

Board of Trustees Minutes

Meeting Date: Friday 26 April 2019

Time: 14:00 – 18:30

Type: Face-to-face

Location: Crowne Plaza Battersea, Bridges Wharf, Battersea, London SW11 3BE

Version: Approved

Present:

Divine	Charura (DC)	Trustee
Andy	Cottom (AJC)	Vice-Chair & Trustee
John	Loughrey (JL)	Trustee
Jacqui	McCouat (JM)	Trustee
Martin	Pollecoff (MP)	Chair & Trustee
Neil	Robertson (NR)	Treasurer & Trustee – <i>from 14:15</i>
Suzy	Walker (SW)	Trustee

Apologies:

Keith	Carlton (KC)	Trustee
Bob	Cooke (BC)	Trustee
Brett	Kahr (BK)	Trustee
Mary	MacCallum-Sullivan (MMS)	Members' Forum Moderator
Juliet	Rosenfeld (JR)	Trustee

In Attendance:

Adam	Jones (AJ)	Policy & Advocacy Officer – <i>from 4pm</i>
Jill	McWilliam (JMW)	Representing Child client groups (Observer)
Sarah	Niblock (SN)	Chief Executive
Matt	Nicholls (MN)	Head of Comms. & Engagement – <i>from 4pm</i>
Tricia	Scott (TS)	Representing Adult client groups (Observer)

Minutes By: Alex Crawford (AC) Governance Manager

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

1. Apologies and Declarations of Interest

- 1.1. Apologies were given for KC, BC, BK, MMS and JR.
- 1.2. 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 (Approved) from 22 February 2019

2.1. Matters Arising

- 2.1.1. Re: point 4.1.4 concerning an explanation to the colleges on the need for a centralised bank account, this is still outstanding from the UKCP auditors, Sayer Vincent. **The Chief Executive will follow-up with the auditors.**
- 2.1.2. Re: point 14.4 concerning the introduction of a clear version control and audit trail for all documents that go to the Professional Regulatory Committee of the Colleges and Faculties (PRCCF), this will be implemented.
- 2.1.3. Re: point 16.3 concerning the regulation of Supervision, this was discussed at the Professional Regulatory Committee of the Colleges & Faculties (PRCCF) meeting on 22 March 2019.
- 2.1.4. The Chief Executive advised that, due to the UKCP Registrar's workload, it was unlikely that the Supervision Working Group will be able to make a recommendation to the Board about the regulation of Supervisors by the September Board meeting. The Vice-Chair stressed the need for urgency about this issue.
- 2.1.5. Re: point 17.4 concerning UKCP international strategy, this will be discussed during the strategy session tomorrow (27 April 2019).
- 2.1.6. Re: point 18.1.2 concerning whether UKCP Trainee Members are eligible for a NUS discount card, it was confirmed that they are.

3. Chair's Report

- 3.1. The UKCP Chair spoke to his report and the discussion included the following points:
 - 3.1.1. There needs to be a comprehensive plan for data collection.
 - 3.1.2. The map from 2017 showing the spread of UKCP members throughout the UK was discussed. **A new up-to-date per capita analysis showing the geographical spread of our members needs to be conducted.**
- 3.2. The Board Accepted the report.

NR joined the meeting at 14:15

4. Chief Executive's (CE) Report

- 4.1. The CE spoke to her report and the discussion included the following points:
 - 4.1.1. The process of data collection is already under-way.
 - 4.1.2. There are plans for another Member's Survey.

- 4.1.3. Office staffing is now at an optimum level.
- 4.1.4. The volume of complaints is slightly higher than normal, and the Complaints Team are also handling a number of historic cases.
- 4.1.5. The increase in complaints could be interpreted as a sign of a healthy organisation; that people know and trust us.
- 4.1.6. We have today reached a milestone by accrediting our 10,000 UKCP member which is excellent news.
- 4.1.7. We have greatly increased our media exposure.
- 4.2. The Board accepted the report.

5. Vice-Chair's Report

- 5.1. The UKCP Vice-Chair spoke to his report and the discussion included the following points:
 - 5.1.1. **A working party should be created to look into the issue of Honoraria payments.** TS volunteered to help AJC with this work, as the Humanistic & Integrative Psychotherapies College (HIPC) have already done some work on Honoraria.
 - 5.1.2. We need to encourage more people from diverse backgrounds to get involved in the profession.
 - 5.1.3. Because of the current economy, less and less people can afford to volunteer their time. We don't want a situation where only wealthy people can afford to volunteer.
 - 5.1.4. TS commented that UKCP depends on volunteers and couldn't survive without them.
 - 5.1.5. Honoraria is a very contentious/emotive issue.
 - 5.1.6. The issue of Trainees doing unpaid work was raised.
 - 5.1.7. We need to get data on the various ways our members work in private practice.
 - 5.1.8. SW suggested that we create podcasts giving advice to members on how to run their own business and effectively market themselves.
 - 5.1.9. We need to make our trainings more accessible by introducing modular trainings.
- 5.2. The Board accepted the report.

6. UKCP General Meeting

- 6.1. The Governance Manager spoke to his General Meeting paper. A General Meeting (GM) is required if UKCP wishes to make changes to the Articles of Association (the principal UKCP constitutional document).
- 6.2. Elections for a new UKCP Chair will be called in November 2019 and a recent requested change to the Articles of Association will, if voted-through at a General Meeting, impact on the Chair Elections. Therefore, a General Meeting needs to be held before November 2019.
- 6.3. The requested change to the Articles of Association is dealt with in the next item below.

**MP Left the meeting due to a conflict of interest.
AJC became acting Chair for this part of the meeting**

7. Proposed amendment(s) to the Articles of Association

- 7.1. The Board discussed the proposal from the PRCCF that the Articles of Association be amended to allow the UKCP Chair to re-stand for election and, if successfully re-elected, serve a second 4 year term of office as UKCP Chair (i.e. serve 8 years in total instead of the current 4 year limit).
- 7.2. The Governance Manager explained that the rule in the Articles of Association which stipulates trustee terms of office is for all trustees and is not specific to the UKCP Chair. If the PRCCF proposal is voted-in at a General Meeting then we would need either a new article just for the UKCP Chair or the change would apply to all trustees.
- 7.3. The Board considered the proposal that the UKCP Chair be allowed to re-stand for election for a second 4 year term of office as UKCP Chair (if successfully re-elected). **The Board voted unanimously in favour that this proposed change to the Articles of Association can go forward for a vote at a General Meeting, after consultation with the members.**
- 7.4. The Vice Chair then proposed that all trustees, excluding the Vice Chair, be allowed to re-stand for election for a second 4 year term as trustee (if successfully re-elected). [Implicit in this proposal is that non-elected trustees - the Treasurer and 2 Lay Trustees - will also be given the option of serving a second 4 year term]. **The Board voted unanimously in favour that this proposed change to the Articles of Association can go forward for a vote at a General Meeting, after consultation with the members.**

MP returned to the meeting and resumed as Chair

- 7.5. AJC informed MP of the Board's discussion and the outcome of the votes taken, as detailed above.

8. Finances

8.1. Treasurer's Report

- 8.1.1. The Treasurer spoke to his report and took questions from the Board.

8.2. Finance Report & Management Accounts

- 8.2.1. The Treasurer spoke to the Finance Report and Management Accounts for the period ending 31 March 2019 and took questions from the Board.

8.3. Mid-Year Review

- 8.3.1. The Board discussed the Mid-Year Review which was recommended for approval by the Finance and Audit Committee.

- 8.3.2. **The Board approved the 2018/2019 Mid-Year Review.**

8.4. Membership Fees 2019/2020

8.4.1. The Board considered the following annual fee increases for 2019/2020, as recommended by the Finance and Audit Committee:

- Full Clinical & Non-Clinical Members – increase of £10
- Retired Members – increase of £2
- Student Members – continue to be free/waived
- Trainee Members – increase of £2
- Affiliate Members – increase of £2
- Direct Members – increase of £3

8.4.2. **The Board approved the proposed Membership Fee increases for 2019/2020 detailed above.**

8.4.3. **The annual fee for Organisational Members is to be reviewed and a recommendation made at the next Board meeting on 12 July 2019.**

9. Education, Training and Practice Committee (ETPC) Report

9.1. The Board reviewed and accepted the report and gave thanks.

10. Professional Standards Development Work

10.1. The Board reviewed and accepted the report and gave thanks.

11. New UKCP Code of Ethics

11.1. The Chief Executive handed-out copies of the new UKCP Code of Ethics which had been finalised as of yesterday (25 April 2019).

11.2. The new Code is the culmination of 4 years' work by the Ethics Committee and the relevant UKCP office staff within the Quality Assurance and Complaints Teams.

11.3. The Code has also been through various consultations with members and UKCP Committees and has been reviewed by the Colleges, Faculties and UKCP lawyers.

11.4. **The Code is just for information today and formal approval will be sought from the Board in the coming weeks.**

12. Professional Regulatory Committee of the Colleges & Faculties (PRCCF) Report

12.1. The Board reviewed and accepted the report and gave thanks.

13. Regulation & Quality Assurance Team (RQAT) Report

13.1. The Board reviewed and accepted the report and gave thanks.

14. AOB

14.1. UKCP Trainee Bursary Scheme

14.1.1. The Board discussed the feedback from the Trainee Bursary Scheme Panel members on their experiences of the process.

14.1.2. There is clearly a large need for financial support from our trainees and the Panel found it a very challenging experience.

14.1.3. The Board were supportive of the plans to increase the funding for the Trainee Bursary Scheme (currently £20,000 per year). SN advised that this will be touched-on when we discuss Corporate Sponsorship in tomorrow's strategy discussions.

15. Strategy Presentations

15.1. Following the formal Board meeting the focus then shifted to UKCP Strategy.

15.2. Matt Nicholls (UKCP Head of Communications & Engagement) gave a presentation on 'Content and Engagement 2019-2021' followed by a presentation from Adam Jones (UKCP Policy & Advocacy Officer) on UKCP Campaign Direction.

15.3. The Board engaged with and discussed both presentations and gave great thanks and appreciation to both Matt and Adam.

16. Next Meeting

16.1. Friday 12 July 2019, 09:30 to 16:00, UKCP Office.

Minutes Approved

Signed:

Print:

Title:

Date: