EDI Committee Minutes

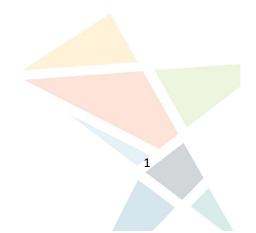|	
Meeting date:	Friday 13 January 2023
Time:	2pm – 4pm
Type:	Hybrid via Zoom and in person
Location:	UKCP Boardroom and Zoom

Version: 7th draft

Present in person:	Kei-Retta Farrell	EDI Chair
	Evaldo Dutra	UKCP Staff representative
	Helen Willingham	UKCP SMT
	Jonathan Fisher	COOHP representative
	Samson Wan	UKCP
	Will Daniel-Braham	UKCP Trustee
Present via Zoom:	Charlotte Chiu	CFCST representative
	Joanne Hipplewith	CFCST representative
	Manshant Rani Kaur	CPJA representative
	Pamela Vickers	Individual therapist
	Rhianwen Gilson	PCIPC representative
	Sheona Della-Fort	Student
Did not attend:	Charles Brown	Individual therapist
	Fiona Walkingshaw	CCAP representative
	Sheetal Amin	Individual therapist
	Victoria Nelson	Individual therapist

Minutes by: Samson Wan

Agenda

Meeting date	Friday, 13 January 2023			2 – 4pm	
Venue	Hybrid via Zoom and in person				
Item no.	**Description**	**Paper**	**By**	**COI**	**Time**
1	Introductions and apologies		KF		14:00
2	Minutes of the last meeting and matters arising		KF		14:05
3	Chairs Report		KF		14:15
4	Staff Update		ED		14:20
5	Colleges Update		All		14:30
6	EDI Action Plan		KF/WDB		14:40
	Break				15:10
7	Name of the committee		KF/WDB		15:15
8	Active choices on language		KF/WDB		15:30
9	Vice-Chair role		KF		15:45
11	A.O.B		All		15:50
12	Date of Next meeting		KF		15:55

Next meeting – Friday 10th February 2023

1 Introduction and apologies

Rhianwen Gilson is the PCIPC representative
Sheona Della-Fort is a student of Institute of Psychosynthesis

2 Minutes of the last meeting and matters arising

2.1 Minutes
All agreed to the minutes of the last meeting
Add Board update as a standing item to the next agenda
Action – SW to add a coversheet to the EDI minutes to make it clear when it is printed out

2.2 Matters Arising
Action Point 1 – WDB has contacted other colleges for representatives in our EDI committee. This is ongoing but ok to close.
Action Point 2 – TOR updated and closed
Action point 3 – ED provided statistics– closed
Action Point 4 – KF and WDB updated action plan – closed
Action Point 5 – KF has provided more information to whoever has asked – closed
Action point 6 – This is being discussed this meeting – closed

3 Chair's report

3.1 Vice – Chair conversations
There has been some conversation with members about the Vice Chair role

3.2 EDI update to the Board
Will and KF provided an update to the Board on Thursday 8 December 2022
As we progress, more updates will be provided to the Board and the Board will provide updates to the EDI Committee.

3.3 EDI webpage on UKCP website
We want to start the process to update the EDI page on the website. Would like to begin with updating the details of members of the EDI committee.
Action - All members are required to send a short biography and picture to ED
Action - ED and WDB will meet to discuss the design of the webpage. JH would like to join in discussion of design of EDI webpage

4 Staff update

4.1 House style
UKCP would like the committee to have a look at our house style and provide some feedback
Action – SW to distribute UKCP House style document after the meeting

Action - UKCP House style to be discussed at February committee meeting

5 College update

5.1 – College of Family, Couple and Systemic Therapy (CFCST)
JH highlighted that the CFCST will be meeting in the next few weeks so will be able to bring an update next month.

5.2 – Psychotherapeutic Counselling and Intersubjective Psychotherapy College (PCIPC)
RG highlighted that PCIPC will be meeting in the next few weeks so will be able to bring an update next month.

5.3 – Humanistic and Integrative Psychotherapy College (HIPC)
Emailed to say that they are lacking representation in EDI committee however; they technically have two committee members who are members of HIPC

5.4 – Council for Psychoanalysis and Jungian Analysis College (CPJA)
The CPJA formerly has a group formerly called the Race and Culture committee; the terms of this group are being reviewed.
The groups have plans to do some work to help Black refugees from Ukraine who are living in Poland.

5.5 SDF
Highlighted that they are a student of the Institute of Psychosynthesis and this may be their last session. They will be happy to continue to engage in other light touch and informal ways.

Impromptu Board update.

Constitutional working group
WDB shared proposal to setup a constitutional working group
This is in order to make the bylaws and memorandums more accessible to all and to allow anyone who finds a problem with them to suggest potential changes
Committee agreed that this should be a sub-committee of the EDI committee rather than a sub-committee of the board
Decision taken for this to be an ongoing group rather than a Task and Finish group
JF and JH interested in joining the sub-committee
Action – WDB feedback to the Board of Trustees on the plan for the constitutional working group to be a sub-committee of the EDI Committee
Action – WDB will share draft constitutional documents with the committee members who have expressed interest in the sub-committee

Recruitment of the CEO of UKCP
The CEO Job Description is live this week on the UKCP website and other job boards
Deadline for application is Monday 6 February

The first round of interviews will be held week commencing Monday 20 February
The second round of panel interviews will be held week commencing Monday 20 March
Anticipate the new CEO will be in post May/June

Changes to the Board
New Chair of the Board who was appointed unopposed and will start on Monday 23 January 2023 if the vetting goes through with no issues
Additionally, three new trustees, two lay people and one co-optee will also be joining the board
It is expected this process will be finished by February/March

Concerns raised over the UKCP meeting held on the 31 October 2022
Concerns over racism and bullying have been raised to WDB about the meeting held on the 31 October
The committee agreed that the next step is to identify if this is a concern or a complaint
If it is a complaint then it should be pushed through to the complaint procedure
If it is a concern, then we still need to make sure they feel that they are being listened to
Discussion held on whether the Board or the EDI Committee would be accountable for this
WDB will proceed in line with advice from the Board

6. EDI Action Plan

6.1 Actions and dates
WDB and KF have gone through the EDI action plan, and agreed that all actions still feel relevant and appropriate.
The dates of all actions have been updated this will need to be monitored moving forward
Proposal to create a shortened infographic version of the EDI action plan accepted
Actions are B.R.A.G rated
- Blue – action is complete
- Red – action not on track with major issues
- Amber – action mainly on track with some issues
- Green – action is on track

Committee members asked for the action plan to be numbered and for it to be sent as a PDF in the future to allow it to be viewed on all devices.
Action – Committee members to be sent a new version of the EDI action plan that is numbered and in PDF format

Proposed four teams to help different sections:
- Training - JH and MRK
- Engagement - SDF, ED, JF and PV
- Membership - CC and HW
- Coversheet and introductory pages - WDB and KF

Committee members present were happy to share their contact details with each other to be able to speak to each other.
Action – WDB to send introductory email connecting members of the four groups

Action – Each group to begin reviewing their section of the EDI Action Plan

6.2 Board Effects
Proposal for the committee to use Board Effects
WDB to look into
HW to look into cost
Slack and Miro proposed as alternatives
Committee will continue with sending emails for the time being

7. Name of the committee

KF and WDB made the proposal to change the name of the EDI Committee to 'BIDE'.
The word BIDE is also synonymous with 'persistence' and 'endurance', this feels appropriate for change and transformation work
Intersectionality was strongly pushed for, and recommended that it be put in before inclusion
Equality was also put forward to be included, but it was decided that Equity better captures what we are trying to achieve.

BIIDE is what was agreed on:
Belonging
Intersectionality
Inclusion
Diversity
Equity

Definitions will be looked into deeper before being published.

8. Active choice for language

KF presented inclusive language principles to committee members
No one disagreed with the proposed language but asked for time to think more deeply about it
Committee members will start to test the proposed language principles, and consider publishing the principles on the website to help others once they are finalised

Action – WDB and JH will review definitions and language principles over the coming weeks

9. Vice Chair role

KF shared practical details on the responsibilities of the Vice-Chair
- Vice – Chair will be required to present a report, similar to that of the Chair every meeting
- Vice-Chair will be the key contact for the contact for colleges, EDI groups and forums and will be required to liaise with them regularly and report back to the committee on the state of affairs

- Vice – Chair role will extend to attending the UKCP Board as a non-voting member when invited.
- In the event of the Chair being unable to attend, the Vice Chair will chair the meeting.

KF highlighted that informal conversations for those interested in the role will be held with the Chair on Friday 20 January 9am – 12pm.
The goal is for the Vice-Chair to be in post following the meeting on Friday 10 February 2023

11. AOB

11.1 Board Effects
WDB to investigate Board Effects

11.2 Webpage
ED, WDB and JH to begin updating EDI webpage

11.3 Zoom Room
Action - Zoom room to open at 1pm to allow conversation. This will be reflected in the meeting invitation and subsequent communications

11.4 Conversion Therapy
Adam would like to speak at our next committee meeting about the memorandum of understanding on conversion therapy
Action – invitation to be extended to Adam for meeting being held on Friday 10th February 2023

11.5 CEO Interview Panel
The Board would like an EDI representative on the interview panel for the CEO position.
Action - KF is OK to do this.

12 Date of Next meeting

Next meeting Friday 10 February 2023

Action - KF to reach out to people who did not attend this committee meeting
EDI Committee will be held in Room 1 for the next meeting due to the Board meeting on the same day.

Summary of action points	Owner	Date action required	Update - Open/Closed
ACTION POINT 1: KF to contact remaining colleges to see how they would like to be represented	KF	Next EDI Committee meeting – 13/01/2023	**CLOSED**
ACTION POINT 2: WDB to adjust the ToR by Monday for distribution	WDB	28/11/2022	**CLOSED**

for everyone and also ready for the Board.			
ACTION POINT 3: ED to help provide some statistics of colleges.	ED	Next EDI Committee meeting – 13/01/2023	**CLOSED**
ACTION POINT 4: KF to update Action plan.	KF	Next EDI Committee meeting – 13/01/2023	**CLOSED**
ACTION POINT 5: KF – To provide more information on Vice-Chair role after meeting.	KF	Next EDI Committee meeting – 13/01/2023	**CLOSED**
ACTION POINT 6: All – Think about use of language and what we are trying to achieve. This is to avoid the confusion of other EDI committees	ALL	Next EDI Committee meeting – 13/01/2023	**CLOSED**
ACTION POINT 7: Add a coversheet to the EDI minutes	SW	Next EDI Committee meeting – 10/02/2023	**OPEN**
ACTION POINT 8: Send a short biography and picture to ED	ALL	Next EDI Committee meeting – 10/02/2023	**OPEN**
ACTION POINT 9: Meet to discuss the design of the webpage	ED, WDB and JH	Next EDI Committee meeting – 10/02/2023	**OPEN**
ACTION POINT 10: SW to distribute UKCP House style document after the meeting to allow discussion at February EDI committee meeting	SW	Next EDI Committee meeting – 10/02/2023	**OPEN**
ACTION POINT 11: UKCP House style to be discussed at February committee meeting	ALL	Next EDI Committee meeting – 10/02/2023	**OPEN**
ACTION POINT 12: Share draft constitutional documents with the committee and provide more information	WDB	Next EDI Committee meeting – 10/02/2023	**OPEN**
ACTION POINT 13: Feedback to the Board of Trustees on the plan for the Constitutional working group to be a sub-committee of the EDI Committee	WDB	Next EDI Committee meeting – 10/02/2023	**OPEN**
ACTION POINT 14: Share draft constitutional documents with the committee members who have expressed interest in the sub-committee	WDB	Next EDI Committee meeting – 10/02/2023	**OPEN**

ACTION POINT 15: Committee members to be sent a new version of the EDI action plan that is numbered and in PDF format	SW	Next EDI Committee meeting – 10/02/2023	**OPEN**
ACTION POINT 16: Send introductory email connecting members of the four groups	WDB	Next EDI Committee meeting – 10/02/2023	**OPEN**
ACTION POINT 17: Each sub-group to begin reviewing their section of the EDI Action Plan	ALL	Next EDI Committee meeting – 10/02/2023	**OPEN**
ACTION POINT 18: Review definitions and language principles	WDB and JH	Next EDI Committee meeting – 10/02/2023	**OPEN**
ACTION POINT 19: Zoom room to open at 1pm instead of 2pm to allow conversation.	SW	Next EDI Committee meeting – 10/02/2023	**OPEN**
ACTION POINT 20: Invitation to be extended to Adam for meeting being held on Friday 10th February 2023	KF	Next EDI Committee meeting – 10/02/2023	**OPEN**
ACTION POINT 21: EDI representative on CEO interview panel	KF	Next EDI Committee meeting – 10/02/2023	**OPEN**
ACTION POINT 22: Reach out to people who did not attend January committee meeting	KF	Next EDI Committee meeting – 10/02/2023	**OPEN**