



Board of Trustees Minutes

Meeting Date: Thursday 21 April 2022

Time: 14:00 – 18:00

Type: In-person

Location: Langshott Manor, Ladbroke Road, Horley RH6 8PB

Version: 1st Draft

Present:

Syed Azmatullah (SA)	Chair & Trustee
Andy Cottom (AJC)	Vice-Chair & Trustee
David Fitzgerald (DF)	Treasurer & Trustee
John Loughrey (JL)	Trustee
Jo Lucas (JLS)	Trustee
Jacqui McCouat (JM)	Trustee - <i>remotely for 2 hours</i>
Juliet Rosenfeld (JR)	Trustee – <i>remotely but with venue connectivity issues</i>

Apologies: Will Daniel-Braham (WDB) Trustee

In Attendance:

Viki Calais	Chief Operating Officer
Sarah Niblock (SN)	Chief Executive
Gella Richards (GR)	Practitioner Research Network Lead – <i>16:00 to 16:30 on Thurs</i>
Maura Sills (MR)	Members' Forum Moderator (Observer)
Helen Willingham (HW)	Head of Content and Engagement

Minutes By: Alex Crawford (AC) Governance Manager

Action Points and Decisions – in Black Bold

1. Welcomes, Apologies and Declarations of Interest

- 1.1. SA welcomed people to the meeting. This was his first Board meeting as UKCP Chair and was the first in-person Board meeting since February 2020 due to the pandemic.
- 1.2. SA also welcomed the Members' Forum Moderator to the meeting who attended as an observer.
- 1.3. Apologies were given for WDB.

2. Board Minutes from 11 February 2022

2.1. Corrections

- 2.1.1. **The wording at 4.4 is to be amended to say that the dilapidation costs quoted were slightly higher than anticipated.**
- 2.1.2. **The second sentence at 3.2 is to be removed.**
- 2.1.3. **Point 4.6 is to be deleted.**

2.2. Approval

- 2.2.1. **The minutes were approved, subject to the above amendments.**

2.3. Matters Arising

- 2.3.1. Re: point 5.4 concerning the Remuneration, Appointments and Performance Management Committee (RAPMC) Terms of Reference, it was confirmed that having the UKCP Vice Chair as RAPMC Chair should not be a requirement in the Terms of Reference. **The RAPMC Terms of Reference will be amended accordingly to reflect this.**
- 2.3.2. Re: point 7.3 concerning the name change request from the College of Family, Couple and Systemic Therapy (CFCST), more information will be provided for the next Board meeting in July.

3. Chair's Report

- 3.1. The Chair spoke to his written report.
- 3.2. Board effectiveness will be discussed in a closed session on 22 April 2022.
- 3.3. SA also mentioned the recent change in government policy regarding Conversion Therapy.
- 3.4. **The Board accepted the Chair's report.**

4. Chief Executive's Report

- 4.1. The Chief Executive spoke to her report and took questions.
- 4.2. The Board gave thanks and appreciation for all of Jovana Perzic's work during her time as Head of Academic Enterprise and Innovation. She will be leaving UKCP at the end of w/c 25 April 2022.
- 4.3. The issue of the turnaround time for College communications was discussed.
- 4.4. **The Board were happy for JM to remain as the UKCP Bursary Panel Chair.**

4.5. **VC will look into revising the Membership Report so that it contains less detail and provides the key high level messages that the Board need to be aware of.**

4.6. **The Board accepted the Chief Executive's report.**

5. Vice Chair's Report, incorporating the RAPMC Report

5.1. The Vice Chair spoke to his report.

5.2. AJC referred to the fact that this is his last year as Vice Chair and that thoughts need to be given to the forthcoming Vice Chair election and possible suitable candidates.

5.3. **The Board accepted the Vice Chair's report.**

6. Finances

6.1. The Treasurer spoke to his report.

6.2. **The Board voted unanimously in favour of a 4% increase in Individual membership fees across the board from 1 October 2022.**

6.3. It is recognised good practice to change auditors periodically. **The Board voted unanimously in favour of appointing Peters, Elworthy and Moore (PEM) as the new UKCP auditors.**

7. Office Project

7.1. **The Board were happy with the concessions the landlord has made and agreed to stay at the current premises at 2 America Square with a 5 year lease and a 2 year break clause. The situation is to be reviewed ahead of the 2 year break clause.**

7.2. **The Board delegated SA to sign the new lease extension on behalf of UKCP.**

8. Professional Standards and Regulation

8.1. The Board considered the Regulation and Quality Assurance Team (RQAT) Report, Professional Regulatory Committee of the Colleges and Faculties (PRCCF) Report, the Education, Training and Practice Committee (ETPC) Report and the Professional Standards report.

8.2. **With regards to the PRCCF Chair's request for more contact with the Remuneration, Appointments and Performance Management Committee (RAPMC), the Vice Chair will invite her to the next RAPMC meeting on 6 May 2022.**

GR joined the meeting at 16:00

9. Research Update

9.1. The Board welcomed the UKCP Practitioner Research Network (PRN) Lead to the meeting.

9.2. GR gave a presentation to the Board about the PRN which was well received and appreciated by the Trustees.

9.3. GR suggested that a minute taker for PRN meetings would be welcome.

9.4. JLC asked for more clarity on how the PRN relate to the Research Working Group (RWG). SN advised that more connections will be made between the PRN and the RWG.

GR left the meeting at 16:30

10. Academic Journal

- 10.1. HW gave the Board notice that a paper will soon come to the Board about an opportunity for UKCP to partner with the European Journal of Psychotherapy & Counselling (EJPC) published by Routledge.
- 10.2. If we decide to partner with the EJPC then it will enable our registrants to have access to the journal.
- 10.3. **The Board agreed in principal for the Executive Committee to continue investigation into this potential opportunity.**
- 10.4. The Board paper will first go to the Executive Committee and then the Finance, Risk and Audit Committee (FRAC) for their consideration of the costs.

11. College for Children & Young People (CCYP) College Quality Review (CQR) Report

- 11.1. The Board discussed the report.
- 11.2. JL was one of the assessors and declared a Conflict of Interest. The Board gave JL dispensation to stay in the meeting and give his insight.
- 11.3. **Following discussion the Board approved the Report and endorsed the direction of travel provided the 9 requirements detailed in Section 10 of the report are followed.**
- 11.4. It was suggested that CCYP may wish to seek external help in fulfilling the 9 requirements detailed in the report.
- 11.5. HW queried the Interim CCYP Lead's Role now that the CQR Report had been delivered. **The Board agreed that the Interim CCYP Lead would stay in place until a CCYP Chair is appointed and that they will oversee the appointment of a CCYP Chair with guidance from the RAPMC. AJC will inform the Interim CCYP Lead of this.**

12. Vice Chair Election and Lay Trustee Recruitment

- 12.1. **The Board agreed to open a Vice Chair election soon, with adequate time for a handover with AJC before he stands down as Vice Chair on 31 December 2022.**
- 12.2. **AC will add the UKCP Values to the Vice Chair Role Description and amend it to reflect that there are now at least 5 Board meetings per year.**
- 12.3. Lay Trustee recruitment (and Co-Option) will be discussed as part of the Board Effectiveness session on 22 April. **The Board agreed in-principal to recruit 1 or 2 Lay Trustees.**
- 12.4. VC noted that communications and engagement had underpinned virtually all discussions at today's meeting. She suggested that we recruit someone with communications experience as a Lay Trustee.

13. Next Meeting

- 13.1. Friday 1 July, 9:30am to 4pm in-person at the UKCP Office.