

Board of Trustees Minutes

Meeting Date: Saturday 24 September 2016

Time: 12:15 – 16:00

Type: Face-to-face

Location: NCVO, Regent's Wharf, 8 All Saints Street, London N1 9RL

Version: Approved

Present:

Keith Carlton (KC)	Trustee
Andy Cottom (AJC)	Trustee
David Fitzgerald (DF)	Trustee
Patricia Hunt (PH)	Trustee
John Loughrey (JL)	Trustee
Jacqui McCouat (JM)	Trustee
Martin Pollecoff (MP)	Chair & Trustee
Neil Robertson (NR)	Treasurer & Trustee
Emma Williams (EW)	Trustee

Apologies: James Caspian (JC) Trustee

In Attendance:

Richard Hunt (RH)	Head of Communications
Peter Kunzmann (PK)	Policy & Parliamentary Affairs Manager
Louise Lilley (LL)	Head of Operations & Regulation
Mary MacCallum Sullivan (MMS)	Members' Forum Moderator
Janet Weisz (JW)	Chief Executive
Richard Williams (RW)	Digital Delivery Project Manager

Minutes By: Alex Crawford (AC) Governance Officer

Action Points and Decisions – in Black Bold

1. Welcome, Introductions & Apologies

1.1. Apologies were given for JC.

2. Declarations of Interest & Voting

2.1. 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.

2.2. The Governance Officer informed the Board that all those present except MMS and the UKCP staff (JW, LL, RH, PK, RW, and AC) have a vote.

3. Board Minutes (Approved) from 15 July 2016

3.1. Matters Arising

- 3.1.1. Re: point 2 concerning Unconscious Bias Awareness training, Katy Rose has been in touch with Sasha Scott from Inclusive Group (training providers) to arrange training for the Professional Regulatory Committee of the Colleges and Faculties (PRCCF).
- 3.1.2. Re: point 5.2 concerning the Bursary Scheme, a proposal paper is being presented to the Board at today's meeting.
- 3.1.3. Re: point 5.3 concerning the introduction of free Student Membership, this will be announced to members soon.
- 3.1.4. Re: point 6.4 concerning the changes to the Byelaws and Standing Orders approved by the Board at the July meeting, the Members' Forum had no issues with the changes at their meeting on 9 September and so the new Byelaws and Standing Orders are now adopted as the UKCP official documents.
- 3.1.5. Re: point 6.3 concerning the creation of a Code of Conduct for Officers, a first meeting has been held to discuss this.
- 3.1.6. Re: point 6.6.3 concerning College Chair Honorariums, only 1 chair remains outstanding and all other eligible chairs have been paid. The PRCCF are in the process of discussing honorariums for other important positions within the colleges such as Treasurers, Ethics Chairs etc.
- 3.1.7. Re: point 7 concerning the Members' Forum, MP informed the Board that MMS had been elected as the Moderator of the Members' Forum and gave his congratulations. **AC will check whether this appointment needs formal ratification by the Board of Trustees.**

4. Chair's Report

4.1. Easing the workload of the Board

4.1.1. The Board considered the following proposal from MP:

'I would like to ask the Executive Committee for a plan to allow the Board to still have oversight on important decision but to be able to use this time to discuss and create strategy.'

4.1.2. The discussion included the following points:

- 4.1.2.1. A sub-group of the Board could be created which meets an additional 4 times per year with the purpose of doing the operational 'rubber-stamping' work of the Board, thereby freeing-up the Board to discuss strategy.
- 4.1.2.2. UKCP is a regulator and the Trustees have a responsibility to see the various Board reports; the Chief Executive would be concerned if this task was delegated to a small subset of the Board.
- 4.1.2.3. More discussions could be had by email or online outside of the Board meetings in order to ease the Board's workload.
- 4.1.2.4. The regulatory link has perhaps been lost by no longer having the chair of the PRCCF or the chair of the Education, Training and Practice Committee (ETPC) on the Board.
- 4.1.2.5. An additional full meeting of the Board could be arranged in November or December 2016 to deal exclusively with strategy and the findings from the Members' Survey.

4.1.3. Following the discussion the Board agreed the following actions instead of the proposal:

- 4.1.3.1. **A facilitated day will be arranged in November or December for the Board to discuss strategy and the Members' Survey.**
- 4.1.3.2. **JW and LL will look at how the overall regulatory functions of UKCP are communicated to, and overseen by, the Board of Trustees.**
- 4.1.3.3. **JW and MP will discuss new ways of working for the Board so that there is more time for the Board to discuss strategy.**
- 4.1.3.4. **JW will review Board papers to see if they can be improved.**

4.1.4. Publishing the Members' Survey

- 4.1.4.1. The Board considered the proposal from MP regarding the publishing of the Members' Survey.
- 4.1.4.2. **Following discussion it was agreed that RH will speak to Mark Yeadon from Public Perspectives (the company who carried out the survey) and ask him to produce a report for the members.** The report must clearly show that we're listening and should outline the steps we are taking to address some of the issues raised by members.

4.1.5. Karnac Book Series

4.1.5.1. The Board considered the following proposal from MP:

'I propose we ask the Executive Committee to revive the Karnac series and its associated trainings. (Not necessarily the book editorial Board).'

4.1.5.2. JW informed the Board of her previous involvement in this issue when she was UKCP Chair.

4.1.5.3. **Following an in-depth discussion the Board did not pass the proposal from the Chair. Instead it was agreed that, once the budget is approved, RH will do a publishing review and report back to the Board.** This will then help inform the UKCP publishing strategy.

4.1.6. Improving Membership Satisfaction

4.1.6.1. The Board considered the following proposal from MP:

'[That] The Board backs the Chair's proposal to establish a temporary 'team' to look at the issue of improving membership satisfaction. This team will report back to the Board at the January 2017 Board meeting.'

4.1.6.2. **The Board voted in favour of the proposal. The team will be chaired by MP and AJC, DF & JM volunteered to be members.**

4.2. **The Board accepted the report.**

RH, LL & MMS left the meeting at 13:35

5. Closed Session

5.1. The Board discussed an item in closed session. As the Chair was conflicted over this item PH chaired the meeting for the duration of the closed session.

LL re-joined the meeting at 13:44 during the closed session

RH & MMS re-joined at 13:55 after the closed session

6. Chief Executive's Report

6.1. Trainee Bursary Scheme

6.1.1. **The Board approved the Trainee Bursary Scheme.**

6.2. Defining the Register and Membership Categories

6.2.1. **The Board considered the *Defining the Register and Membership Categories* paper and approved the following:**

'The UKCP Register is the Register of Clinical Members'

6.2.2. **Whether UKCP should continue with the Individual and Organisational Affiliate membership categories was deferred and will be looked at by the Executive Committee and reported back to the Board.**

6.2.3. A similar exercise will be carried out for Organisational Members e.g. the difference between listing and accrediting organisations will be defined, amongst other things.

6.3. Executive Committee

6.3.1. The Board considered the following proposal:

'The Executive Committee...propose that their Terms of Reference...be changed and that the Chair and /or Vice Chair are no longer a member of the Executive Committee...'

6.3.2. **After an in-depth discussion it was agreed that this proposal will be given more thought and considered at the next regular Board meeting in January 2017. The composition of the Executive Committee will remain unchanged for the time being.**

6.3.3. During the course of the discussion it was noted that that the current Executive Committee Terms of Reference stipulate that the UKCP Chair is the chair of the committee, not the Chief Executive. **MP will therefore now chair the Executive Committee.**

6.4. Guidelines for Mental Health Component

6.4.1. **The Board approved the *Guidelines for Mental Health Component* and for the Critical Path Change to be invoked, as the document has not been out for a full consultation.**

6.5. Scheme of Reservation and Delegation Powers

6.5.1. **The Board approved the amended *Scheme of Reservation and Delegation Powers* document.**

6.6. Random Audit Policy

6.6.1. **The Board approved the *UKCP Annual Audit of Registrants*.**

6.6.2. JW reported that we will now work on the requirements & operationalisation of the *UKCP Annual Audit of Registrants*, including Disclosure and Barring Service (DBS) checks.

6.7. **The Board accepted the report.**

7. Vice Chair's Report

7.1. UKCP Conference, 11 March 2017

7.1.1. PH reported that we have now received 177 bookings for the conference and it is looking likely that it will be sold-out.

7.1.2. All trustees are invited and will have free entry, as they do for all UKCP events. **All trustees present said they wished to attend and those that have already paid will receive a refund.**

7.1.3. Whether the conference becomes an annual event can be revisited, but currently the next conference will be in 2019.

7.1.4. MP congratulated PH on all her work on organising the conference.

7.2. International Officer

7.2.1. PH and Shaun Brookhouse (UKCP International Officer) will be delivering a clear statement of UKCP's continued involvement in Europe, post-Brexit, at the European Association of Psychotherapy (EAP) and European Association of Counselling (EAC) conferences.

7.3. **The Board accepted the report.**

8. Treasurer's Report

8.1. UKCP Budget 2016 / 2017

8.1.1. **The Board approved the 2016 / 2017 UKCP Budget.**

8.1.2. Thanks were given to NR and his team.

8.2. Re-Appointment of the Auditors

8.2.1. **The Board approved the re-appointment of Sayer Vincent as the UKCP auditors.**

8.3. Reserves Policy

8.3.1. **The Board approved the 2016 / 2017 Reserves Policy.**

8.4. Management Accounts

8.4.1. **The Board approved the Management Accounts for the period ending 31 August 2016.**

8.5. **The Board accepted the report.**

9. New Applicant Organisation

9.1. **The Board gave their approval for the Manchester Institute of Psychotherapy to become a new Organisational Member of UKCP.**

10. Professional Regulatory Committee of the Colleges and Faculties (PRCCF)

10.1. **The Board accepted the report.**

11. Education, Training & Practice Committee (ETPC)

11.1. **The Safeguarding Position Statement will be discussed with Fiona Biddle (ETPC Chair) at the next Executive Committee meeting to determine the best way forward.**

11.2. **The Board accepted the report.**

12. Professional Standards Work Report and Quality Assurance & Regulation Team (QART) Report

12.1. **The Board accepted the reports.**

13. AOB

13.1. Additional Board Meeting

13.1.1. **Further to point 4.1.3.1 a date for a potential extra Board meeting in November or December will be circulated to the Board soon.**

14. Next Meeting

14.1. Friday 27 January 2017, 9:30am to 4pm, London venue to be confirmed (but possible additional meeting to be arranged in 2016 as per point 13.1.1).

Minutes Approved

Signed:

Print:

Title:

Date:

APPROVED