Board of Trustees
Minutes

Meeting Date: Thursday 5 December 2024

Time: 09:30 – 16:40

Type: In-Person

Location: Room 5 & 6, York House, 221 Pentonville Road, London N1 9UZ

Version: Confirmed

Present:

Michelle	Briggs (MB)	Trustee
Will	Daniel-Braham (WDB)	Trustee
Pippa	Donovan (PD)	Interim UKCP Chair & Trustee
Peter	Gregory (PG)	Trustee
Matthew	White (MA)	Trustee
Courtenay	Young (CY)	Trustee

Apologies: None

In Attendance:

Emily	Bridges (EB)	Strategic Projects Lead
Viki	Calais (VC)	Chief Operating Officer
David	Jeansoule Ruiz (DJR)	NHS Talking Therapies Project Manager
Jon	Levett (JLE)	Chief Executive Officer
Zahid	Nawaz (ZN)	EDI-BIIDE Chair
Maura	Sills (MS)	Outgoing Members Forum Moderator
Mary	MacCallum-Sullivan (MMS)	Incoming interim Members Forum Moderator
Helen	Willingham (HWM)	Head of Content & Engagement
Helen	Windsor (HW)	PRCCF Chair

Minutes By: Alex   Crawford (AC)   Governance Manager

Action Points and Decisions – in Black Bold

1. Welcomes, apologies and conflicts of interest

1.1. The Interim Chair welcomed people to the meeting.

1.2. There were no apologies.

1.3. The Interim Chair asked that if any of the trustees had a conflict of interest with any of the meeting agenda items they were to declare them now.

1.4. The Interim Chair declared a possible conflict of interest for one of the items to be discussed in the closed session.

2. Closed Session

2.1. The Board met in closed session to discuss the honorarium paid to the Chair, ongoing legal cases, the risk register and to approve the minutes from the closed session on 13 September 2024. These matters were considered in closed session under sections 4(a)(g) and (i) of the Board's closed session policy.

*The Strategic Projects Lead, the Head of Content & Engagement
and the Chair of the Professional Regulatory
Committee of the Colleges and Faculties joined the meeting*

3. Reflections on the UKCP AGM and Conference on 22 & 23 November 2024

3.1. The Strategic Project Lead gave the feedback from the survey from the 50 responses received so far.

3.2. Overall the comments have been good to excellent so far.

3.3. On behalf of the Board, the UKCP Interim Chair thanked the Strategic Project Lead, the UKCP Events Manager and the Conference Working Group for all their work on creating a successful AGM and Conference.

The Strategic Projects Lead left the meeting

4. Lessons Learned following UKCP's decision to leave the Memorandum of Understanding on Conversion Therapy

4.1. The Board discussed the paper from the CEO.

4.2. **The Board resolved that the first recommendation in the paper should be amended to read, 'That the Board ensure that, <u>where possible</u>, all those affected by a decision have been consulted prior to the decision being finalised'.**

4.3. **The Board resolved that for the second recommendation there needs to be written criteria as to what constitutes 'topics of high importance'. The CEO may utilise the matrix provided by the Chair of the Finance, Risk and Audit Committee (FRAC).**

4.4. The CEO advised that the UKCP's position remains unchanged in that we are against conversion practices.

4.5. The CEO advised that UKCP is working with the British Association for Counselling and Psychotherapy (BACP), the British Psychoanalytic Council (BPC), the National Counselling and Psychotherapy Society (NCPS), the Association of Child Psychotherapists (ACP) and the Association of Christian Counsellors

(ACC) on producing guidance for members regarding conversion therapy. **The Board requested an updated timeline on the working groups' activities**.

4.6. It was queried that if the *UKCP Code of Ethics and Professional Practice* is sufficient regarding conversion practices then why is additional guidance needed. The CEO advised that the UKCP code is sufficient for dealing with complaints but that further guidance is needed to support members who work in this area.

4.7. It was suggested that Therapists Against Conversion Therapy and Transphobia (TACCT) be included in the consultation on the guidance for members regarding conversion therapy.

4.8. **The Board resolved that the CEO will draft a summary of the paper with recommendations. The summary paper is to go the Board of Trustees and the UKCP Communications Team before being made a public document**.

5. Minutes of the Board Meeting on 13 September 2024

5.1. Corrections

5.1.1. **Point 7.2 is to be corrected read 'inclusion' not 'inclusive'**.

5.1.2. **Point 12.6 is to be corrected with the stray 's' deleted.**

5.1.3. **The Board resolved to approve the minutes, pending the above amendments**.

5.2. Matters Arising

5.2.1. Matters arising were captured when reviewing the Board of Trustees action log.

6. Board of Trustees action log

6.1. The Board went through the outstanding items on the action log.

6.2. **The Governance Manager will make the various amendments to the action log captured in the discussion**.

*The Head of Content & Engagement left the meeting and
the Chief Operating Officer joined the meeting*

7. Interim Chair's Report

7.1. The Interim Chair spoke to her report and answered questions.

7.2. **The Board resolved that the Board Away Day in May 2025 should be on a Friday and Saturday instead of a Thursday and Friday**.

7.3. **The Board resolved that because the weekend of 16 May is not convenient for all trustees, the Governance Manager will do a doodle poll to determine an alternative Friday and Saturday in May 2025 for the Away Day**.

7.4. **The Board resolved that the Interim Chair and the Governance Manager will work on creating SharePoint pages for the Finance, Risk and Audit Committee (FRAC) and the Remuneration,**

Appointments and Performance Management Committee (RAPMC) as they are sub committees of the Board.

8. **RAPMC Report**

8.1. The RAPMC Chair referred to his report.

8.2. **The Board resolved to approve the requested changes to the RAPMC Terms of Reference but instead of '*EDI-BIIDE Trustee*' they should instead state that the committee composition now includes, '*The Trustee with responsibility for Equity, Diversity and Inclusion (EDI) and Belonging, Intersectionality, Inclusion, Equity and Diversity (BIIDE) liaison*'.**

8.3. **The Board resolved that the RAPMC Chair will liaise with the Chief Operating Officer on the best way to keep the Board updated with progress on the Worker Status Review.**

8.4. **The Board resolved that when changes are next made to the UKCP Articles of Association at a General Meeting the changes will include the new name for the RAPMC which now has the remit for appointments.**

8.5. **The Board resolved that the RAPMC Chair will contact the RAPMC members by regular email for the time being rather than the group email address.**

9. **Report from the Chair of the Professional Regulatory Committee of the Colleges and Faculties (PRCCF)**

9.1. The PRCCF Chair spoke to her report and answered questions.

9.2. **The Board resolved that the PRCCF Chair will see if a representative from the PRCCF is willing to be on the EDI-BIIDE Committee**.

The Chair of the EDI-BIIDE Committee joined the meeting remotely by zoom

10. **Equity, Diversity and Inclusion (EDI) – Belonging, Intersectionality, Inclusion, Diversity & Equity (BIIDE) Committee Report**

10.1. The EDI-BIIDE Committee Chair gave an update on the work of the committee since he started as committee chair in October 2024 to the present.

10.2. **The Board resolved that the EDI-BIIDE committee chair will provide a further update and next steps at the next Board meeting on 14 March 2025.**

10.3. **The Board resolved that the Governance Manager will send the 2025 Members Forum meeting dates to the EDI-BIIDE Committee chair and the trustee with responsibility for EDI-BIIDE liaison and they are both to be included in Members Forum communications going forward**.

10.4. **The Board resolved to approve the new name of the committee which is the 'EDI-BIIDE Committee'.**

10.5. **The Board resolved that the CEO will provide an update to the Board at their meeting on 14 March 2025 regarding possible staff resourcing to support the new LGBTQ+ UKCP Special Interest Group (SIG).**

10.6. **The Board resolved that the trustee with responsibility for EDI-BIIDE liaison will send the draft LGBTQ+ SIG terms of reference to the Board.**

10.7. **The Board resolved that the UKCP Constitutional Working Group will consider whether the UKCP constitution should be amended to allow for positive action to be taken to enable more diverse representation on the Board**.

10.8. **The Board resolved that the UKCP Constitutional Working Group will consider how the EDI-BIIDE committee can make recommendations to the Board and not be just an advisory committee. The Board strongly invited and welcomed recommendations from the EDI-BIIDE committee going forward**.

The Chair of the EDI-BIIDE Committee left the meeting

11. Report from the Chief Executive Officer (CEO)

11.1. The CEO referred to his report and answered questions.

11.2. **The Board resolved that the CEO will share a telephone data report to trustees by email (data on the responsiveness of UKCP staff to telephone enquiries from UKCP members)**.

11.3. **The Board resolved that the Key Performance Indicators (KPI) information should be at the beginning of the CEO Report going forward**.

11.4. It was noted that the KPIs for complaints needs revisiting as they are being impacted by factors outside of UKCP's control.

11.5. **The Board resolved that in future the CEO Board report in the 'Coalitions Updates' section will include The Coalition for Inclusion and Anti-Oppressive Practice**.

12. UKCP Annual Plan

12.1. **The Board resolved that the Policy Gap Analysis needs to be given more emphasis in the Annual Plan**.

12.2. **The Chair of the RAPMC will send the CEO his comments regarding the regulatory processes**.

12.3. **The UKCP Interim Chair requested that the programme of work for the UKCP Ethics Committee is to be included in the Annual Plan**.

12.4. **The Board resolved that the CEO will check that when the UKCP Code of Ethics and Professional Practice was last reviewed it was aligned with the European Association of Psychotherapy (EAP) Code of Ethics**.

12.5. **The Board resolved that the CEO will seek external advice and appoint an independent person to look at regarding those that work with children and young people who are not qualified to be on UKCP's child and young person register**.

12.6. **The Board resolved that the CEO will also appoint an independent person to look into the possible regulation of psychotherapists and psychotherapeutic counsellors supervising the work of others**.

12.7. In section 3 'Membership' of the Annual Plan the 'Strategic Aim' column of the table states, '*Developing an engaging programme of events*.' **The Board would like the details of the programme of events added to the Annual Plan when available**.

12.8. **The Board resolved that the CEO will re-send the Terms of Reference for the UKCP Constitutional Working Group (CWG) to the Board**.

12.9. The CEO advised that the CWG will work in the same way as the group that worked on the UKCP Strategy this year.

12.10. **The UKCP Interim Chair requested that each UKCP project, such as the CWG, have a Gantt chart that shows the project schedule and timelines**.

12.11. The UKCP Interim Chair suggested that a UKCP Sustainability Plan be developed.

The outgoing Members Forum Moderator joined the meeting

13. Procurement and Contract Management Policy

13.1. The COO spoke to the paper and answered questions.

13.2. The policy has already been reviewed by the FRAC.

13.3. **The Board resolved that the COO will amend the policy so that EDI-BIIDE is added as a consideration as part of the tendering process**.

13.4. **The Board resolved that the COO will check the delegation levels against the Contract Register**.

13.5. **The Board resolved to approve the Procurement and Contract Management Policy subject to the above amendments**.

14. Project Gateways

14.1. The COO spoke to the paper and answered questions.

14.2. **The Board resolved that the question mark after EDI (at the third bullet-point, section 5 of the Worker Status Project Brief) is to be removed**.

14.3. **The Board resolved that the CEO will work with the Senior Management Team (SMT) on determining threshold levels (detailed in section 3 'Gateways') that would trigger escalation to the Board due to regulatory or risk concerns**.

14.4. **The Board resolved to approve the Project Gateways subject to the above amendments.**

15. Conflict of Interest Policy

15.1. The COO spoke to the paper and answered questions.

15.2. **The Board resolved that the COO will send a stakeholder risk analysis to the Board by email**.

15.3. **The Board resolved to approve the policy pending receipt of stakeholder risk analysis**.

15.4. **The Board resolved that the Constitutional Working Group will address conflicts of interest within committees which will encompass conflicts arising from the composition of committees**.

**The incoming Members Forum
Moderator (interim) joined the meeting remotely by zoom**

16. Report from the Members Forum

16.1. The outgoing Members Forum Moderator spoke to her final report and answered questions.

16.2. **The UKCP Interim Chair will speak to the Members Forum Interim Moderator about some of the points raised in the report, including the provision of a members area on the UKCP website**.

16.3. **The Board resolved that the CEO and Governance Manager will look into the process for appointing the next Members Forum Moderator**.

**The outgoing Members Forum Moderator and the incoming Members Forum
Moderator (interim) left the meeting**

17. Trustee Code of Conduct and Complaints

17.1. The CEO spoke to the Code of Conduct and Complaints and answered questions.

17.2. The paper is based on the model code from the Charity Trustee Networks.

17.3. **The Board resolved that point 3.3 should be amended to have following additional text added at the end of the second sentence: '…*and in this event substitute "appointed Trustee" for "Chair" below*.'**

17.4. **The Board resolved that point 5.4. is to have the following additional sentence added: '*The Chair will endeavour to appoint representation on the Panel to reflect diversity*.'**

17.5. **The Board resolved that the COO and CEO will work on creating a separate complaints procedure for non-trustees.**

The Head of Content and Engagement rejoined the meeting

18. UKCP Manifesto

18.1. The Head of Content and Engagement spoke to the paper and answered questions.

18.2. The document is intended for policy makers and will be available on the UKCP website.

18.3. The comments from the trustees included the following:

18.3.1. The document needs to be linked with the UKCP Strategy.

18.3.2. The document does not detail how the priorities will be achieved.

18.3.3. With regards to the National Institute for Health and Care Excellence (NICE) Guidelines, the differentiation between UKCP work and coalition work needs to be more defined.

18.3.4. The NICE Guidelines do not apply to Scotland.

18.3.5. The document needs to be more contemporary.

18.3.6. The document seems to be NHS focussed.

18.3.7. There needs to be some explanation/clarity around the VAT exemption issue for therapists.

18.3.8. **The Board resolved that further work is needed to link the activity identified in the manifesto to an overarching insight and influencing policy**.

19. Statutory Regulation Communications

19.1. The Head of Content and Engagement spoke to the paper and answered questions.

19.2. **The Board resolved that the CEO will ensure that there are clear communications to members about the Statutory Regulation Project**.

The NHS Talking Therapies Project Manager joined the meeting remotely by zoom

20. NHS Pathways Presentation

20.1. The NHS Talking Therapies Project Manager gave a presentation to the Board and answered questions.

20.2. The Board wanted to extend their thanks to all who have been working on this project which is an important initiative in this sector.

20.3. **The Board resolved that the NHS Talking Therapies Project Manager will make today's presentation slides available via the Board SharePoint page together with additional information concerning the project**.

The NHS Talking Therapies Project Manager left the meeting

21. European Association of Psychotherapy (EAP) membership Cost Benefit Analysis

21.1. The Board reviewed the paper which set out a cost benefit analysis for UKCP's continued membership of the EAP.

21.2. **The Board resolved that the COO will check that the annual cost of EAP membership is already included in the UKCP budget for 2024-2025**.

21.3. **Following discussion, the Board resolved to continue UKCP's membership of the EAP for a further year**.

21.4. **The Board resolved that the UKCP Registrar, with input from the RAPMC Chair and the author of this paper, will work on evaluating the member benefits for UKCP's membership of the EAP**.

22. Finance Report

22.1. The Board reviewed the Finance Report paper.

22.2. **The Board resolved to approve the creation of the following new designated funds:**

- Innovation Fund £50k
- Membership engagement fund £100k

23. UKCP Policy & Process Gaps Analysis project update

23.1. The FRAC Chair spoke to her paper and answered questions.

23.2. **The Board resolved that the SMT will work on addressing the policy & procedures gaps that have been identified as a result of the project**.

23.3. The Board gave thanks to the FRAC Chair for all her work on this project.

24. Contracting Session update

24.1. **The Board resolved that there will be a contracting workshop held at the Board Away Day in May 2025**.

25. Office Project Closure Report

25.1. The Board noted the report from the COO and gave thanks.

26. Membership Committee Report

26.1. The Board noted the report from the Membership Committee Chair and gave thanks.

27. Education, Training and Practice Committee (ETPC) Report

27.1. The Board noted the report from the ETPC Chair and gave thanks.

27.2. **The Board resolved that the UKCP Interim Chair and CEO will contact the ETPC Chair and ask for the updated ETPC Terms of Reference**.

28. Ethics Committee Report

28.1. The Board noted the report from the Ethics Committee Chair and gave thanks.

29. AOB

29.1. **The Board resolved that the trustee with responsibility for EDI-BIIDE liaison will email the Board about a potential co-opted trustee.**

30. Next Meeting

30.1. Friday 14 March 2025, 9:30am to 4pm, in-person at York House.