** Board of Trustees**

**Minutes**

**Meeting Date:** Friday 20 April 2018

**Time:** 15:30 – 18:35

**Type:** Face-to-face

**Location:** Hotel Indigo Birmingham, The Cube, Wharfside Street, Birmingham B1 1RS

**Version:** Approved

**Present:** Keith Carlton (KC) Trustee

Bob Cooke (BC) Trustee

Andy Cottom (AJC) Trustee

Suzy Greaves (SN) Trustee

Patricia Hunt (PH) Trustee

Nasima Khanom (NK) Trustee – *from 15:55*

John Loughrey (JL) Trustee

Martin Pollecoff (MP) Chair & Trustee

Neil Robertson (NR) Treasurer & Trustee – *from 15:55*

**Apologies:** Jacqui McCouat (JM) Trustee

**In Attendance:** Mary MacCallum-Sullivan (MMS) Members’ Forum Moderator

Sarah Niblock (SN) Chief Executive

**Minutes By:** Alex Crawford (AC) Governance Officer

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

1. **Apologies, Welcomes and Declarations of Interest** 
   1. Apologies were given for JM.
   2. The Governance Officer informed the Board that any trustee with a conflict of interest in a matter under discussion should declare the nature of their interest and withdraw from the room unless given a dispensation to speak.
2. **Board Minutes (Approved) from 26 January 2018**
   1. Matters Arising
      1. Re: Point 1.2 concerning thanking a former trustee who recently stood-down, the Chair has written to her. The Chair suggested that she may be suitable to be a UKCP Ambassador.
      2. Re: point 4.1.2.1 concerning the evaluation of UKCP trainings, the Chief Executive will speak to this at tomorrow’s strategy meeting.
      3. Concerning trainings, the Board were updated with issues regarding a particular Training Organisational Member (OM) within the Council for Psychoanalysis & Jungian Analysis College (CPJAC). It was commented that Affiliate Organisational Membership may be more suitable for this particular OM and that UKCP should encourage more Affiliate Members. It was also commented that we could extend Affiliate Organsiational Membership to include international organisations.
      4. Re: point 4.1.2.3 concerning the All Party Parliamentary Group (APPG), the Chief Executive has met with Lisa Cameron MP (member of the SNP and a consultant clinical psychologist). In addition, UKCP is involved on the APPG for Prescribed Drug Dependence. The Chief Executive is also working with the UKCP Policy and Advocacy Officer on making more politicians aware of UKCP.
      5. Re: point 4.1.2.4 concerning forming alliances with other organisations to help end the practice of trainees doing unpaid work, the UKCP Chair is in dialogue with the British Association of Counselling and Psychotherapy (BPC) and the British Psychoanalytic Council (BPC) about this.
      6. Re: point 4.3.1 concerning the fact that UKCP is not legally allowed to conduct Disclosure and Barring Service (DBS) checks, one trustee commented that this was a complex issue and that the recent communication to trustees about this was unclear.
      7. Re: point 4.4 concerning the appointment of UKCP Ambassadors, work on this is on-going. Meghan Markle has declined the offer of being a UKCP Ambassador for the time being.
      8. Re: point 11.4 concerning the review of UKCP Board papers, work on this is on-going.
      9. **Re: point 11.5 concerning a social event between the trustees and the college & faculty chairs, it was agreed that this should be arranged by the Chief Executive**.
      10. Re: point 12.1.4 concerning the issue impacting both the Faculty for the Psychological Health of Children (FPHC) and the College of Child and Adolescent Psychotherapies (C-CAP) discussed with the FPHC Chair in January, the UKCP Chair was happy to report that the situation had greatly improved thanks to the work of some of the trustees who had volunteered to mediate.
      11. **Re: point 12.2.2 concerning the annual report from the college and faculty chairs presented in January,** **the UKCP Chair will circulate to the Board the replies he sent to the college and faculty chairs in response to the issues they raised.**
      12. Re: point 16.4 concerning how to handle non-clinical complaints that fall outside of the Complaints and Conduct Process (CCP), the Governance Officer informed the Board that the UKCP Registrar has drafted a paper that will be discussed at the next Regulation teleconference.

*\*NR and NK joined the meeting at 15:55\**

1. **Chair’s Report**
   1. The UKCP Chair spoke to his report and the discussion included the following points:
      1. Child Therapy

As mentioned at 2.1.10, the situation reported by the chair of the Faculty for the Psychological Health of Children (FPHC) at the last Board meeting has greatly improved. Work on the Child Standards of Education and Training (SETs) still continues but it is proving to be a complex issue.

* + 1. Memorandum of Understanding on Conversion Therapy (MoU)

The Board had an in-depth discussion of the situation described in the UKCP Chair’s Report and possible ways forward. **Following the discussion it was agreed that KC will attend the next 2 MoU meetings and, if appropriate, invite the chair of the MoU Group to the next Board meeting on 13 July 2018**.

* + 1. College Review

The UKCP Chair updated the Board with developments. New plans for the College Review will be outlined by the Chief Executive at tomorrow’s strategy meeting.

* 1. The Board accepted the report.

1. **Chief Executive’s (CE) Report**
   1. The CE spoke to her report and the discussion included the following points:
      1. The UKCP Communications Manager will be focussing more on internal member engagement, both virtual and physical.
      2. Interviews have been taking place for a new UKCP Head of Content and we hope to make an appointment soon.
      3. Appendix 1 of CE report entitled ‘UKCP Communications, Research and Policy Strategy’ gives details of plans for a more joined-up approach to research and policy.
      4. We are exploring other ways of generating income in addition to membership fees.
      5. The re-vamped *New Psychotherapist* magazine will be launched internally to members soon, followed by an external launch at the Houses of Parliament with the backing of Lisa Cameron [The Chief Executive handed-out example pages from the new magazine which received very positive feedback].
      6. The UKCP Chair suggested the ‘Find a Therapist’ function on the UKCP website should be re-designed so that there is not just a blank space instead of a photo for therapists who choose not to upload a photo to their profile. It was commented that we could encourage members to upload their photo by telling them it could potentially help increase referrals.
   2. The Board accepted the report.
2. **Vice-Chair’s Report**
   1. The UKCP Vice-Chair & International Officer spoke to her report and the discussion included the following points:
      1. As mentioned at 2.1.7, a letter on behalf of Meghan Markle has been received declining the invitation for her to become a UKCP Ambassador.
      2. **The Vice Chair will circulate to the Board the wording for the Psychotherapy Act being submitted to the European Union in May 2018**.
      3. The Sigmund Freud University in Vienna, where ‘psychotherapy is at the heart of the thinking and woven into the curriculum’ should be an inspiration to UKCP.
      4. International work should be a consideration at tomorrow’s strategy meeting.
   2. The Board accepted the report.
3. **Treasurer’s Report**
   1. Finance Report, Management Accounts & Budget Planning
      1. The Treasurer reported that we are on-target with the forecast budget.
      2. We have higher income than projected.
      3. We have better financial controls in place, helped by the appointment of a new Finance Director.
      4. The Budget process is now more joined-up, and the Chief Executive and Finance Director are working on a 3 year plan.
      5. We are budgeting for a deficit this year, as previously agreed by the Board, and so getting value for money will be essential and there will be a tighter focus on where we’re spending money.
      6. The Chief Executive commented that some of the increased costs are due to the new office premises and the costs of Customer Relationship Management system (Salesforce). The Chief Executive advised that a business plan will be created which connects objectives and activities.
      7. Other ways of generating income are also being looked into, such as sponsorship.
   2. Mid-Year Review
      1. **The Board approved the 2017/2018 Mid-Year Review**.
   3. Membership Fees 2018/2019
      1. **The Board approved the proposals in the Treasurer’s Report as follows:**

* The Individual membership fee is to increase from £250 to £256 per annum
* The Organisational Member fee is to remain unchanged at £950 per annum
* The Direct Member membership fee is to increase from £14 to £25 per annum
* The Affiliate Organisation Member application fee will be £175
* The Affiliate Organisation Member membership fee will be £400 per annum
  + 1. **The idea of reduced fees or free membership for UKCP Trainee Members was discussed and a decision on this will be made by the end of June 2018**.
    2. **The Chair asked whether we could attach Gift Aid to the membership fees and the Treasurer will look into this**.
  1. Finance & Audit Committee (FAC)
     1. The Treasurer reported that there is now a trustee vacancy on the FAC and that any trustee interested in the position should contact him.

1. **Education, Training and Practice Committee (ETPC) Report**
   1. The Board reviewed and accepted the report and gave thanks.
2. **Professional Standards Development Work**
   1. The Board reviewed and accepted the report and gave thanks.
3. **General Data Protection Regulation (GDPR)**
   1. The Board discussed the GDPR training slides contained in the pack of papers.
   2. There is a GDPR page on the UKCP website here <https://www.psychotherapy.org.uk/registers-standards/gdpr/> which provides members with an overview, useful information and a list of frequently asked questions.
   3. **The Chief Executive will investigate whether all trustees should be using UKCP email addresses rather than their personal email addresses for all UKCP related communications**.
   4. The UKCP Chair commented that some of the colleges have their own database and that instead there should be one shared database across the organisation.
   5. **One trustee asked for more detailed guidance on how GDPR will impact the use of clouds, laptops, mobile phones etc. and the Chief Executive will see if the UKCP Digital Lead has any information on this**.
4. **Professional Regulatory Committee of the Colleges & Faculties (PRCCF) Report**
   1. The Board considered the rationale and proposal within the report that the College of Hypno-Psychotherapists (CH-P) change their name to the ‘College of Outcome Orientated Psychotherapists’.
   2. **After discussion, the Board supported CH-P changing their name but would like a different name to 'outcome orientated' and instead suggested the ‘College of Solution Focussed Psychotherapists'**.
   3. **The UKCP Chair will contact the CH-P with the suggestion**.
5. **Council for Psychoanalysis & Jungian Analysis College (CPJAC) Annual Report**
   1. AJC (speaking as the Chair of CPJAC rather than as a trustee) discussed the CPJAC annual report with the Board and the discussion included the following points:
      1. AJC was re-elected CPJAC Chair on 14 April 2018 and will continue for a few months until handing over the role to the CPJAC Vice-Chair.
      2. There needs to be a change in attitude as people don’t feel loyal to UKCP.
      3. CPJAC don’t want to be separate from UKCP but they want to be trusted and not dictated to; there is a difference between trust and accountability.
      4. In AJC’s opinion, areas that could be improved within the organisation include support of OMs and Individual Members, the UKCP database, *The Psychotherapist* magazine, the website and the finance procedures (although they have improved under the current Treasurer).
      5. There needs to be an increase in trust throughout the organisation.
      6. More face-to-face contact is needed with the OMs, and the Chief Executive is in the process of organising OM visits.
      7. More awareness is needed of what the other colleges do.
   2. The UKCP Chair thanked AJC for raising some important issues and for all his work as CPJAC Chair.
6. **Regulation & Quality Assurance Team (RQAT) Report**
   1. The Board reviewed and accepted the report and gave thanks.
7. **AOB**
   1. 2018 Supervision Documents
      1. At the January meeting the Board did not approve the 2018 versions of the *Practice Guidelines for Supervisors*, *Supervision Statement* and *Supervision Standards of Education and Training,* as the documents suggest that UKCP regulates Supervisors when we do not.
      2. The three documents were being presented to the Board again today, but with the following wording added: ‘*It is important to make clear that UKCP does not regulate the act of supervision, and UKCP cannot accept a complaint under its Complaints and Conduct Process against someone acting in the role of a supervisor. UKCP sets education, training, and practice standards for supervisors who are on the Supervision Directory’.*
      3. The UKCP Governance Officer handed-out a paper from the UKCP Registrar which gave some background to the situation and some recommendations.
   2. **Despite the addition of the new wording the documents were not ratified. A working group is to be created to look at the wider issue of whether we should regulate Supervisors**.
8. **Next Meeting**
   1. Friday 13th July 2018, 09:30-16:00, UKCP Office.