



# Board of Trustees Minutes

**Meeting Date:** Thursday 9 May 2024

**Time:** 09:30 – 16:05

**Type:** In-Person

**Location:** NCVO, 8 All Saints Street, London N1 9RL

**Version:** Approved

**Present:**

Jennifer	Ayling (JA)	Vice Chair and Trustee
Michelle	Briggs (MB)	Trustee (Friday only)
Christian	Buckland (CB)	Chair and Trustee
Will	Daniel-Braham (WDB)	Trustee
Pippa	Donovan (PD)	Trustee
Peter	Gregory (PG)	Trustee
Courtenay	Young (CY)	Trustee
Matthew	White (MA)	Trustee

**Apologies:**

Viki	Calais (VC)	Chief Operating Officer
Alex	Crawford (AC)	Governance Manager
David	Fitzgerald (DF)	Treasurer and Trustee
Maura	Sills (MS)	Members' Forum Moderator

**In Attendance:**

Martin	Sleight (MSL)	Fieldfisher (legal advisor) – <i>by Zoom</i>
Emily	Bridges (EB)	Head of Communications and Engagement
Jon	Levett (JLE)	Chief Executive Officer

**Minutes By:** Kristin Skarsholt (KS) Governance Administration Officer

## Action Points and Decisions – in Black Bold

## 1. Welcomes, apologies and conflicts of interest

- 1.1. CB welcomed people to the meeting.
- 1.2. Apologies were given for DF, MS, VC and AC.
- 1.3. CB notified people of a late change to the meeting agenda. Hard copies of the revised agenda were handed out and emailed to those attending remotely.
- 1.4. CB asked if trustees were aware of a conflict of interest with any items on the meeting agenda they were to declare them now. **No conflicts of interest were declared.**

*\*MSL joined the meeting by zoom at 14:05\**

## 2. Closed session

- 2.1. The Board held a discussion in closed session.

## 3. Minutes of the Board Meeting on 15 March 2024

### 3.1. Corrections

- 3.1.1. **5.4 – PD clarified that her decision not to be on the UKCP Research Conference planning group is due to her capacity and involvement in several other working groups.**

### 3.2. **The minutes were approved, pending the addition noted.**

## 4. Board Action Log

### 4.1. The Board reviewed the action log and noted completed tasks:

- 4.1.1. Completed: 6.4.2 appointment of Heather Reeves.
- 4.1.2. Completed: 8.10 in CEO report for this meeting.
- 4.1.3. Completed: 18.5.1 Members Forum budget.
- 4.1.4. Completed: 9.1 appointment of Heward Wilkinson as HIPC interim chair.

### 4.2. Two actions from March meeting will be added to the action log:

- 4.2.1. 16.2: VC giving WBD the contact details for the Governance Administration Officer. Completed.
- 4.2.2. 16.3: Board have agreed that a rep from the EDI cttee is asked to join each board meeting under the EDI section. **This action to be assigned an owner and added to the action log.**

## 5. Governance

### 5.1. Chair's report

5.1.1. CB spoke to his Chair's report, which he circulated ahead of the meeting. He thanked the Board for holding together in light of recent decisions which were inherited.

5.1.2. He noted discussions with the chair of BACP and a meeting agreement with the ACP to discuss the Cass report.

### 5.1.3. Members Forum Moderator

5.1.3.1. Members forum moderator: one person has put forward their name for this role. This role is elected by the Members Forum. CB and Maura Sills will meet next week to discuss the role.

5.1.4. **JLE will check what the articles of association say about the Board appointing this role or whether they are elected directly in the Members' Forum.**

### 5.1.5. HIPC interim vice chair

5.1.5.1. **Bill Adlard was appointed as HIPC interim vice chair, after he accepted this role.** CB proposed this motion, PD seconded the proposal.

### 5.1.6. Board membership

5.1.6.1. CB gave his reasons for suggesting that the Board co-opt a UKCP Trustee.

5.1.6.2. **The Board deferred this vote to a future meeting.**

## 6. Vice chair's report

6.1. JA spoke to her report. **She requested that the induction of new trustees be more formal and explanatory of how the Board communicates and makes decisions between meetings.**

## 7. CEO report

### 7.1. Ethics committee

7.1.1. The recruitment for the Ethics Committee successfully recruited three members to the UKCP Ethics Committee: Melanie Carter, Natalie Michaux and Helen Miskin.

7.1.2. One is a UKCP member, two are lay members. Recruitment for psychotherapist members will continue.

7.1.3. **The Board appointed these members to the UKCP Ethics Committee, subject to the RAPMC confirmation that these appointments have followed due process.**

7.2. SCOPED Memorandum of Understanding

7.2.1. JL noted that the SCOPED MoU has gone through several iterations. UKCP has had legal advice on this version.

7.2.2. **The Board approved UKCP's signing up to this Memorandum of Understanding. CB proposed and WDB seconded this motion.**

7.2.3. A question was asked about dissociation from and termination of the MoU, which was clarified.

7.3. Annual plan

7.3.1. Governance arrangements and chartered status will not happen within this financial year.

7.4. Call data

7.4.1. **The CEO report will include a report on phone calls answered and abandoned.**

7.4.2. **JLE will ask if operational staff can produce phone system reports can go into the detail of peak times for calls.**

7.4.3. PD suggested adding a KPI for call handling based on industry average.

7.4.4. **JL will ask operational staff if reports can be produced for email handling and response times.**

8. **Finance**

8.1. Membership fees 2024/25

8.1.1. JL spoke to this item. The membership fee is part of the budgeting process. FRAC considers the fees that members pay to their OMs and colleges. It was noted that members who pay by Direct Debit get a £10 discount.

8.1.2. Non-membership income will be discussed as part of the strategy item.

8.1.3. **The Board approved a 2% membership fee increase. Proposed by CB, seconded by CY.**

8.2. Strategic risk register

8.2.1. The Board briefly discussed the UKCP's indemnity insurance and how to improve it.

8.2.2. The UKCP Registrar is looking at the legal risks in relationships with Organisational Members.

8.2.3. **The Senior Management Team will add a point about the risk in the event of not having insurance cover.**

8.2.4. **The Board approved the strategic risk register subject to that change. CY proposed, JA seconded.**

9. **RAPMC chair's report**

9.1. This report was noted.

10. **Draft membership demographic report**

10.1. EB noted some elements of this report will remain confidential. Redacted versions can be requested.

APPROVED