

Minutes

Meeting Date: Friday 17 September 2021

Time: 14:00 – 17:00

Type: Remote via Zoom

Location: n/a

Version: Approve

Present:

Syed Azmatullah (SA)	Trustee
Andy Cottom (AJC)	Vice-Chair & Trustee
Will Daniel-Braham (WDB)	Trustee
David Fitzgerald (DF)	Treasurer & Trustee
John Loughrey (JL)	Trustee
Jacqui McCouat (JM)	Trustee – <i>from 15:20</i>
John Nuttall (JN)	Trustee
Martin Pollecoff (MP)	Chair & Trustee
Juliet Rosenfeld (JR)	Trustee

Apologies: None

In Attendance:

Paul McGinley (PM)	CEC College Chair – <i>16:20 to 17:00</i>
Sarah Niblock (SN)	Chief Executive
Wendy Smith (WS)	Finance Manager – <i>15:35 to 16:00</i>
Cath White (CW)	Head of Operations and Regulation – <i>15:20 to 15:35</i>
Helen Windsor (HW)	PRCCF Chair – <i>16:20 to 17:00</i>

Minutes By: Alex Crawford (AC) Governance Manager

Action Points and Decisions – in Black Bold

1. Welcomes, Apologies and Declarations of Interest

- 1.1. There were no apologies.
- 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 July 2021

2.1. Corrections

2.1.1. Re: point 6.2 is to be amended to read, ‘...Chairs of College Committees...’.

2.2. Approval

2.2.1. The minutes were approved, subject to the amendment.

3. Chair’s Report

- 3.1. The Chair discussed his report with the Board.
- 3.2. The principles/stance that UKCP takes on certain political movements should be discussed over the coming months.
- 3.3. With regards to payments of honoraria for volunteers, the Vice Chair said he was working with the Head of Operations and Regulation on standardising regulatory work.
- 3.4. **The Board were in favour of the Chair’s proposal to hold a longer, in-person Board meeting on 9 December 2021, provided the state of the global pandemic permits.**
- 3.5. **The Governance Manager will make enquiries concerning an external venue for the December 2021 Board meeting.**
- 3.6. **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. The last quarter has largely been spent focussed on regulatory matters.
- 4.3. The membership renewals for 2021-2022 are underway and the Declarations Project pilot has been introduced.
- 4.4. Our Student and Trainee membership continues to increase but we need to improve the number of Students and Trainees that become Full Clinical Members.
- 4.5. SA commented that it was a shame that the proposal for a Leadership Academy had been put on hold for the time being and requested that this delay be kept to a minimum.

4.6. Related to the Leadership Academy, AJC commented that succession planning is something that is a focus for the Remuneration, Appointments and Performance Management Committee (RAPMC) of which he is Chair.

4.7. **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. The report touches on subjects already covered in previous discussions; honoraria payments and succession planning.

5.3. If more regulatory functions are moved from the Colleges to the UKCP Office then this will free-up the expertise within the Colleges and enable them to focus on promoting their interests.

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

6. Governance Review

6.1. The Board discussed the paper which outlined the plans for revising and enhancing the UKCP governance structure.

6.2. A formal consultation will be opened to members in due course so that they can give their feedback on the planned changes to the constitutional documents (UKCP Articles, Byelaws and Standing Orders).

6.3. For the vast majority of members the changes will be benign and have no impact.

6.4. The proposed changes will reduce the regulatory burden on Colleges which will enable them to be more strategic. In this way the Colleges will be better able to contribute to the future direction of the organisation and respond to the potential threats.

6.5. Following an in depth discussion the Board gave their backing to the plans for the governance changes.

6.6. **Colleagues will prepare the necessary constitutional consultation documents.**

CW joined the meeting

7. Office Project

7.1. The Head of Operations and Regulation spoke to her paper which outlined the future plans for the working regime (of UKCP staff) and the office. This project had been undertaken in the light of changes to the ways in working caused by the pandemic, and also because the current lease on the UKCP Office (2 America Square, London) is subject to a break clause in July 2022.

7.2. **After considering the options outlined in the paper, the Board instructed staff to prepare to give notice to leave the office at 2 America Square in due course. It is to be communicated to the landlords that we are minded to leave the premises.**

7.3. **The Head of Operations and Regulation is to action the above decision.**

CW left the meeting and WS joined the meeting

8. Finances

8.1. Treasurer's Report

8.1.1. The Treasurer spoke to his report.

8.1.2. **The Board approved the Treasurer's Report which included the recommendation from the Finance, Risk and Audit Committee (FRAC) that the annual membership fee for Organisational Members be increased from £950 per annum to £975 per annum from the start of the next UKCP financial year.**

8.2. UKCP Budget 2021/2022

8.2.1. The Finance Manager spoke to the budget paper and answered questions.

8.2.2. **The Board approved the 2021/2022 UKCP Budget, as recommended by the FRAC. The Board added the proviso that the figures are to be adjusted to allow for the Leadership Academy initiative.**

8.3. Reserves Policy

8.3.1. **The Board approved the new Reserves figure of £350k, as recommended by the FRAC.**

WS left the meeting

9. Child Therapeutic Wellbeing Practitioners (CTWPs)

9.1. **Taking into consideration the external market research on CTWPs that has been undertaken to determine its viability, and after gathering information from the Policy Team, the Board passed the motion that the development of a new register for CTWPs is to be put on hold for the time being.**

PM and HW joined the meeting

10. Online/Remote Working Hours

10.1. **The Board approved the following resolution, as proposed by the Education, Training and Practice Committee (ETPC) Chair, Professional Regulatory Committee of the Colleges and Faculties (PRCCF) Chair and the UKCP Acting Registrar & Senior Regulation and Quality Assurance Officer:**

Online/remote working client hours accumulated by trainees/graduates since 1 March 2020, should count towards UKCP registration and be afforded the same recognition as in-person client working hours and not be regarded as inferior to, in-person working client hours. This should pertain until further notice.

11. Professional Standards and Regulation

11.1. Report from the Chair of the Professional Regulatory Committee of the Colleges and Faculties (PRCCF)

11.1.1. HW spoke to her report and thanked the Board for the opportunity to be at today's meeting.

11.1.2. **Following discussions with HW and PM, the Board accepted the report and gave their thanks.**

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

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

11.3. Professional Standards Report

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

11.4. Regulation and Quality Assurance Team Report

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

12. AOB

12.1. The Chair informed the Board that this would be JN's last meeting as a Co-opted Trustee.

12.2. JN said he had really enjoyed his time as a Trustee and that he would be happy to continue to contribute to the organisation in other ways.

13. Next Meeting

13.1. Thursday 9 December, 10:00 to 15:00, online or in-person tbc.