



Board of Trustees Minutes

Meeting Date: Friday 18 September 2020

Time: 14:00 – 17:00

Type: Remote via Zoom due to Covid-19 pandemic

Location: n/a

Version: Approved

Present:

Andy Cottom (AJC)	Vice-Chair & Trustee
Brett Kahr (BK)	Trustee
Divine Charura (DC)	Trustee
Bob Cooke (BC)	Trustee
David Fitzgerald (DF)	Treasurer & Trustee – <i>until 16:40</i>
John Loughrey (JL)	Trustee
Jacqui McCouat (JM)	Trustee
Martin Pollecoff (MP)	Chair & Trustee
Juliet Rosenfeld (JR)	Trustee
Suzy Walker (SW)	Trustee

Apologies: None

In Attendance: Sarah Niblock (SN) Chief Executive Officer

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 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 from 10 July 2020

2.1. Corrections

- 2.1.1. None

2.2. Matters Arising

- 2.2.1. Re: point 3.2 concerning a meeting between the Board of Trustees and the Professional Regulatory Committee of the Colleges and Faculties (PRCCF), a separate meeting will be arranged soon.
- 2.2.2. Re: point 3.4.1. concerning MP's request that the Remuneration, Appointments and Performance Management Committee (RAPMC) conduct a review the role and remuneration of the UKCP Chair, AJC advised that this had been discussed at the RAPMC meeting this morning (18 September 2020).
- 2.2.3. Re: point 13.1.1 concerning Psychotherapy in Scotland, SN recently met with representatives from the Scottish Public Policy Forum (SPPF) to explain why the SPPF is being disbanded. SN expressed UKCP's great gratitude for the dedication, passion and impact of the SPPF but that it was now urgent and essential that the UKCP's Campaigns team builds on SPPF's formidable contribution with a strategy for public affairs and member engagement across the four nations.

2.3. The minutes were approved.

3. Chair's Report

3.1. The Chair spoke to his report which covered the following areas:

- The importance of approving the overall UKCP Budget for the coming year at today's meeting, especially in light of the uncertainties around income caused by the pandemic.
- The work on enhancing and improving the UKCP website
- The work being done to resolve issues that can arise within colleges that only have one or two Organisational Members (OMs)
- His recent meeting with the Chair of the Professional Standards Authority (PSA)

3.2. MP also reported that work on ensuring that trainee Psychotherapists do not work for free is now progressing again as there has been a breakthrough in establishing renewed dialogue with one of the key unions.

3.3. As communicated to the Board of Trustees from SN by email, MP reported that the Chief Executive of the British Psychoanalytic Council, Gary Fereday, stepped down from the position in July 2020.

3.4. The Board accepted the Chair's report.

4. Chief Executive Officer's Report

4.1. The Chief Executive Officer (CEO) spoke to her report which included updates on the following areas:

- Policy and Advocacy
- Public Relations
- UKCP Events
- Member Engagement
- Social and Digital
- Academic Enterprise and Innovation
- Customer Relationship Management (CRM) [membership database system]
- Human Resources
- Ethics
- Membership Committee
- Governance
- UKCP Risk Register
- Complaints and Conduct
- Membership Progress Report

4.2. The CEO also updated the Board regarding some very positive discussions with NHS England and Health Education England (HEE) towards unlocking access to work for UKCP members. UKCP continues to put pressure on the National Institute for Health and Care Excellence (NICE) and is actively campaigning to educate commissioners, health insurers and other providers, as well as the public, on the value and expertise of UKCP's membership.

4.3. With regards to membership renewals, the CEO advised the Board that resignations are inline with the norm and that there is nothing so far to indicate a drop in renewals because of the pandemic.

4.4. **The Board accepted the CEO's report.**

5. Trustee Elections

5.1. The Board referred to the paper from the Governance Manager which proposed the following timeline for the Trustee elections:

Call election and call for nominations	Monday 30 November 2020
Nominations close	Friday 18 December 2020
Vetting of candidates	Monday 4 January to Friday 15 January 2021
Candidates announced (if contested)	Monday 18 January 2021
Campaigning can commence (if contested)	Monday 18 January 2021
Campaigning closes (if contested)	Friday 5 February 2021
Voting opens (if contested)	Monday 8 February 2021
Voting closes (if contested)	Wednesday 24 February 2021
Candidates notified of results (if contested)	Friday 26 February 2021
Results announced publicly	Monday 1 March 2021

5.2. **The Board of Trustees approved the timeline.**

5.3. The Governance Manager informed the Board that he will soon be circulating a Skills Audit and an Annual Conflict of Interest Declaration for completion by the trustees.

6. Member Feedback – COVID-19 Survey and Individual Member Survey

- 6.1. The CEO spoke to her papers which provide summary, findings and analysis of the feedback from members from the recent Covid-19 and Individual Member surveys.
- 6.2. The surveys have provided extremely useful data.
- 6.3. The Covid-19 survey shows that the majority of members have migrated to working online or with a hybrid of online and face-to-face work.
- 6.4. There were 2,300 respondents to the Individual Member Survey.
- 6.5. SW commented that she was struck by the positivity of many of the survey responses.

7. Strategic and Operational Plan

- 7.1. **Following an in-depth discussion it was agreed that a bulletin to members from the Board is to be drafted and agreed.** It should come from all the trustees to let members know that the Board is holding them in mind during this time of crisis. The message should include guidance such as ways of staying connected and networking during the pandemic.
- 7.2. **The Board also agreed that SN will present a plan for the future of UKCP at a separate meeting, potentially at the next Board meeting in December 2020.**

8. Website Presentation

- 8.1. SN gave a zoom presentation of how the new UKCP website will look and answered questions.
- 8.2. The Board were very positive about the changes to the website.
- 8.3. AJC asked if the website developments mean that the issues around postcodes with the Find a Therapist (FaT) function have been resolved. **SN will find out and report back.**
- 8.4. In response to a question from JM, **SN will also check how many results per page are displayed on FaT for the new website.**

9. Finances/Budget 2020-21

- 9.1. The Board voted unanimously in favour of approving the 2020/2021 UKCP Budget, as proposed by the UKCP Treasurer. The approval covered the following areas:
 - Operating budget deficit of £200,000 approved
 - College budgets of £44,000 approved
 - Honorarium payment criteria for Colleges - no change from 2019/20 confirmed
 - Additional website funding of £13,500 approved
 - Contribution to CCP of £86 per member agreed, with phased transfer of funds from general reserve
 - Excess free reserves of £23,000 are held until the mid-year review is carried out - agreed
 - Reserves policy and target approved (unchanged from 2017/18)
 - The Board approved the re-appointment of Sayer Vincent as the UKCP auditors.

DF left the meeting at 16:40

10. Professional Standards and Regulation

10.1. Professional Standards Development Work

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

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

10.2.1. The Board discussed the report from the PRCCF Chair.

10.2.2. Some inaccuracies and contradictions were identified in the report.

10.2.3. **The Chair and Vice Chair Board will formulate a response back to the PRCCF Chair.**

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

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

10.4. Regulation and Quality Assurance Team Report

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

11. Board Meeting Dates 2021

11.1. The Board approved the following meeting dates for 2021:

Friday 12 February, 9:30am to 4pm, UKCP Office
(or 2pm to 5pm by Zoom)

Thursday 22 April (afternoon and evening) & Friday 23 April (all day)
(Away Day – external venue to be confirmed).
(or no Away Day and 2pm to 5pm by Zoom on just the Friday 23 April)

Friday 9 July, 9:30am to 4pm, UKCP Office
(or 2pm to 5pm by Zoom)

Friday 17 September, 9:30am to 4pm, UKCP Office
(or 2pm to 5pm by Zoom)

Thursday 9 December, 2pm to 6pm, UKCP Office
(or 2pm to 5pm by Zoom)

12. Next Meeting

12.1. Thursday 10 December 2020, 14:00 to 17:00, online by Zoom.

Minutes Approved

Signed: _____ Title: _____

Print: _____ Date: _____