10/02/2023 - Committee members had some questions about time frame. KF asked each group to meet whether by phone, virtually or in person to discuss a way forward to address their section before the next meeting on Friday 10 March 2023.
ACTION POINT 18: Review definitions and language principles	WDB and JH	Next EDI Committee meeting – 10/02/2023	OPEN 10/02/2023 - Check in on progress at 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	OPEN UPDATE 10/02/2023 - Invitation sent to Adam for meeting on Friday 10 February. Adam requested to reschedule presentation for Friday 10 March 2023.
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	OPEN
ACTION POINT 24: Discussion on race scheduled for Friday 19 May 2023. Committee members should reflect between now and then.	ALL	BIIDE Committee meeting – 19/05/2023	OPEN
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 – 10/03/2023	OPEN

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
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
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 – 10/03/2023	OPEN
ACTION POINT 29: WDB to help with providing additional information about Action Plan sub-groups	WDB	Next BIIDE Committee meeting – 10/03/2023	OPEN
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 – 10/03/2023	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	OPEN