**Meeting Date:**  Friday 15 November 2024

**Time:** 14:00-16:00

**Type:**  Zoom

**Location:** Online

**Version:** Confirmed

**Apologies:** Victoria Nelson (VN), Fuad Buraimoh (FB), Charles Brown (CB), Saynab Hassan (SH), Kim Shiller (KS)

**In Attendance:** Zahid Nawaz (ZN), Emily Bridges (EB), Jo Parker (JP), Sheetal Amin (SA), Alex Crawford (AC), Afsana Rashid (AR), Charlotte Chiu (CC), Jonathan Fisher (JF), Manshant Rani Kaur (RK), Ruth Millman (RM), Will Daniel-Braham (WDB)

**Minutes By:** Emily Bridges – SMT rep

**\*Action Points and Decisions – in Black Bold**

# **Attendance sheet:**

|  |  |
| --- | --- |
| **Name** | **Representation** |
| Zahid Nawaz | EDI (BIIDE) Committee Chair |
| Charles Brown | Individual Therapist |
| Fuad Buraimoh | Individual Therapist |
| Jo Parker | Individual Therapist |
| Sheetal Amin | Individual Therapist |
| Victoria Nelson | Individual Therapist |
| Saynab Hassan | Individual Therapist |
| Emily Bridges | UKCP Senior Management Representative |
| Alex Crawford | EDI (BIIDE) Committee Coordinator from January 2025 |
| Will Daniel-Braham | UKCP Board of Trustees, EDI Liaison |
| Afsana Rachid | UKCP staff representative |
| Kim Shiller | The Psychosynthesis Trust |
| **Colleges Representation** | |
| *No Representation* | *College for Child and Adolescent Psychotherapies (CCAP)* |
| Charlotte Chiu | College of Family, Couple and Systemic Psychotherapy (CFCSP) |
| *No Representation* | *College of Medical Psychotherapists (CMP)* |
| Jonathan Fisher | College of Outcome Oriented and Hypno-psychotherapies (COOPH) |
| *No Representation* | *College for Sexual and Relationship Psychotherapy (CSRP)* |
| *No Representation* | *Constructivist and Existential College (CEC)* |
| Manshant Rani Kaur | Council for Psychoanalysis and Jungian Analysis College (CPJAC) |
| *No Representation* | *Humanistic and Integrative Psychotherapy College (HIPC)* |
| *No Representation* | *Psychotherapeutic Counselling and Intersubjective Psychotherapy College (PCIPC)* |
| Ruth Millman | Universities Training College (UTC) |

# **EDI-BIIDE Action Plan Working Groups membership:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language/Updates** | **Training** | **Engagement** | **Membership** |
| Emily Bridges  Will Daniel-Braham | Manshant Rani Kaur | Sheetal Amin  Fuad Buraimoh  Jonathan Fisher | Emily Bridges  Charles Brown  Charlotte Chiu |

BIIDE Action plan: [Equality Action Plan](https://www.psychotherapy.org.uk/media/to4fukyw/ukcp-edi-action-plan.pdf)

1. **Welcome, apologies and conflicts of interest**
   1. Apologies from VN, CB, FB, SH, KS

1.2 Welcome from Zahid and introductions

1. **Minutes of the previous meeting, actions and matters arising** 
   1. Remove CFCSP from 6.1.
      1. Previous minutes approved pending above change

**ACTION: EB remove CFCSP from 6.1 of last meeting’s minutes**

* 1. Matter arising: RK – only one in the working group. Working groups to be discussed later.
  2. Actions: Query as to whether we need to see all closed actions.

**ACTION: AC to create an open and closed action log**

* + 1. ACTION 66: Focus on team building and responsibilities at next meeting. Needs pre-planning so people can come equipped. Add to agenda next time
       1. Issues of people regularly not attending the meetings
       2. This is an advisory committee so no minimum number for quorate
       3. ZN – will hold one-to-one conversations with people to find out why they may not be attending. Committee needs clear communications to cascade what is happening and focus on actions and what actions are being worked towards.

**ACTION: Add team building to agenda for next meeting**

* + 1. ACTION 70: CB to confirm with RK what the process is for feeding into the CPJA executive committee
       1. RK in contact with CB and RK invited to next meeting. ZN offer to help RK with what to take to the meeting
    2. ACTION 76: WDB, EB, and ZN will collaborate on presenting the website document
       1. Work on this is underway with an iteration ready for the conference on November 23
    3. ACTION 79: EB to discuss with ZN a way forward with a comms plan
       1. Work to start in the new year. Has been a busy period for ZN settling in
    4. ACTION 81: The new chair will address whether a quorate number is needed for meetings
       1. Not a decision-making committee and no quorate needed.
       2. ZN – need to get committee member numbers and representation right and in-house governance in place first

1. **Chair update (ZN)**
   1. First meeting chairing. Have busy responding to queries via email
   2. Looking at the EDI-BIIDE plan and how we can present at conference.
   3. Want to look at where there are gaps in representation
   4. Taking part in panel discussion at the conference
   5. Open door policy for anyone to reach out and give ideas as to what needs to happen
   6. Need to appoint a vice chair
      1. RK – needs to be someone who is a trained therapist
      2. JF – may be helpful to have a description of what’s required.

**ACTION: EB/AC find old vice chair job description and circulate**

1. **Board update (paper written by WDB, presented by EB)**
   1. WDB term of office as a Board member ends in March 2025. Intending to stand for election in March and continue role of EDI-BIIDE Liaison for the Board. Request for committee to put forward a proposal that there is an EDI-BIIDE Liaison or EDI-BIIDE Lead role moving forward.
      1. ***Committee endorses***
   2. WDB been working to get more college representatives. Five with no reps and need a new HIPC rep to follow on from PV.
      1. This work to continue in conjunction with ZN
   3. Work taking place on action plan in preparation for conference. Splitting document into two sections. EB and WDB meet quarterly to update the Action Plan. Proposing way committee engages with the plan be changed and we spend more time focusing on the plan in meetings
   4. Coalition for Inclusion and Anti—Oppressive Practise: WDB holding a supportive role with a member of the team at Place to Be whilst find a new chair and secretariat.
   5. Professional Standards Authority:Awaiting a meeting with registrar to update on the direction the PSA is taking with EDI.
   6. Members Forum: Requested standing EDI-BIIDE agenda item at Members Forum. Request for meeting dates to be circulated and WDB and ZN to be invited

**ACTION: AC to circulate members forum dates to WDB and ZN**

* 1. Volunteer Induction Day:Have had people representing EDI-BIIDE at these meetings.
  2. RAPMC: Edit of RAPMC terms of reference to include EDI-BIIDE. WDB has joined committee for more representation.
  3. UKCP Member survey: It’s been presented but we haven’t considered the review and how it might influence the Action Plan moving forward.
     1. EB surveys take place annually at member renewals

**ACTION: Add UKCP member survey to January agenda**

* 1. UKCP Officers: Put forward proposal to Board of Trustees for an EDI-BIIDE staffing post.
  2. Special interest groups:WDB working towards setting up an LGBTQIA+ Faculty through a working group and a special interest group. WDB proposing working group set up immediately.
     1. There used to be more faculties but there don’t seem to be any now.
  3. Interview Panels: Request for more committee members to put themselves forward for interview panels across the organisation
     1. ZN – happy to be added

1. **Staff update (EB)** 
   1. Action plan – moved to four pillars to align with the new strategy
   2. UKCP strategy – being launched next week. Has action points relating to EDI-BIIDE under each pillar
   3. UKCP website – updated to reflect new name of committee (EDI-BIIDE committee). Web pages to be reviewed in coming months to ensure content is relevant
   4. MoU lessons learnt – CEO carrying out lessons learnt report

RM – left meeting 14.55pm

1. **College and committees update**
   1. CFCSP
      1. CC – no update from CFCSP busy with AGM
   2. COO
      1. JF – AI and the uses of it within training orgs regarding neurodiversity and how working to highlight and prevent certain misuses but also benefit to uses. Struggles for training organisations to access financial support for adjustments. Does UKCP have any information on this?
         1. EB – none known about but will ask
   3. Discussion on subgroup meetings – these are not happening
      1. RK – Training sub-committee not met for many months and had someone from UKCP taking minutes and bringing back into the group.
      2. EB – sub committees are no longer aligned to the pillars. This needs addressing
      3. ZN – would it help to ask members on key areas we would like to be focusing on?

**ACTION: All to feedback to ZN what the committee be looking at as part of the agenda and our items as relevance as individuals or their area of representation (ZN).**

AC left meeting: 15:09

1. **Conference – EDI-BIIDE session update**
   1. Been working in background to deliver the conference session. 1 hour on November 23rd. Overall theme, looking at EDI, where are we and where are we going. Important to reflect on the past and key successes.
   2. Next steps and how we will incorporate that session into the plan. Not going to change the milestones, help to develop the key deliverables under each of the miles.
   3. Discussion about the panel and whether current panel make up risks being seen as placing EDI-BIIDE as an ethnic minority issue.
      1. Decision to address this in the session and make it clear the committee is for everyone
2. **EDI-BIIDE action plan**
   1. Review of action plan to align under the four pillars of the strategy taking place and to remove the narrative from the document and place on the website. More user-friendly than asking people to read pages of texts.
   2. ZN has updated the text to bring it up to date and the world we are operating in and the changing nature of diversity to show we are up to date on the changing nature
   3. CC- How we came to the BIIDE – is that explained?
      1. Included in the narrative but will review

ACTION: EB/WDB review BIIDE on the website to make sure it sets out the background

* 1. Need to set out who delivers the actions – we aren’t always the delivery partner
  2. JF – thanks for the \*BIIDE explanation on documents, it’s being noticed

1. **EDI-BIIDE representation opportunities**

9.1 Opportunities are:

* UKCP Conference Panel - 23nd November – ZN, WDB, CC, SN
* Coalition for Inclusion and Anti-Oppressive Practice exhibition stand – UKCP conference Saturday 23rd November - CC
* Trustee interviews – dates tbc - WDB, Saynab, PV (ok to be asked), JF, RK and CC.
* UKCP Volunteer Induction days - February 20th, June 6th and November 5th

**ACTION: EB/WDB/ZN review the powerpoint slides for induction days.**

1. **Future meeting dates**
   1. Proposed dates are:

* Friday January 24, 2025 2-4pm
* Friday March 21, 2025 2-4pm
* Friday May 2, 2025 2-4pm
* Friday July 11, 2025 2-4pm
* Friday September 5, 2025 2-4pm
* Friday November 7, 2025 2-4pm

Meeting dates approved

1. **AOB**
   1. ZN – request for feedback on the meeting.
   2. RK – college feedback to have some EDI-BIIDE committee members involved in the complaints process following concerns

**ACTION: RK and JF to set out the concerns regarding complaints in an email to ZN**

**ACTION: EB to invite registrar to committee meeting to explain current complaints process**

Meeting close: 15:57

**Next Meeting**

Friday 24 January 2024 at 14:00

**Actions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Summary of action points** | **Owner** | **Date action required & notes** | **Status** |
| ACTION 72  Add attendance issues to future meeting for discussion | JH | To be closed pending ZN work to reach out to committee members on 121 basis? | OPEN |
| ACTION 78 – Sept 2024  EB to follow up on trans training at HIPC | EB | Left with HIPC to come back to the CEO | ONGOING |
| ACTION 79 – Sept 2024  EB to discuss with ZN a way forward with a comms plan | EB/ZN | Start work in January 2025 | OPEN |
| ACTION 84 – Nov 2024  AC to create an open and closed action log | AC | 24/01/2025 |  |
| ACTION 85 – Nov 2024  Add team building to agenda for next meeting | AC | 24/01/2025 |  |
| ACTION 86 – Nov 2024  EB/AC find old vice chair job description and circulate | EB/AC | 24/01/2025 |  |
| ACTION 87 – Nov 2024  AC to circulate members forum dates to WDB and ZN | AC | 24/01/2025 |  |
| ACTION 88 – Nov 2024  Add UKCP member survey to January agenda | AC | 24/01/2025 |  |
| ACTION 89 – Nov 2024  All to feedback to ZN what the committee be looking at as part of the agenda and our items as relevance as individuals or their area of representation (ZN). | Everyone |  |  |
| ACTION 90 – Nov 2024  EB/WDB/ZN review the powerpoint slides for induction days | EB/WDB/ZN |  |  |
| ACTION 91 – Nov 2024  RK and JF to set out the concerns regarding complaints in an email to ZN | RK & JF |  |  |
| ACTION 92 – Nov 2024  EB to invite registrar to committee meeting to explain current complaints process | EB | 24/01/2025 |  |