

# Board of Trustees Minutes

**Meeting Date:** Friday 21 April 2017

**Time:** 14:00 – 18:00

**Type:** Face-to-face

**Location:** The Montague on the Gardens, Bloomsbury, London WC1B 5BJ

**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

**Apologies:** Emma Williams (EW) Trustee

**In Attendance:**

Richard Hunt (RH)	Head of Communications
Peter Kunzmann	Policy & Public Affairs Manager ( <i>until 14:20</i> )
Louise Lilley (LL)	Head of Operations & Regulation
Janet Weisz (JW)	Chief Executive

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

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

## 1. Welcome, Introductions & Apologies

- 1.1. Apologies were given for EW.

## 2. UK General Election

- 2.1. Following the sudden calling of a General Election for Thursday 8 June 2017, 3 years earlier than expected, PK had been invited to the meeting to discuss the proposed manifesto submissions.
- 2.2. The deadline for submissions to the main political party manifestos is imminent (Liberal Democrats deadline is today – 21 April) and so urgent action is needed. A meeting was therefore held this morning of the 'We Need to Talk' (WNTT) collaboration consisting of UKCP and 15-20 other organisations including Mind, Rethink Mental Illness and the Royal College of Psychiatrists. The meeting was united in a shared aim of increasing access to, and quality of, therapy through the NHS; 'Access the right therapy at the right time'. The goal includes expanding the types of therapy available and reducing waiting times to 28 days.
- 2.3. Ring-fencing the NHS Mental Health budget wasn't discussed by WNTT for their manifesto request, but UKCP is calling for this.
- 2.4. UKCP will have its own robust statement which will include a call for an extra £1.5bn in mental health funding which would result in 1m extra adults and ½m extra children receiving therapy. The funding would be split 3-ways between Primary Care, Secondary Care and Children's & Young Persons Services.
- 2.5. PK advised that the entire NHS Mental Health budget is approximately £12bn per year, and so the increase in funding we would be asking for is just over 10% of the whole budget.
- 2.6. JW added that by UKCP having its own statement we can tailor it to be specific to our members.
- 2.7. The recent publicity campaign by members of the Royal Family to promote the 'Heads Together' mental health coalition was mentioned: <https://www.theguardian.com/society/2017/mar/29/royals-launch-mental-health-campaign-videos-get-britons-talking>
- 2.8. PK advised that we can produce some original research on 'revolving doors', waiting times and the increase in therapists being overloaded.
- 2.9. KC would like the Daniel Fujiwara report 'Valuing Mental Health' to be revisited and for there to be an assessment of the economic impact of mental health.
- 2.10. **The Board supported the continuing work on the initiatives outlined by PK and supported the manifesto submissions.**

*\*PK left the meeting at 14:20\**

## 3. Declarations of Interest & Voting

- 3.1. 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.

#### **4. Board Minutes (Approved) from 27 January 2017**

##### **4.1. Matters Arising**

- 4.1.1. Re: Point 4.2 concerning the Chief Executive (CE) recruitment, the CE Recruitment Team held a meeting with the recruitment consultants this morning.
- 4.1.2. Re: Point 4.3 regarding research into the issues that cause Black and Asian therapists to drop-out of training, **work on this with BAATN (Black and Asian Therapy Network) is on-going.**
- 4.1.3. Re: Point 5 regarding Trustee Effectiveness, **the feedback from the recent questionnaires will be disseminated soon.**
- 4.1.4. Re: Point 16 regarding College payments, risks are being identified and work has started. We are also waiting for a Government Report on self-employed payments which will be relevant, plus we will soon be appointing a new HR Company which will need to work with UKCP and Finance on this.
- 4.1.5. Re: Point 21 regarding the Safeguarding Protocol, this is now on the UKCP website.

#### **5. Chair's Report**

##### **5.1. Chief Executive (CE) Recruitment**

- 5.1.1. The CE Recruitment Team has now been joined by JM.
- 5.1.2. The Board discussed the proposal from MP that the CE Recruitment Team be given one-off delegated power to make a CE appointment. This arose from the concern that full Board sign-off could delay the process which could potentially cause candidates to withdraw from the process.
- 5.1.3. **The Board approved the Chair's proposal that, as a one-off, the CE Recruitment Team is given delegated authority by the Board to make the CE job offer, whilst keeping the Board informed.**

##### **5.2. Office Move**

- 5.2.1. MP was pleased with the choice of the (potential) new site for the UKCP Office, however arrangements are still being finalised.

##### **5.3. Trussell Trust**

- 5.3.1. Work on the pilot project for the Trussell Trust is ongoing. This project aims to provide a 'triage' service in food-banks with a UKCP therapist, funded by a third-party.

##### **5.4. Patient-led and Modality-led Colleges**

- 5.4.1. **The Board approved the Chair's request that the Executive Committee should do some work on the issue of whether colleges can have 'exclusive rights' to a particular therapist group / title.**

## 5.5. College Review

5.5.1. The Board discussed MP's proposal that a review of the college structure is conducted. As highlighted in his report, the previous UKCP Governance Review or 'Shape Review' stopped short of reviewing the college structure, and that now was the time to carry out such a review.

5.5.2. **The Board approved the Chair's request that the Executive Committee should initiate a review of the UKCP College structure.**

5.6. The Board accepted the report.

## 6. Chief Executive's Report

### 6.1. Collaborations

6.1.1. JW advised that UKCP is leading on the work needed regarding hearing complaints following the BACP Judicial Review outcome. Also, work is continuing on exploring the possibility of sharing complaints systems with BACP and BPC which could then be expanded to other organisations in the future.

6.1.2. JW also update the Board following the recent meeting with the Professional Standards Authority (PSA).

6.1.3. Work on the Talking Therapies Task Force (TTTF) is progressing.

6.1.4. As per the briefing from PK earlier, the WNTT has produced a robust response to the calling of a General Election.

### 6.2. New Premises

6.2.1. JW updated the Board on the progress in finding new office premises and the Board discussed some of the issues.

6.2.2. JW advised that particular premises had been identified although negotiations are on-going.

6.2.3. The Board were advised of the potential for a significant increase in costs for new premises (rent etc.) and the impact of this on future finances.

### 6.3. Scheme of Delegation of approval of Policies

6.3.1. JW gave some background to the Scheme of Delegation for Approval of Policies document. The list has been reviewed to give more clarity over who owns which policies.

6.3.2. Some Inland Revenue changes may mean that some items currently owned by the Chief Executive may change.

6.3.3. Finance policies owned by the Finance and Audit Committee (FAC) are now also captured in the document.

6.3.4. **The Board approved the revised *Scheme of Delegation for Approval of Policies* with the caveat that the Board are to be automatically informed of any changes.**

#### 6.4. Ethics Committee

6.4.1. **The Board would like a letter sent to Stephen Pattison expressing their thanks for all his work during his term as UKCP Ethics Committee Chair.**

#### 6.5. Alternative Dispute Resolution (ADR) Consultation Report

6.5.1. As part of UKCP's commitment to expanding and improving our current ADR process to provide greater flexibility to be able to resolve as many different kinds of disputes as possible, a public consultation process was launched to get our members feedback on ADR, and the report outlines the feedback received.

6.5.2. The Board gave positive feedback for the report

6.5.3. The group working on ADR will be meeting in 2 weeks' time to consider the report and recommendations. This will form the basis of the final UKCP ADR proposed scheme which will then need to be considered by the Board.

6.6. The Board accepted the CE report.

#### 7. Professional Conduct Committee (PCC) Annual Report

7.1. As outlined in the report, the PCC plays a key role in enabling UKCP to meet its responsibility to maintaining professional standards. It oversees the role, function and management of the Complaints and Conduct Process (CCP).

7.2. **The Board approved the PCC Annual Report 2016 and would like to thank Brian Linfield (PCC Chair) and the PCC for all their work.**

#### 8. Vice Chair's Report

##### 8.1. UKCP Conference

8.1.1. PH reported to the Board on the UKCP Conference which took place on 11 March 2017. It was agreed that the event was highly successful.

8.1.2. Given its success, the Board discussed holding another conference in March 2018.

8.1.3. JW thought that holding another conference in March 2018 was unrealistic. Instead, she suggested we hold the next conference in March 2019 and then hold them annually after that.

8.1.4. PH also cautioned against holding another conference next March, given the length of time it took to plan the 2017 conference, and said that we would be unlikely to get a good quality of keynote speakers in such a short timeframe.

8.1.5. Others on the Board thought that we should capitalise on the success of the conference and hold one in March next year in order to keep momentum, and that leaving it until 2019 was too long and not ambitious enough. It was suggested that UKCP should establish an annual fixed date for the conference that becomes well known within the profession.

8.1.6. **Following discussion, the Board agreed (by 7 votes to nil, with 1 abstention) that a UKCP Conference be held on an annual basis and that, if planning and resources permit, the next conference be held in March 2018.**

8.1.7. **Costs and proposals for the 2018 conference are to be determined by the Executive Committee and brought back to the Board in July, to see what would be required in order to enable a 2018 conference.**

8.1.8. **JM and KC both volunteered to help with the conference planning.**

8.2. The Board accepted the report.

## **9. International Committee**

9.1. The Board were informed that Shaun Brookhouse has informed PH, MP and JW that he wishes to step-down as the UKCP International Officer for personal reasons. **However, the Board agreed with the proposal that he be given a period of time to consider his position, and PH will write to him accordingly.**

## **10. College of Hypno-Psychotherapy (CH-P) Name Change**

10.1. The Board considered the request from the CH-P Chair that the name of the college be changed to the 'College of Outcome Oriented Psychotherapists'.

10.2. **After discussion, it was agreed that the following message is to be communicated to the CH-P Chair:**

*10.2.1. The Board see this as a fundamental change and were unable to discuss it in detail as there were no reasons provided for the change. If you wish to pursue this then please provide a rationale and explanation for the change and an explanation as to what is meant by 'Outcome Orientated'. Also, the members of CH-P will need to be consulted so please let us know if this has happened.*

## **11. Treasurer's Report**

11.1. The Board accepted the report.

## **12. Management Accounts**

12.1. There is now a better 'phasing' of the budget to mitigate against problems caused by timing issues.

12.2. DF raised his concern that we constantly seem to have under-spends, and that this has been a recurring theme during his term as a trustee.

12.3. NR acknowledged the concern which is being looked at by the Finance and Audit Committee (FAC). The phasing of the budget should also help.

12.4. Some concern was also raised about the surplus in Reserves. It was explained that Reserves were being built-up in order to meet the relocation costs and increase in rent that is likely to result from the office move (see also 6.2).

12.5. One Trustee queried why membership income appeared to be down, and it was explained that we are actually on-target and that this was a reconciliation issue.

12.6. The Board accepted the Management Accounts.

### **13. Mid-Year Review (MYR)**

13.1. The Chief Executive talked-through the MYR and took questions from the Board. The MYR before the Board today has the approval of both the Executive Committee and the FAC.

13.2. It was clarified that the Universities Training College (UTC) Conference and the Black Men on the Couch event items are subject to scrutiny by the Executive Committee to ensure value for money.

**13.3. The Board approved the 2017 Mid-Year Review.**

### **14. Membership Fees**

**14.1. Following discussion, the Board agreed that Individual Membership fees for 2017 / 2018 should be increased in-line with inflation.**

### **15. Closed Session**

15.1. The Board held a closed session during which the Chief executive gave an update on several on-going issues.

### **16. New Organisational Members (OM)**

**16.1. The Board approved the application from the Association of Core Process Psychotherapists (ACPP) to be a UKCP Organisational Member.**

### **17. Education, Training and Practice Committee (ETPC) Report**

17.1. The Board accepted the report.

### **18. Professional Standards Development Work Report**

18.1. The Board accepted the report.

### **19. Professional Regulatory Committee of the Colleges and Faculties (PRCCF) Report**

19.1. The Board accepted the report.

### **20. Quality Assurance & Regulation Team (QART) Report**

20.1. The status of the Organisational Membership application from The Northern Ireland Institute of Human Relations (NIIHR) was queried.

20.2. The status of the Affiliate Membership application from the Claremont Project was queried.

20.3. The Board accepted the report.

## **21. Child and Adolescent Proficiency Marker (CAPM)**

21.1. JW gave some background to the issue.

21.2. The understanding when the CAPM was created was that it would be an on-going scheme.

21.3. We have received only 4 applications to the scheme over the last 9 months.

21.4. The Professional Standards Authority (PSA) has raised questions about the public perception of the difference between the CAPM and someone registered as a Child Psychotherapist.

**21.5. Following discussion, the Board agreed to the following recommendations from the Executive Committee:**

21.5.1. A working group is to be constituted to investigate how to create a relevant and viable future for the CAPM Scheme. This investigation should also give attention to how, going forward, we can ensure that any scheme that is chosen can be clearly conveyed to the public to avoid any potential confusion [between those registered as a Child Psychotherapist and those with the marker].

21.5.2. The CAPM Panel (who will have representation on the new working group) are to be reminded that their remit is to assess applications.

## **22. Direct Member (DM) Transfer Process**

22.1. As part of the process of becoming a DM, the Organisational Member (OM) the person is leaving needs to confirm that they are in good standing. JW raised the issue that increasingly we are finding that OMs are reluctant to give this confirmation, and that there are a variety of reasons for this.

22.2. The 'good standing' question is not rigorous or measurable and so perhaps we should not be asking the question.

22.3. This is about assessing the risks of non-clinical complaints and the potential for reputational risk.

**22.4. The Board asked JW to find out how other organisations assess non-clinical complaints, and to look into how being in 'good standing' is defined.**

## **23. Guidelines Paper**

23.1. **The Board approved the amended Guidelines paper.**

## **24. Next Meeting**

24.1. Friday 14 July 2017, 09:30 to 15:00, venue to be confirmed.