Board of Trustees
Minutes

Meeting Date: Friday 20 June 2025

Time: 09:30 – 16:00

Type: In-Person and via zoom

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

Version: Confirmed

Present:	Bill	Adlard (BA)	Trustee
	Michelle	Briggs (MB)	Trustee
	Will	Daniel-Braham (WDB)	UKCP Vice Chair & Trustee - *remotely*
	Pippa	Donovan (PD)	UKCP Chair & Trustee
	Akash	Patel (AP)	UKCP Treasurer & Trustee
	Matthew	White (MA)	Trustee
	Courtenay	Young (CY)	Trustee
Apologies:	Peter	Gregory (PG)	Trustee
In Attendance:	Emily	Bridges (EB)	Strategic Projects Lead
	Viki	Calais (VC)	Chief Operating Officer
	Emma	Herbert (EH)	Head of Governance
	Jon	Levett (JLE)	Chief Executive Officer
	Ashlynne	Ludlow (AL)	PRCCF Chair
	Zahid	Nawaz (ZN)	EDI-BIIDE Chair - *remotely*
	Mary	MacCallum-Sullivan (MMS)	Interim Members Forum Moderator
	Wendy	Smith (WS)	Finance Manager
	Helen	Willingham (HWM)	Head of Content & Engagement - *remotely*
Minutes By:	Alex	Crawford (AC)	Board & Committees Secretary

Action Points and Decisions – in Black Bold

1. Welcomes, apologies and conflicts of interest

1.1. The Chair welcomed people to the meeting.

2. Closed Session

2.1. The Board met in closed session to discuss a number of items and to approve the minutes from the closed session on 14 March 2025.

3. Minutes of the Board Meeting on 14 March 2025

3.1. Corrections

3.1.1. None.

3.2. **The Board resolved to approve the minutes**.

3.3. Matters Arising

3.3.1. Matters arising were captured either when reviewing the Board of Trustees action log or as part of later agenda items.

4. Board of Trustees action log

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

4.2. **The Board & Committees Secretary will make the various amendments to the action log captured in the discussion**.

The Finance Manager and Chief Operating Officer (COO) joined the meeting

5. Treasurer's Report

5.1. The Treasurer spoke to his report and went through the various points.

5.2. **The Board resolved to approve the reappointment of PEM to conduct the UKCP audit for the financial year ending 30 September 2025**.

5.3. **The Board ratified its decision to increase individual member fees for the year 2025/26 by 4%. This increase was recommended by the Finance, Risk and Audit Committee (FRAC) and has been discussed and approved by the Board of Trustees by email.**

5.4. The FRAC have authorised payment of the deposit for the UKCP 2026 conference venue. Further details about the conference costs will be presented at the next FRAC meeting.

5.5. With regards to generating non-membership income, a UKCP Income Generation Specialist has been appointed, and they will give a presentation at the next FRAC meeting. Proposals for possible methods of income generation will come to the Board meeting in December 2025 for a decision.

The Finance Manager left the meeting

6. Worker Status update and Staffing Agency Contract

6.1. The COO spoke to her paper.

6.2. The Board noted the change of approach: As the project has progressed, and the number of workers became more apparent, the senior management team revisited the proposed approach to onboarding workers. Rather than engaging directly with each worker, the senior management team were recommending that it would be more prudent to partner with a staffing agency to undertake the bulk of this work and to ensure a degree of independence.

6.3. It was noted this this approach had been discussed at both FRAC and RAPMC meetings, both of whom were in support.

6.4. The COO answered questions from the Board about the change of approach.

6.5. **Following discussion, the Board gave in principle approval for entering into a staffing agency contract, subject to further contractual negotiations and the outcome of the consultation with Assessors.**

The Strategic Projects Lead joined the meeting

7. Constitution Working Group (CWG) update

7.1. The Head of Governance spoke to the *Governance Review update* paper.

7.2. The Head of Governance is developing a communications and engagement plan. This should assist to alleviate/mitigate anxieties that some members may have about possible constitutional changes.

7.3. Following further discussion, the UKCP Chair thanked the Head of Governance for the update.

7.4. **At the UKCP Chair's request, the Head of Governance will create a project timeline and present it at the September Board meeting**.

7.5. **The Head of Governance will feedback the request from one trustee that communications to members about the CWG are sent as early as possible to allay any fears.**

The Head of Content and Engagement joined the meeting

8. Statutory Regulation Working Group

8.1. The Strategic Projects Lead spoke to the Statutory Regulation Progress Report paper.

8.2. Following an in-depth discussion the Board resolved the following:

8.2.1. The Board approved by a majority vote to formally adopt the position that UKCP is minded to support statutory regulation of psychotherapists and psychotherapeutic counsellors. The details of the format of the leadership statement to members conveying UKCP's stance on statutory regulation is to be delegated to the Chief Executive Officer.

8.2.2. There was a consensus of support by the Board for the initiation of discussions with the Professional Standards Authority (PSA) and the Partnership of Counselling and Psychotherapy Bodies (PCPB) to pursue enhancements to the voluntary accredited register scheme, with the proviso that work needs to be carried out on defining what a psychotherapist is and what they do. Any recommended enhancements will need to come back to the Board.

The Head of Content and Engagement and the Strategic Projects Lead left the meeting

9. Draft Annual Plan

9.1. The Chief Executive Officer spoke to the Draft Annual Plan 2025-2026 paper.

9.2. The following points were made in discussion:

- The section concerning the Members Forum needs further development, including consideration of members needs in Scotland
- The plan should be supported by a detailed project plan outlining dependencies, critical paths, capacity, demand and consequences of delays
- More emphasis is needed on Membership and Voice strategic pillars

9.3. **The Board resolved to approve the draft Annual Plan for the purposes of consultation with UKCP's key committees, with a view to a final and transparent project plan, with a clear timeline and benefits realisation, being brought back to the Board for approval in September 2025**.

10. Board Behavioural Charter

10.1. The Board discussed the paper.

10.2. **The Board resolved to change the name of the paper to 'Board of Trustees and sub committees Charter for meetings' and requested for it to be uploaded to the Board of Trustees SharePoint page**.

10.3. The paper will be reviewed at the Board meeting in December 2025.

11. Chair's Report

11.1. The Chair spoke to her report.

11.2. All agendas and papers for UKCP committees should be on the Board SharePoint page by December 2025.

11.3. A calendar of all UKCP meetings is to be added to the Board SharePoint page.

11.4. **The UKCP Head of Governance, Chair and working group will do some work on ensuring that Board papers from the various committees are consistent**.

11.5. Trustees are to ensure that they do not use their personal email addresses for Board emails.

11.6. There will be another externally facilitated session at the Board meeting in December 2025.

11.7. The Interim Moderator of the Members Forum commented on the reference in the Chair's Report to the work of the Partnership of Counselling and Psychotherapy Bodies (PCPB) on creating guidance on working with sexual orientation and gender identity. The Interim Moderator said there was concern being expressed by some members that the guidance will be one sided and will not speak to the professional context.

11.8. The UKCP Chair clarified that her understanding was that the working group was drawn from clinicians with experience in this area rather than represented professional bodies. The UKCP Chair asked the CEO when the PCPB guidance on working with sexual orientation and gender identity will be available.

11.9. **The Chair and Vice Chair will discuss the process for appointing co-opted trustees and recruiting lay trustees with agreement via the Board and the Remuneration, Appointments and Performance Management Committee (RAPMC)**.

12. Vice Chair's Report

12.1. The Vice Chair spoke to his report.

12.2. There was some discussion about clarifying the remit of the Vice Chair report. **The CEO, Vice Chair and Chair will meet to discuss any additional points raised outside of the remit of the Vice Chair's Report**. **The CEO, Vice Chair and Chair will have regular monthly meetings.**

12.3. **The Vice Chair requested that the Vice Chair role description is added to the Board of Trustees SharePoint page**.

12.4. The Board gave their formal support for the LGBTQIA+ Special Interest Group and the Neurodivergent Special Interest Group.

13. Report from the Chief Executive Officer (CEO)

13.1. The CEO spoke to his report and answered questions.

13.2. A summary of the Lessons Learned following the decision for UKCP to leave the memorandum of understanding on conversion therapy will be included in the UKCP Annual Report.

13.3. The UKCP's position on conversion therapy will be re-stated when communicating about recent changes in Scotland concerning conversion therapy.

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

14. Equity, Diversity & Inclusion (EDI) Belonging, Intersectionality, Inclusion, Diversity & Equity (BIIDE) Committee Report

14.1. The EDI-BIIDE Committee Chair gave a verbal report and answered questions.
14.2. A new EDI-BIIDE Program Manager will be joining the UKCP staff in July 2025 and they will help progress the milestones in the EDI-BIIDE Action Plan.

14.3. **The EDI-BIIDE Committee Chair will give a 10-minute synopsis of the year 1 planning at the next Board meeting in September 2025**.

14.4. The EDI-BIIDE Committee Chair was pleased with recent UKCP communications regarding the recent UKCP statement concerning the recent supreme court ruling on the definition of "woman" under the Equality Act 2010.

The Chair of the EDI-BIIDE Committee left the meeting

15. RAPMC Report

15.1. A RAPMC member spoke to the RAPMC Chair's report in his absence.

15.2. It was clarified that the process for co-opting trustees is being looked at and will come back to the Board for approval.

15.3. It was noted that the Head of Governance and RAPMC members are liaising with the RAPMC Chair regarding changes to the RAPMC Terms of Reference.

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

16.1. The PRCCF Chair spoke to her report and answered questions. This was her first report to the Board since taking up the post.

16.2. The PRCCF Chair reported back on her recent meeting with the Chair of the College of Medical Psychotherapists (CMP).

16.3. The PRCCF are communicating more with the Education, Training and Practice Committee (ETPC) as there are some overlaps between the committees.

16.4. The Board gave appreciation for the list of names and roles within each college provided in the PRCCF Chair's report. It was suggested the list of college personnel are uploaded to the Board of Trustees SharePoint site.

16.5. **The UKCP Chair and PRCCF Chair will have a separate discussion about what the PRCCF Chair can report back to the PRCCF from today's Board meeting**.

17. Report from the Members Forum

17.1. The Interim Moderator of the Members Forum spoke to her report and answered questions.

17.2. The UKCP Chair noted that it had been agreed that the recent correspondence between the Interim Moderator and the Board of Trustees was not intended for wider distribution to the Members Forum.

17.3. **The Interim Moderator of the Members Forum, the UKCP Chair and the CEO will have further discussions about the Moderator role**.

17.4. The UKCP Chair, on behalf of the Board, gave great thanks to MMS for all her work during her time as Members Forum Interim Moderator.

18. Items for Information

18.1. <u>Membership Committee (MC) Report</u>

18.1.1. The Board noted the report and gave thanks.

18.2. <u>Education, Training & Practice Committee (ETPC) Report</u>

18.2.1. The Board noted the report and gave thanks.

18.3. <u>Ethics Committee (EC) Report</u>

18.3.1. The Board noted the report and gave thanks.

19. Review of today's Meeting

19.1. The Board gave their thoughts and reflections on the meeting.

20. AOB

20.1. None.

21. Next Meeting

21.1. Friday 12 September, 9:30am to 4pm, York House, London.