



Board of Trustees Minutes

Meeting Date: Friday 12 February 2021

Time: 14:00 – 16:50

Type: Remote via Zoom

Location: n/a

Version: Approved

Present:

Syed Azmatullah (SA)	Trustee
Andy Cottom (AJC)	Vice-Chair & Trustee
Bob Cooke (BC)	Trustee
David Fitzgerald (DF)	Treasurer & Trustee
John Loughrey (JL)	Trustee
John Nuttall (JN)	Trustee
Martin Pollecoff (MP)	Chair & Trustee
Juliet Rosenfeld (JR)	Trustee – <i>from 14:15</i>
Suzy Walker (SW)	Trustee

Apologies: Jacqui McCouat (JM) Trustee

In Attendance: Sarah Niblock (SN) Chief Executive Officer

Minutes By: Alex Crawford (AC) Governance Manager

Action Points and Decisions – in Black Bold

1. Welcomes, Apologies and Declarations of Interest

- 1.1. New Trustees SA and JN were welcomed to the meeting.
- 1.2. Apologies were given for JM.
- 1.3. 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 from 18 September 2020

2.1. Corrections

- 2.1.1. None

2.2. Matters Arising

- 2.2.1. Re: point 5 concerning the Trustees elections, the Governance Manager gave an update on progress with the Trustee election. Voting opened on 8 February 2021 and will close on 24 February 2021. As at the date of this meeting, 768 votes have been cast and a reminder to vote will be sent to members on 17 February 2021 by Civica Election Services.

2.3. The minutes were approved.

3. Board Minutes from 10 December 2020

3.1. Corrections

- 3.1.1. Re: point 5.6 concerning Patrons and Presidents, AJC suggested 'Envoy' as an alternative title, not Ambassador.
- 3.1.2. Re: point 8.1 concerning the College for Children and Young People (CCYP), the decisions should be included in the open minutes, not the closed session.
- 3.1.3. The minutes should be amended to include the following points:
 - 3.1.3.1. The Board decisions taken that were communicated to CCYP on 14 December 2020.
 - 3.1.3.2. That the Board took the decisions following a review of the proposals submitted by the CCYP Chair on behalf of the CCYP Executive.
 - 3.1.3.3. That the Board were made aware of another separate proposal and decided unanimously not to give it any consideration.

3.1.4. The Governance Manager will make the necessary corrections and re-circulate the minutes to the Board.

3.2. Matters Arising

- 3.2.1. Re: point 2.3 concerning the Board's decision to have a separate Code of Ethics for Supervision, SN advised that a draft will soon be ready to go out for consultation.
- 3.2.2. Re: point 3.7.6 about introducing training for members who wish to set up in private practice, AJC has not been able to progress this so far. AJC welcomed the offer of help from BC.

3.2.3. Re: point 5.6 concerning Patrons and Presidents, SN advised that work on this is on-going.

3.3. The minutes were approved, pending amendments.

4. [Chair's Report](#)

4.1. The Chair spoke to his report and the discussion included the following points:

4.1.1. JL stressed the importance to the organisation of regulation and the protection of the public.

4.1.2. In MP's view UKCP cannot fully protect the public without help from the UK government.

4.1.3. It was commented that UKCP is effectively a 'kite mark' which ensures the quality of our registered therapists. There is no protection of title and people can call themselves a psychotherapist without having any qualifications.

4.1.4. The Treasurer said that the accountants had the same issue, as the term 'accountant' isn't a protected term.

4.1.5. Regarding the Memorandum of Understanding (MOU) on Conversion Therapy, the Governance Manager mentioned that the chair of the MOU Group misspoke when they attended the Board meeting on 13 July 2018. At the meeting they said that the MOU did not apply to those under 18 years of age. The MOU Group have since clarified that MOU does in fact apply to those under 18.

4.1.6. It was commented that the second iteration of the MOU made things more complicated.

4.1.7. The Chief Executive reassured the Board that Adam Jones (UKCP Policy and Public Affairs Manager) is involved in discussions with The Coalition regarding the MOU. The MOU must comply with the UKCP Code of Ethics and Professional Practice.

4.1.8. It was commented that if Conversion Therapy were banned by the government then incidence of it could be dealt with in the criminal courts. This could be a good thing, or potentially make the situation worse.

4.2. The Board accepted the Chair's report.

5. [Chief Executive Officer's Report](#)

5.1. The Chief Executive spoke to her report. The discussion was primarily focused on developments with the Professional Standards Authority (PSA) and included the following:

5.1.1. The PSA have had their government funding cut.

5.1.2. The PSA have an open consultation which details how they are planning to create an overarching regulatory body. This would result in our annual PSA subscription increasing by 500%.

5.1.3. SN has drafted a response to the PSA consultation which was circulated to the Board prior to today's meeting.

5.1.4. SN asked if the Board were happy for the response to be sent to the PSA and published on the UKCP website.

5.1.5. The Vice Chair commended and supported the response and gave his compliments to both the Chair and Chief Executive on the incredible work they have done regarding this issue.

- 5.1.6. It was commented that the proposed plans for having 'Psychotherapist' a protected title could lead to the re-emergence of tensions around statutory regulation within the organisation.
- 5.1.7. JL gave his support for the response to the PSA consultation and commented that the situation represented a significant opportunity for UKCP.
- 5.1.8. JL said that we should emphasise the ethical protection of the public as well as educational standards.

JR left the meeting at 3pm

- 5.1.9. The Chief Executive commented that some of the other organisations involved in the Scope of Practice and Education for Counselling and Psychotherapy ('SCoPEd') have differing opinions on how to respond to the PSA.
- 5.1.10. It was commented that we need to exercise caution regarding the implications. Any developments would need to be handled carefully.
- 5.1.11. The Chair said that any planned changes would first need to be consulted-on by the members, before being put to a vote by the members.
- 5.1.12. The Board gave their support and endorsement for the response to be sent to the PSA and for it to be shared with UKCP members via the website.
- 5.1.13. JN commented that the title 'Certified Management Consultant' is a trademarked title. Similarly, he suggested we explore the possibility of getting 'Certified Psychotherapist' trademarked.

5.2. The Board accepted the report.

6. Membership Committee Terms of Reference

- 6.1. The Board approved the changes to the Membership Committee Terms of Reference.
- 6.2. The Treasurer commented that all members of UKCP committees should have clearly defined terms of office and that each committee should have standardised Terms of Reference in place.

7. Vice Chair's Report

- 7.1. The Vice Chair spoke to his report.
- 7.2. Support for people in group practises, helping members earn a living and the VAT status of our members are particular areas of interest for him.
- 7.3. The Board accepted the Vice Chair's report.**

8. UKCP Annual Audit

- 8.1. The Treasurer advised that the Annual Audit 2020 was 'a good news story'. He advised that the audit went smoothly and there were no surprises.
- 8.2. Sayer Vincent (UKCP auditors) have expressed their appreciation for the UKCP staff involved in the annual audit.

- 8.3. Particular thanks are to be given to Wendy Smith (Finance Manager), Cath White (Head of Operations and Regulation) and to the Chief Executive for all their work in enabling a successful audit.
- 8.4. The figures show that the overall income (in the year ending September 2020) was £2.5 million and that the expenditure was £2.7 million. The resulting deficit of £200k was a well-planned and controlled deficit.
- 8.5. £90k of increased costs was for the improvements to the UKCP website.
- 8.6. The deficit resulted in the charity's reserves being reduced by £200k, however our reserve levels are still above the reserves target.
- 8.7. No unforeseen issues were identified in the approach in the Post Audit Report.
- 8.8. The Finance, Risk and Audit Committee have approved the management responses contained within the Post Audit Report.
- 8.9. The increasing costs of the Complaints and Conduct Process (CCP) is the only area of concern.
- 8.10. The UKCP Senior Management Team are in the process of conducting a review to see how these CCP costs might be reduced. The Treasurer requested that there be an update on the review in the CE Report for the next Board meeting.
- 8.11. The ongoing issue of a particular college which continues to maintain a separate bank account is noted by the auditors as being an ongoing risk. A meeting between representatives from the college and Sayer Vincent is being arranged. The Treasurer and Cath White will also be attending the meeting.
- 8.12. It was commented that by continuing to allow one of the colleges to operate with a separate bank account we are contravening our own UKCP finance policies.
- 8.13. The employment status of volunteers and freelance workers is an area that needs some work and could present some risks to the organisation.
- 8.14. The FRAC recommend to the Board that Sayer Vincent remain the UKCP auditors for the present. It was considered to be too disruptive changing auditors this year. A review of the auditors will take place in 2022.
- 8.15. **The Board gave approval for the statement confirming UKCP as a going concern.**
- 8.16. **The Board approved the Trustees Annual Report and Financial Statements.**
- 8.17. **The Board gave approval for the signing of the Letter of Representations.**
- 8.18. **The Board approved the re-appointment of Sayer Vincent as the auditors for 2020-2021.**

9. Treasurer's Report

- 9.1. The Treasurer spoke to his report and took questions.
- 9.2. **The Board approved the Procurement Policy.**
- 9.3. **The Board approved the Investment Policy.**
- 9.4. **The Board approved the Expense Policy.**

- 9.5. The Chair and Chief Executive thanked the Treasurer for all his continued good work.
- 9.6. In response to a query from one of the trustees, the Treasurer confirmed that £55k of reserves is adequate.
- 9.7. One trustees asked how the finances align with the UKCP strategic objectives. The Chief Executive advised that a new budgeting process has been introduced to ensure activities align and meet with the UKCP strategic objectives.
- 9.8. The Chief Executive commented that the increase in complaints costs is something that other organisations are experiencing.
- 9.9. **The Board accepted the report.**

10. Regulation

10.1. Registrar's Annual Report

10.1.1. SN referred to the GDPR aspects of the report. The colleges need to be made aware of the risks that they run in holding their own membership data.

10.1.2. **The Board accepted the report.**

10.2. Regulation & Quality Assurance Team (RQAT) Report

10.2.1. **The Board accepted the report.**

10.3. New Applicant Organisations

10.3.1. **The Board gave approval for the following organisations to become Organisational Members of UKCP:**

- Ellesmere Centre
- Society for Social and Critical Psychoanalysis
- Southern Association for Psychotherapy and Counselling

11. Professional Standards

11.1. PRCCF Chair's Report

11.1.1. The Board identified a number of inaccuracies contained within the report.

11.1.2. **The Vice Chair and Chief Executive SN will draft a response to the report, highlighting the inaccuracies, which will be sent on behalf of the Board of Trustees.**

11.2. Annual Reports from the Colleges

11.2.1. A number of issues were raised in the report from the Chair of the College of Outcome Oriented and Hypno-Psychotherapy (COOHP).

11.2.2. **The Chief Executive will ask the relevant staff to prepare a response to the COOHP Report.**

11.2.3. **The Board accepted the college reports and gave thanks.**

11.3. Report from the Chair of the Education, Training and Practice Committee (ETPC)

11.3.1. Julie Scully took over from Fiona Biddle as Chair of the ETPC from 1 February 2021.

11.3.2. The Board expressed thanks to Fiona for all her work during her 5 years as Chair of the ETPC.

11.3.3. **The Board accepted the ETPC report.**

12. UKCP Emails/SharePoint

12.1. The Governance Manager stressed the importance of the Trustees using their UKCP emails for any UKCP related work.

12.2. **The Board agreed that the papers for the next meeting in April will be distributed via SharePoint instead of being sent by email.**

12.3. **The Governance Manager will arrange some SharePoint training with the Board before April.**

13. Closed Session

13.1. The Board discussed recent issues related to the British Psychological Society (BPS) in closed session.

14. AOB

14.1. The Vice Chair expressed his thanks to Sarah Jackson (UKCP Content and Engagement Lead) who was previously employed whilst Helen Willingham (Head of Content and Engagement) was on maternity leave. AJC praised her for all her work, particularly with regards to the UKCP website.

14.2. DF suggested that a statement be communicated to the members about UKCP having a 'good, clean audit'. **SN will give this some consideration.**

14.3. **The Governance Manager will email the Board with details of some online training provided by Sayer Vincent which may be of interest to trustees.**

15. Next Meeting

15.1. Friday 23 April 2021, online by Zoom. **Timings to be confirmed.**

Minutes Approved

Signed:

Title:

Print:

Date: