



Board of Trustees Minutes

Meeting Date: Friday 1 July 2022

Time: 09:30 – 16:00

Type: In-person

Location: UKCP Office, 2nd Floor, 2 America Square, London EC3N 2LU

Version: Approved

Present:

Syed Azmatullah (SA)	Chair & Trustee
Andy Cottom (AJC)	Vice-Chair & Trustee
Will Daniel-Braham (WDB)	Trustee
David Fitzgerald (DF)	Treasurer & Trustee
John Loughrey (JL)	Trustee
Jo Lucas (JLS)	Trustee
Jacqui McCouat (JM)	Trustee

Apologies:

Sarah Niblock (SN)	Chief Executive
Juliet Rosenfeld (JR)	Trustee

In Attendance:

Viki Calais	Chief Operating Officer
Maura Sills (MS)	Members' Forum Moderator
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.
- 1.2. Apologies were given for SN and JR.
- 1.3. SA also welcomed the Members' Forum Moderator to the meeting who was attending as an observer.

2. Board Minutes from 21 & 22 April 2022

2.1. Corrections

- 2.1.1. The notes from the strategic discussions on Friday 22 April are to be a separate document from the formal minutes of Thursday 21 April.**
- 2.1.2. Re: point 6.3 concerning the change in auditors, some context is to be added explaining it is common accepted practice to change auditors periodically.**
- 2.1.3. Re: point 7.1 concerning the decision to remain at the current office premises, mention should be made that this is following concessions from the landlords.**
- 2.1.4. Re: point 10 concerning the Academic Journal is to be amended to say that the Executive Committee will continue to explore the potential partnership.**
- 2.1.5. Re: point 13.1.1 from the strategy discussions on the Friday, this is to be amended to remove reference to a 'USP' and instead say that the Board need to work on the messaging to members.**
- 2.1.6. Re: point 13.1.8 is to have the additional text, 'There is a need to harness symbiotic relationships with practitioners and have the involvement of the profession' as a second sentence.**
- 2.1.7. Re: point 15.2.3 concerning the strategic planning exercise with the UKCP staff, this comment should be attributed to JLC not JL.**
- 2.1.8. Re: point 17.4 concerning the UKCP logo, this is to be amended to say, 'a former political party'.**

2.2. Approval

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

2.3. Matters Arising

- 2.3.1. Re: point 8.2 concerning an invite to the Professional Regulatory Committee of the Colleges and Faculties (PRCCF) Chair to attend the Remuneration, Appointments and Performance Management Committee (RAPMC), AJC reported that the PRCCF Chair attended the RAPMC meeting on 10 June 2022.
- 2.3.2. Re: section 7 concerning the Office Project, VC reported that the landlords at the UKCP Office premises at 2 America Square have indicated that the rent on the premises may soon be subject to VAT. VC will check with our property agents and our lawyers about this and come back to the Board if she has any further information.

2.3.3. Re: section 12 concerning the Vice Chair election, AJC expressed concern that the elections had been delayed. VC will work with AC on the forward planning of all Board appointments to mitigate any future delays in elections or recruitments.

3. Chair's Report

3.1. The Chair spoke to his written report.

3.2. SA mentioned a potential candidate to be a Lay Trustee on the Board.

3.3. **Following discussion it was agreed that recruitment for a Lay Trustee would begin w/c 4 July 2022.**

3.4. The Role Description for Lay Trustee will include the need for candidate to be future oriented with technology and brand awareness.

3.5. **The Board accepted the Chair's report.**

4. Chief Executive's Report

4.1. VC spoke to the Chief Executive's report in SN's absence.

4.2. We have passed the Professional Standards Authority (PSA) annual check. They raised some points regarding the Professional Conduct Committee which are being actioned.

4.3. The recent increase in staff turnover was raised as a concern by the Board and is being addressed by the UKCP Senior Management Team (SMT).

4.4. VC advised that we have asked our outsourced HR company, Citrus HR, to conduct a survey with staff regarding hybrid working. The survey also included a wellbeing check.

4.5. HW mentioned that the employment market is buoyant at the moment and that there are many opportunities for career development elsewhere.

4.6. The behaviour of some members and volunteers towards staff was discussed as an area of concern. It was suggested this be addressed in the UKCP Code of Ethics and Professional Practice as part of volunteer inductions.

4.7. The Board formally recognised & appreciated the improvement in external communications.

4.8. VC will continue to revise and improve the format of the Membership Progress Report contained in the Chief Executive's Report.

4.9. SA advised the Board that, following an open and transparent recruitment process, an offer has been made to appoint a UKCP Ethics Lead. **AJC and VC will work on an induction program.**

4.10. **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 Board accepted the Vice Chair's report.**

6. Health Education England (HEE) Post graduate Diploma (Pg Dip)

- 6.1. The Board discussed the new course which is being piloted.
- 6.2. HW advised that the course is unaccredited at the moment. Applications close at the end of July 2022 and the course starts in September 2022.
- 6.3. Following an in-depth discussion the Board agreed to disseminate the training opportunity as a successful outcome of discussions with HEE.

7. Strategic Risks

- 7.1. **This item will come back to the Board after first being discussed by the FRAC at their next meeting on 22 July 2022.**
- 7.2. **VC will also put this item on the agenda for the next SMT meeting.**

8. Equality and Diversity Action Plan

- 8.1. The Board discussed the Equality, Diversity and Inclusion (EDI) draft Action Plan and draft Terms of Reference.
- 8.2. The introduction message at the beginning of the Action Plan is to be added once the EDI Committee has been formed.
- 8.3. The recruitment for a Lay Chair of the EDI Committee will begin soon and VC and WDB will draft a Chair Role Description.
- 8.4. HW, WDB and SA will review the Terms of Reference and Action Plan.
- 8.5. The Board noted the following:
 - 8.5.1. 'The Board still have some concerns regarding the Action Plan and Terms of Reference which need tidying-up, but the general direction is supported by the Board and we now need to recruit an EDI Chair. The Board also approved for notice to go to the Colleges requesting representation on the EDI Committee'.
- 8.6. The goal is to have an EDI Chair and Committee in place in time for a first meeting of the committee on 7 October 2022, 2pm to 4pm at the UKCP Office. AC will check on room availability.
- 8.7. **JL has some specific feedback on the Action Plan and Terms of Reference which he will send to WDB.**
- 8.8. The Governance Team are recruiting a new Administration Assistant role and the appointee may be able to provide administrative support for the EDI Committee.
- 8.9. The SMT are to consider who will be their representative on the EDI Committee.
- 8.10. Appointments on the new EDI committee are to be staggered in order to avoid members ending their terms of office at the same time.
- 8.11. The EDI Committee will report back to the Board in December 2022.

9. Finances

- 9.1. The Treasurer spoke to his report.
- 9.2. **The European Journal for Psychotherapy and Counselling (EJPC) Academic Journal partnership was approved.**
- 9.3. **The UKCP Reserves Policy was approved.**
- 9.4. **The Reserves target of £402k Reserves and £62k for the Complaints and Conduct Process (CCP) was approved.**
- 9.5. **The Tall Horse contract (UKCP's outsourced finance management providers) was approved for a further year.**
- 9.6. **Following a query from SA in the Management Accounts, the college budgeting process and expenditure will be discussed by the FRAC.**
- 9.7. **The Organisational Membership (OM) annual fee and any additional OM fees charged by certain colleges is to be discussed by the FRAC.**
- 9.8. **The Board approved the revised FRAC Terms of Reference, provided they reflect the amendments ensure there is always a majority of clinician trustees at FRAC meetings.**

10. Professional Standards and Regulation

10.1. Report From the Complaints and Conduct Manager

- 10.1.1. WDB enquired about complaints where members don't have insurance and VC will look into this issue.

10.2. Regulation and Quality Assurance Team (RQAT) Report

- 10.2.1. Re: random audits, DF enquired about the facility to audit 'at risk' members. Regulatory risks will be fed into the Change Programme.
- 10.2.2. The Board wish to understand the feedback from the Individual Member (IM) audit and our learnings from it.
- 10.2.3. The Board asked the Professional Regulatory Committee of the Colleges and Faculties (PRCCF) to help resolve some of the issues with Central Direct Member Reaccreditation (CDMR).
- 10.2.4. The Board expressed their gratitude to Daniel Hopkins for all his valuable work over the years as Senior Regulation and Quality Assurance Manager.

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

- 10.3.1. **VC will liaise with the ETPC Chair regarding her concerns about Safeguarding raised in the report.**
- 10.3.2. **VC will ask the Regulation and Quality Assurance Team (RQAT) to look into the process for 5 year re-accreditation following concerns raised by JM.**

10.3.3. **The regulation of Supervisors needs to be looked at as part of the overall UKCP risk assessment.**

10.3.4. **SA would like us to develop a Code of Practice for Supervisors. VC will feed this into the Change Programme.**

11. College for Children and Young People (CCYP) Name Change Request

11.1. The Board considered the request from CCYP to change their name to the College for Child and Adolescent Psychotherapies (CCAP).

11.2. **The Board approved the name change request.**

11.3. **The Governance Manager will inform the CCYP Chair of the decision and explain that the name change will not be immediate as we need to plan the various changes.**

11.4. **HW will work with AC on a timeline for the changes.**

12. College of Family, Couple and Systemic Therapy (CFCST) Name Change Request

12.1. The Board considered the request from CFCST to change their name to the College of Family, Couple and Systemic Psychotherapy.

12.2. **After debate and consideration the Board did not approve the name change request.**

12.3. **The following is to be fed back to CFCST:**

‘The Board were not persuaded by your argument particularly with regards to the potential compatibility with the criteria set out for Psychotherapists in the Scope of Practice and Education for Counsellors and Psychotherapists (SCoPEd) project.’

13. Governance Consultation Update

13.1. **Replies to the consultation responses to be drafted and allocated to members of the Legal and Governance Working Group.**

13.2. **Work will begin on simplifying/enhancing the messaging regarding the proposed changes.**

MS left the meeting

14. Closed Session

14.1. The Board discussed a college related issue in closed session.

15. AOB

15.1. UKCP Chair and Chief Executive absence

15.1.1. **The Board delegated emergency sign-off powers as follows:**

- AJC to have equivalent sign-off to SA in his absence.
- VC to have equivalent sign-off to SN in her absence.

15.1.2. **Authority will return to SA and SN respectively on their return.**

15.2. FRAC and RAPMC Review

15.2.1. **SA, AJC and DF will meet to discuss the overlap between the FRAC and RAPMC.**

15.2.2. This action was first discussed at the Board Away Day in April 2022 where the Board agreed to review the composition of the 2 committees.

16. Next Meeting

16.1. Friday 16 September, 9:30am to 4pm in-person at the UKCP Office.

APPROVED