



# Board of Trustees Minutes

**Meeting Date:** Friday 11 February 2022

**Time:** 14:00 – 16:40

**Type:** Remote via Zoom

**Location:** n/a

**Version:** Approved

**Present:**

Syed Azmatullah (SA)	Chair Elect
Andy Cottom (AJC)	Vice-Chair & Trustee
David Fitzgerald (DF)	Treasurer & Trustee - <i>until 16:36</i>
John Loughrey (JL)	Trustee
Jo Lucas (JLS)	Trustee
Jacqui McCouat (JM)	Trustee
Martin Pollecoff (MP)	Chair & Trustee
Juliet Rosenfeld (JR)	Trustee

**Apologies:** Will Daniel-Braham (WDB) Trustee

**In Attendance:** Sarah Niblock (SN) Chief Executive  
Helen Willingham (HW) Head of Content and Engagement (observer)

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

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

## 1. Welcomes, Apologies and Declarations of Interest

- 1.1. Apologies were given for WDB.
- 1.2. The Governance Manager 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 9 December 2021

### 2.1. Corrections

2.1.1. None.

### 2.2. Approval

2.2.1. **The minutes were approved.**

## 3. Chair's Report

- 3.1. The Chair gave a verbal report to the Board. This was MP's last Board meeting as UKCP Chair as he will be standing down on 16 March 2022 and Azmat will become Chair.
- 3.2. During his report MP said that people's behaviours, both volunteers and staff, shape everything.
- 3.3. **The Board accepted the Chair's report.**

## 4. Chief Executive's Report

- 4.1. The Chief Executive spoke to her report which included the regular updates on the various operational areas.
- 4.2. On behalf of the UKCP Office team, SN expressed thanks and gratitude to MP for all his great work during his time as Chair over the last 6 years.
- 4.3. The SCoPEd framework document has been published and SN gave thanks to the UKCP Senior Management Team, HW and MP for their support in this.
- 4.4. SN also updated the Board with regards to the lease on the office space at 2 America Square, London EC3N 2LU. A dilapidation survey has been carried out and if we were to leave the current premises then the quote for dilapidation is £63k. Our agents are looking at this high dilapidation cost and pursuing options. The Treasurer agreed that the Dilapidation costs quoted were higher than expected but assured the Board that we have set aside enough funds to cover these costs.
- 4.5. SN invited questions regarding her CE Report. AJC said he was a Direct Member (DM) and queried why he had not been contacted as part of the Declaration Project. **SN will look into this.**
- 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 some of the apparent misunderstandings from some volunteers and the need to be clear about the role of the Remuneration, Appointments and Performance Management Committee (RAPMC).

- 5.3. AJC's term as UKCP Vice Chair will end on 31 December 2022. The Vice Chair proposed that elections for a new Vice Chair be opened early this year and that the successful candidate is Vice Chair Elect for a period of time to enable a good handover. **The Board agree to having a Vice Chair elect and to open elections soon.** The Board were asked to think about any potential candidates for the role of Vice Chair.
- 5.4. **The Terms of Reference for the RAPMC are also to be changed so that the UKCP Vice Chair is not necessarily the Chair of the committee.**
- 5.5. All the current members of the RAPMC are on their second terms as Trustees. The only voting members of the RAPMC are on the Board of Trustees.
- 5.6. **The Board accepted the Vice Chair's report.**

## 6. Finances

### 6.1. Treasurer's Report

6.1.1. The treasurer spoke to his written report.

6.1.2. The Auditors letter following the 2020/2021 audit contains no criticisms and reflects a clean statement of affairs. The Board noted their thanks and appreciation to the UKCP Staff who helped contribute to the clean audit.

### 6.2. Closeout of 2020/2021 Finances

6.2.1. **The Board approved the Financial Statements 2020/2021 as presented.**

6.2.2. **The Board accepted and approved the draft Annual Report 2020/2021.**

6.2.3. **As recommended by the auditors, the Board were satisfied that UKCP is a going concern and financially viable.**

### 6.3. New Auditor Appointment

6.3.1. Sayer Vincent have served as the UKCP auditors for a number of years and it is good practice to now change auditors. Sayer Vincent have not been invited to conduct the 2021/2022 audit. The Finance, Risk and Audit Committee (FRAC) have formed a small working group to identify a possible successor for recommendation to the Board. This work has commenced and it is hoped a proposal on the new appointment of auditors will be brought to the next Board meeting in April.

### 6.4. College Honoraria

6.4.1. As detailed in the treasurer's report, the FRAC recommend to the Board that the current payment of honoraria to Chairs of College Committees be resumed and extended until such time as the Governance Review is complete. **The Board approved the continued payment of honoraria on a quarterly basis until such time as the new regime is in place.**

### 6.5. Investment and Expense Policies

6.5.1. **The Board approved the UKCP Investment Policy which was unchanged from the previous year.**

6.5.2. **The Board approved the UKCP Expense Policy which was unchanged from the previous year.**

## **7. College of Family, Couple and Systemic Therapy (CFCST) Name Change Request**

- 7.1. The Board considered the request from CFCST to change the college name to the College of Family, Couple and Systemic *Psychotherapy*.
- 7.2. The Board felt that they did not have enough information to make a decision today but would like to know more.
- 7.3. **The Governance Manager will request further information and a business case for the change from the CFCST Chair.**

## **8. Professional Standards and Regulation**

### **8.1. Regulation and Quality Assurance Team Report**

8.1.1. AJC noted that the College for Children and Young People (CCYP) Interim Lead was incorrectly referred to in the section regarding the CCYP College Quality Review. **Feedback will be given to the team.**

8.1.2. **The Board reviewed and accepted the report and gave thanks.**

### **8.2. Report from the Chair of the Professional Regulatory Committee of the Colleges and Faculties (PRCCF)**

8.2.1. The Board acknowledged the continuing great work being done by the PRCCF Chair.

8.2.2. **The Board accepted the report and gave their thanks.**

### **8.3. Annual Reports from the College Chairs**

8.3.1. The Board discussed the various reports from the 10 UKCP Colleges.

8.3.2. The focus of the discussion was on the report from the Humanistic and Integrative Psychotherapy College (HIPC) which included the college's concerns about the proposed governance changes.

8.3.3. **MP and AJC will formulate a response to HIPC which will be sent in due course.**

### **8.4. Report from the Chair of the Education, Training and Practice Committee (ETPC)**

8.4.1. **The Board reviewed and accepted the report and gave thanks.**

### **8.5. Professional Standards Report**

8.5.1. **The Board reviewed and accepted the report and gave thanks.**

## **9. College/Governance Review**

- 9.1. The Board discussed plans and preparation for the Town Hall meeting on the evening of Friday 18 February and the Members' Forum meeting on Saturday 26 February. **It was agreed that a Town Hall planning pre-meeting with Trustees will take place on 18 February, 10am to 11am.**
- 9.2. The Governance Manager updated the Board with the numbers of attendees who have expressed an interest in attending the Town Hall meeting on 18 February.

- 9.3. SN referred to the podcast from Azmat and MP that was shared with members yesterday (10 February 2022).
- 9.4. AJC noted that there is an impression within the membership that the governance consultation is being done too quickly.
- 9.5. It was also noted that the consultation is also bringing-up other non-related issues, such as the plans for a Service Level Agreement with the Organisational Members.

*\*DF left the meeting at 16:36. Before leaving he thanked MP for all his work during his time as UKCP Chair\**

## **10. AOB**

- 10.1. As this was his last Board meeting, MP thanked everyone for their help and support during his term of office as UKCP Chair. He said that he was the right chair at the right time and that he is leaving with the organisation in a healthy state of affairs.

## **11. Next Meeting**

- 11.1. Thursday 21 and Friday 22 April Away Day, online or in-person tbc.