



**UK Association for Humanistic  
Psychology Practitioners**

## **Board of Directors Meeting (*Minutes*)**

**10 March 2018**

**Torrington Room, Connaught Hall, 36-45 Tavistock Square, LONDON,  
WC1HN 9EX**

**PRESENT:** Derek Lawton (Chair), Simon Clarke, John Fletcher, Vicky Karkou, Karl Kneale, Lucy Lowe, Stuart Morgan-Ayrs, Albert Punzalan, Jan Holton (Administrator)

**APOLOGIES:** Felicity Aldridge and Liz Shelley

Karl Kneale and Albert Punzalan were welcomed to the Board, Karl as a lay member and Chair of the Ethics Committee and Albert as a lay member and book keeper.

**MINUTES OF LAST MEETING:**

The minutes of the Board Meeting of 2<sup>nd</sup> December 2017 were approved.

**MATTERS ARISING:**

None

**MAIN ITEMS**

**1. PSA Report: Update**

- The PSA assessment of UKAHP's application has been ongoing and amendments are currently being made to the Final Report which will be submitted to the Awards Panel.
- We will have a decision in time for the AGM on May 12<sup>th</sup>
- We have asked a representative from the PSA to attend the AGM which they are supportive are
- Post accreditation, UKAHP's governance must be continually refined.

- A more active role must be taken in communicating with members

## **2. Ethics Committee - Reconstitution**

The Ethics Committee has been reconstituted and tasked to attend to some PSA issues.

- To review the Complaints Procedure and the Code of Practice and Ethics with a deadline of 30<sup>th</sup> September.
- To review Section 8 of the bye-laws – the section on disclosure. The General Secretary agreed to review the section and write a procedure for the Board's responsibility with regards to conflicts of interest.
- To review all documents; taking into account public opinion while retaining humanistic values.

## **3. Disciplinary Procedure**

A Disciplinary Procedure has been drafted. This procedure is concerned with the conduct of members and the performance of officers, separate from practice complaints and fitness to practice concerns. As such it will sit with Board as a management procedure and not with the Ethics Committee – though the Chair of Ethics will be involved in the procedure and their feedback and amendments have been invited.

## **4. Data Protection**

The Board were informed of the changes to the Data Protection laws; the General Data Protection Regulation (GDPR) will replace the DPA on 25<sup>th</sup> May 2018.

- As an organisation UKAHPP needs to ensure it is compliant with the new rules.
- Information needs to be disseminated to the members
- It will be an offence not to be registered with GDPR

It was agreed to email members with this information and to seek a volunteer to take on the role of Information Officer.

## **5. Formation of PSA Annual Review of Accreditation Group**

There will need to establish a forum separate from the Board's main business, for the co-ordination of PSA Annual Review and accreditation. This forum is to be made up of the Registrar, the Chair of Ethics, Chair of Accreditation and the Membership Secretary, at a minimum. Meetings could be held via teleconference or before the Board meetings – to be addressed further once AR has been attained.

## **6. UKAHPP Finance**

The transfer of book-keeping duties from Simon Lewis to Albert Punzalan is in process. It was agreed to purchase new accounting software – Sage – at an approximate cost of £70.

## **7. UKCP Quinquennial Review 2018**

UKCP have decided to streamline the HIPC and PCIPC QRs into one review. This will take place in 2019 and as UKCP Registration is the purpose of the review it is essential that that the Accreditation Committee gets prepared and takes the lead.

## **8. AGM 2018**

The planning and structure of the AGM on May 12<sup>th</sup> was discussed. It was agreed that the formal business will take place in the morning and the afternoon be dedicated to groups discussing the future of UKAHPP. An advance email will be forwarded to all members to encourage attendance and ideas. A group of directors agreed to plan a structure for the afternoon session. So as to take an active role in responding the Chair will not preside over this session.

## **9. UKAHPP Approved Courses**

It is planned that a new direction for UKAHPP could be in approving courses. The Chair has been invited to join the course validation team at Edge Hill University who are developing a 2 year Masters Degree Course in Creative Psychotherapy and Counselling. Students will be invited to join UKAHPP as 'Trainees' for a nominal fee of £10. As they would be on a definite training path incorporating UKCP Registration/Accreditation requirements, their names could include on the UKAHPP Register of Psychotherapists and Psychotherapeutic Counsellors, as 'Trainees' only. They will not be covered by the UKAHPP Complaints Procedure. This status is different from the current Student Membership, as trainees on affiliated (approved course) would not hold UKAHPP membership until they meet the UKAHPP registration and or accreditation criteria.

The relationship with Edge Hill University and course approval will be picked up at the next Board meeting. It is essential that the Accreditation and Membership Committees are involved and for the Registrar to advice the Board on any issues relating to Registration.

### **DATE OF NEXT MEETING:**

Saturday 12<sup>th</sup> May AGM – Resource for London, 356 Holloway Road, London, N7 6PA.

Jan Holton March 2018