

*Minutes of the UKAHPP Board Meeting April 29th 2017
The Torrington Room, Connaught Hall, 36-45 Tavistock
Square, WC1H 9EX*

PRESENT: Derek Lawton (Chair), Felicity Aldridge, Simon Clarke, Stuart Morgan-Ayrs, Bill Stanley, Jan Holton (Administrator)

APOLOGIES: John Fletcher

The Board had been shocked and sorry to hear of John's illness. Very best wishes were expressed for his recovery.

MINUTES OF LAST MEETING:

The minutes of the Board Meeting of 3rd December and 25th February were approved.

MATTERS ARISING:

No matters arising.

MAIN ITEMS

1. Chair Succession

Following Board discussion without the presence of Derek Lawton, it was agreed that in accordance with Article 44, it would be in the best interests of the organisation if Derek Lawton continue as Chair on a pro tem basis, primarily to follow through the PSA AR application. The proposal was agreed unanimously. Derek accepted the Board's offer, with a review in October.

2. Formation of the Board – including Roles and Future Meetings:

Dates of next meetings:

24th June

29th July

30th September

2nd December

10th March 2018

AGM – April 21st 2018

Roles:

It was reported that Tim Gunhouse has decided to turn down his option being a Board Director.

- a) General Secretary —During JF's absence Vicky Karkou has agreed to take on responsibility for the General Secretary's function for processing complaints.
- b) Deputy Chair – Stuart Morgan-Ayrs agreed to take on this role
- c) Information Officer —Stuart agreed to check the ICO's website to ensure UKAHPP is meeting standards in terms of data protection but is not able to take on the role. All Board members asked to look at the ICO website.
- d) Treasurer – Simon Lewis is willing to continue in this role.
- e) Ethics Officer – Stuart Morgan-Ayrs will remain in until the Ethics Committee is reconstituted and is fully operational.
- f) PCIPC Representative – Liz Shelley is attending the next meeting.

3. Website Provider and IT support:

It has been necessary to engage a company to manage and maintain the website. Due to repeated IT problems the redesigning of the website was discussed and options considered. A working group of BS, SM and JH, to consider what is needed. DL will follow up website contacts JF had initiated.

4. Psychotherapists' and Counsellors' Union:

It was agreed that in the event of a professional complaint or fitness to practice hearing, UKAHPP psychotherapists or psychotherapeutic counsellors, may be supported by a 'friend' or appointed 'facilitator' as is the current arrangement or in accordance with the 'McKenzie Friend' principle choose to be supported by a professional organisation or union they subscribe to. SM agreed to draft an addition to the Complaints Procedure, supporting this decision.

5. Registration

- a) Concern was expressed about the use of the UKAHPP logo by members once they are registered. He stressed that members should be given clear instructions about how they publish their relationship with the association. Derek said that

once the application for accreditation has been agreed then PSA will clarify the restrictions of using the logo.

- b) Attention also focussed on how members have been 'working toward accreditation' for several years without submitting a formal application. The Registrar will draft a letter to these members asking them to confirm their practice details.

- 6. **Remainder of agenda and Reports:** There was no time to discuss the remainder of the agenda.

DATE OF NEXT MEETING:

Saturday 24th June 2017 1.00pm – Meeting Room, International Hall, London WC1N 1AS

Jan Holton May 2017

*Minutes of the UKAHPP Board Meeting June 24th 2017
The Meeting Room, International Hall, Lansdowne Square,
London WC1N 1AS*

PRESENT: Derek Lawton (Chair), John Fletcher, Vicky Karkou, Lucy Lowe, Stuart Morgan-Ayrs, Liz Shelley, Bill Stanley, Jan Holton (Administrator)

APOLOGIES: Felicity Aldridge and Simon Clarke

MINUTES OF LAST MEETING:

The minutes of the Board Meeting of 29th April were approved with minor amendments.

MATTERS ARISING:

Item 4 – Psychotherapists and Counsellors Union – Stuart will draft a further addition to the Complaints Procedure.

MAIN ITEMS

- 6. **Interviews and Welcome to Liz Shelley (PCIPC Rep) and Lucy Lowe**

Welcome to Liz and Lucy who have volunteered for co-option on to the Board. Liz and Lucy left the meeting for the Board to vote on their offer.

Liz Shelley

The Board unanimously approved Liz's co-option.

Lucy Lowe

The Board unanimously approved Lucy's co-option.

Liz and Lucy re-joined the meeting. They both decided to initially attend Board Meetings with non-voting observer status, until the next AGM when they will decide whether to stand for election to the Board as Directors.

7. Update from John Fletcher

The Board welcomed John who was attending following a heart attack in April. He said he was doing well but is not ready to take a decision on whether he could continue as a director. He would decide after a medical review in August.

8. Review Categories of Membership

The effect of the introduction of the UKAHPP Register is a new endorsement of the practitioner and as a consequence the membership categories have been reviewed:

- Practitioner membership has been removed from the Associate category which will remain for those members with an interest in humanistic psychology. Associates will not be covered by the Complaints Procedure and cannot promote their services on the UKAHPP website.
- New categories have been introduced – Ordinary Registered Member which precedes Full Accredited Registered Membership
- Affiliate and other variant classes of membership will remain.

To be consistent with the standards of the PSA, membership has to be separate from the Registrar, who holds the Register. It was unanimously agreed that the organisation sets up the function of Membership Secretary and create Terms of Reference for that role.

There was discussion about accreditation categories and the inconsistencies between the standards required for psychotherapists and psychotherapeutic counsellor and those required for other categories – Researcher, Educator, Group Facilitator, Group Therapist and OD consultant.

It was unanimously agreed that apart from psychotherapist and psychotherapeutic counsellor all other accreditation categories are suspended for review. The supervisor

category should also be reviewed. A notification will be posted on the website stating that no applications will be accepted in these categories while they are under review.

It was agreed to consider the classes of Member Emeritus and Senior Practitioner at a later date. Members Emeritus will be advised they need to reaccredit.

9. PSA Update

Derek, Jan and John will meet with the PSA on July 19th in London. The focus will be on governance and paperwork. Following this provision will be made for the PSA to contact Felicity, Stuart, Simon and Bill.

10. Ethics Committee Update

Following the suspension of the function of the Ethics Committee function in December 2016, Stuart has taken on the role of Ethics Officer with the support of Vicky. It is important to now reconstitute the Ethics Committee and there was discussion about the best way to recruit new members, whether to change the name, the possibility of holding a cpd day to attract volunteers. Derek agreed to modify the Terms of Reference and forward for comments.

11. Remainder of agenda and Reports: There was no time to discuss the remainder of the agenda.

DATE OF NEXT MEETING:

Saturday 29th July 2017 1.00pm – Multi-Purpose Room, International Hall, London WC1N 1AS

Jan Holton July 2017

***Minutes of the UKAHPP Board Meeting July 29th 2017
The Multi-Purpose Room, International Hall, Lansdowne Square,
London WC1N 1AS***

PRESENT: Derek Lawton (Chair), Felicity Aldridge, Simon Clarke, John Fletcher, Lucy Lowe, Stuart Morgan-Ayrs, Liz Shelley, Jan Holton (Administrator)

APOLOGIES: Vicky Karkou, Simon Lewis and Bill Stanley

MINUTES OF LAST MEETING:

The minutes of the Board Meeting of 24th June were approved.

MATTERS ARISING:

None

MAIN ITEMS**12. Ethics Committee – Update and Reconfiguration Plans**

A letter has been drafted asking members to volunteer to join the associations 4 functions:

- Ethics Committee
- Registrar's Office
- Membership Secretary's Office
- Accreditation and Re-accreditation sections of the current MAC.

Stuart gave an update on the process of the ongoing complaint, which currently is with an Adjudication Panel. He reported that all written communications are being recorded and filed centrally, and standards being set for the future.

The Board is awaiting feedback from the PSA before it can reconstitute the Ethics Committee.

13. PSA Site Visit Report and Updates

The Chair, General Secretary and Administrator had attended a 'Site Visit Meeting' in London on July 19th at the request of the PSA. The focus was on governance, paperwork and the role of the Administrator. The PSA Assessment Team will most likely want to contact the Registrar, Chair of MAC, Treasurer and other Board members as necessary.

The team asked to see evidence of the registration process, and examples of unsuccessful applications for registration and accreditation.

The next phase of the process involves the PSA Assessment Team write a report for their Accreditation Panel. The Assessment provided the Board with written feedback – there are likely to be a number of caveats:

- A business plan.
- Reconstitution of the Ethics Committee.
- A fully functioning register open to new external applications.

Preliminary discussion followed on identifying aspects of the association's governance that may require additional attention.

14. Implementing the Annual Renewal Form

The final version of the Annual Renewal Form has been agreed by the Board. It was decided to send the Annual Renewal Form to all members, including Associates, this year. If Associates are in practice they will be informed that they need to apply for registration. In future years it will be a requirement only for registered/accredited members to complete the form. A sample of members will be audited each year. The administration of this process will be the responsibility of the new Membership Secretary. The Board will carry this responsibility until someone is in office.

Members Emeritus and Honorary Life Members have been asked to confirm if they are in practice and have supervision and insurance. If they are in practice they are being asked to undertake reaccreditation.

15. Finance

Simon Lewis has given notice resigning as Treasurer. He will continue in role in order to address any current PSA enquires and then step down. He will continue as Book-keeper until the end of the financial year – 31 December 2017.

It was agreed that Reach Skills be approached for a new book-keeper.

The financial forecast for 2017 was discussed, and it was agreed to also approach Reach Skills for a marketing person, when the time is right.

16. Website Provider and IT support

There is a serious problem with the website, with members unable to login to the Members' Area and the Administrator unable to login to the Administrative area. No updates to content can be made. The website has to be operational before PSA accreditation is possible. The company that has been contracted to maintain the website has been working on the problem for several weeks.

It was agreed to approach Andy Rushton to see if it is possible there is a quick fix. It was also agreed that if necessary a new website be created. Discussion took place about what is needed.

17. Insurance

UKAHPP currently has trustee indemnity insurance. It does not have insurance for organisational and professional liability, wrongful advice and employee liability. Derek agreed to obtain more quotes and information.

18. **Remainder of agenda and Reports:** There was no time to discuss the remainder of the agenda.

DATE OF NEXT MEETING:

Saturday 30th September 2017 1.00pm – Multi-Purpose Room, International Hall, London WC1N 1AS

Jan Holton August 2017

***Minutes of the UKAHPP Board Meeting 30th September 2017
The Multi-Purpose Room, International Hall, Lansdowne Square,
London WC1N 1AS***

PRESENT: Derek Lawton (Chair), Felicity Aldridge, Simon Clarke, John Fletcher, Stuart Morgan-Ayrs, Liz Shelley, Bill Stanley, Jan Holton (Administrator)

APOLOGIES: Vicky Karkou and Lucy Lowe

MINUTES OF LAST MEETING:

The minutes of the Board Meeting of 29th July were approved.

MAIN ITEMS

19. PSA Update: Fee Structure Feedback; Site Visit Feedback

- It is expected that the PSA will reach a decision on the UKAHPP application by the end of the year. In the next weeks the PSA Accreditation Team will speak to the Registrar, the Chair of the MAC and finally the Board Chair – their recommendations will then be submitted to Approval Panel.
- The raising of Annual Re-Accreditation fees was considered at a PSA meeting on 5th September, which the Chair attended. This is a concern for small organisations as it is a Register rather than Registrant based fee. UKAHPP will give their feedback to the PSA consultation document in November.

20. Ex-Ethics Committee Letter

A letter to Board Members had been received from members of the ex-Ethics Committee, expressing their discontent about the Board's decision to suspend the

function of the Ethics Committee. The Chair and General Secretary will draft a response reiterating that it was the function of the Ethics Committee that had been suspended on governance issues alone and that the Board had decided it was not in the association's interest to take action against any individual. The draft will be circulated to the Board for approval.

21. Ethics Committee – Update and Reconfiguration Plans

The Board is awaiting feedback from the PSA before it reconstitutes the Ethics Committee. A number of members have expressed an interest in joining a new committee.

22. Book-Keeper Interview

The Board interviewed a volunteer from Reach Skills for the post of book-keeper. It was agreed to offer the post, which was accepted, subject to references.

23. Psychotherapy Directory

Following discussion with a new directory for psychotherapists a four month free trial for UKAHPP members has been negotiated. It was agreed to post details of their ~~and~~ email links and website to the members.

24. Members Emeritus

It was reported that following information sent to Members Emeritus about accreditation and registration requirements one of these a members had written personally to current and ex-members of the MAC, misrepresenting information about their accreditation, which has caused concern. The member was asked to address their concerns to the UKAHPP Administrator and to cease contacting MAC members directly at their personal email addresses. The member in question has since resigned their UKAHPP membership. The request not to contact MAC members has been ignored - subsequent mailings have since been posted containing additional false information. Should this continue the Board will consider its options.

The Chair and General Secretary will attend the next meeting of the MAC to address this and also to give an update on the PSA application and its implications.

25. Categories of Membership

Information illustrating the different categories and classes of UKAHPP membership and their relationship with accreditation and registration was distributed. There will be a

review of the fee structure before the AGM where the membership will be asked to agree it.

26. Website

It was agreed that a new provider Fiddlybits take over the hosting of the website from United Hosting, following clarification of the cost, will be requested.

27. Insurance

Quotes have been received from different insurance providers, with additional cover in request of PSA Accredited Register requirements. It was agreed to go for the cheaper company.

28. Register

It was agreed that all those whose applications have been agreed can be informed of the outcome and the remainder deferred until the end of October.

29. Remainder of agenda and Reports: There was no time to discuss the remainder of the agenda.

DATE OF NEXT MEETING:

Saturday 2nd December 2017 1.00pm – Torrington Room, Connaught Hall, 36 – 45 Tavistock Square, [London WC1N 1H 9EX](#)

Jan Holton October 2107

Minutes of the UKAHPP Board Meeting 2nd December 2017
The Multi-Purpose Room, International Hall, Lansdowne Square,
London WC1N 1AS

PRESENT: Derek Lawton (Chair), Felicity Aldridge, Simon Clarke, John Fletcher, Liz Shelley, Bill Stanley, Lucy Lowe.

APOLOGIES: Vicky Karkou, Jan Holton (Administrator), Stuart Morgan-Ayrs.

MINUTES OF LAST MEETING:

The minutes of the Board Meeting of 30th September were approved.

MAIN ITEMS

1. Book-Keeper Appointment

Board is awaiting a second reference regards the appointment of a new Book-Keeper, Albert Punzlan who attended the beginning of the meeting. The Chair will chase up this reference and a possible third reference on Monday and report back to the Board via email next week.

Simon Lewis has kindly agreed to hold the books until a smooth handover can be initiated. Simon will draw up a transitional mandate with the bank.

2. Administrator's Agreement

In accordance with last year's agreement, the board reviewed the fee paid to the organisation's administrator. The importance of the administrator's role as the first point of contact and holder of the association's governance was acknowledged. The Board agreed to offer a 3% increase back dated to October 2017, pending a full review of the role post PSA and no later than October 2018.

3. Chair – succession

The Board acknowledged the need for continuity whilst the association's PSA application is under consideration. Derek Lawton agreed to continue in post until the first post AGM Board Meeting or completion of the PSA application.

4. PSA Update

- a. Ethics Committee Reconstitution:** A number of members and potential lay members have put their names forward to join a new Ethics Committee. It is hoped that a date for

reconstituting the committee will be set by the end of the year, pending checks and Board approval.

- b. Website:** The website difficulties experienced since the spring are slowly being resolved. 'Fiddlybits' is now the association's website provider. They can redesign the whole website but we would have to be very clear about what we want and how we want it. As this will be an expensive exercise the consensus was we should make do with the current system and review needs until such time, governance developments related with PSA standards are fully known.
- c. The Register:** The Board agreed to publish an open version of the register in the public domain of the website, including specific fields about a registrant's professional standing, practice status and links to statutory and other voluntary registers. Personal details: DOB postal and email addresses and telephone numbers will not be included in the 'public register'. If the website cannot accommodate the register layout, it will be published via a PDF link.
- d. Sanctions Page:** To be established as soon as possible with links from the register when necessary. It was acknowledged that the organisation is going through a process of change, there will be ongoing refinements as new functions and procedures are established.
- e. Membership Secretary:** The Board will continue to responsibility for this function until a permanent Secretary is appointed.
- f. UKAHPP Continuing Professional Development Policy:** The PSA has suggested that we establishing a CPD Policy separate from the Reaccreditation Renewal Policy. FA and LW agreed to draft a universal policy applicable to all registered members by the end of the month.
- g. Annual Renewal Forms:** The membership Secretary's Office will be responsible for administering the Registration Annual Renewal Process. The Registrar will conduct a sample quality audit, equivalent to 10% of returned forms.
- h. Code of Practice, Code of Ethical Principles and Complaints Procedure:** Based on a recent complaint, the General Secretary offered a rationale for the following changes. Code of Practice: 3.3; 3.4; 3.4.1; 3.4.2; 3.4.3; 3.4.4; 5.4; 5.4.1. Code of Ethical Principles: 2.41. Complaints Procedure: 1.7; 1.7.1 1.7.2. The proposed changes were agreed and will be amended on the website with immediate effect. The membership will be informed of the changes.
- i. PSA Accredited Registers Annual Review of Accreditation:** The interconnectedness between the association's functions was acknowledged as the basis for establishing a dedicated forum for collating governance and other changes for inclusion in the PSA Annual Review of Accreditation Form. As this is a lengthy procedure this group would have to meet 3-4 times a year, via teleconference or face-to-face. The membership of the group could be the full Board or an executive group of the 4 standing functions plus the Chair and general

Secretary. In either case the meeting would have to be separate from 'normal' Board business.

5. UKCP Quinquennial Review 2018

The UKCP is streamlining the QR process to a single review for Organisational such as UKAHPP which is affiliated to more than one college. It was suggested PCIPC review should be brought forward and join the HIPC 2018 review. However, in light of the UKAHPP's PSA application (which is a similar process focussed governance documentation and standards) the UKCP agreed to defer a join QR until 2019. Following the unsuccessful attempt by factions within HIPC for UKAHPP's UKCP membership to be terminated, concern has been raised with the UKCP about HIPC's ability to give UKAHPP a fair review.

6. Annual General Meeting 2018

a. **By-laws:** The PSA Accredited Register application has necessitated a change to the association's By-laws. The Board approved the following changes highlighted in 'yellow' for ratification at the AGM. Omissions are crossed out.

Section 3: MEMBERSHIP

3.1 All registered, accredited and associate members of UKAHPP agree to abide by the published UKAHPP ethical codes and procedures, to be in appropriate clinical supervision whilst in practice, to have adequate professional liability insurance whilst in practice and adhere to the requirements relevant to the categories and classes of membership they hold.

3.2 **Full Membership** of the UKAHPP is the association's premier category of membership members are encourage to aspire to and may be granted to those who have undergone the UKAHPP accreditation procedure relevant to their particular discipline. Full members are subject to reaccreditation every five years. Ordinary Member (Registered) status must be held before a member can apply for UKAHPP Full Membership as an accredited psychotherapist and psychotherapeutic counsellor. All accredited psychotherapists and psychotherapeutic counsellors will be included on the register. Full Members have full voting rights.

3.3.1 **Senior Practitioner** is a class of membership that may be awarded, at the discretion of the Accreditation Committee and approved by the Board, to Full and Affiliate Members who are winding down their practice and clinical hours. This class of membership can be used by members who moving toward retirement. In order to maintain accreditation status, the published re-accreditation relevant to the member's practice must be adhered to.

3.3.2 Members in the categories of Accredited, Affiliate and Ordinary Member (Registered) no longer in practice may be granted retirement status in the class of '**Retired Member**'. Full voting rights will be maintained.

3.4 **Associate Membership** of the UKAHPP may be granted to professionals and members of the public who have an interest in Humanistic Psychology. This category of membership is not used for the endorsement of practice and as such Associate Members are not covered by the UKAHPP Complaints Procedure. Associate Members have full voting rights.

3.6 **Emeritus Membership** is a class of membership that may be awarded at the discretion of the Board of Directors to Full Members of UKAHPP who have reached the age of 60 years, have been re-accredited at least twice, and who maintain an appropriate level of supervision whilst remaining in practice. Member Emeritus must adhere to the published criteria in order to maintain their accreditation and registration status.

3.8 **Ordinary Member (Registered)** is the basic entry level membership to the UKAHPP Register of Humanistic Psychotherapists and Psychotherapeutic Counsellors. Applications are open to psychotherapists and psychotherapeutic counsellors who can evidence that they meet the published registration criteria. Ordinary Registered Members have full voting rights.

3.9 All membership; registration and accreditation applications will be processed by the relevant standing committee and approved by the Board except for Co-opted Membership which only require Board approval.

3.9.1 The Board may develop additional categories and classes of membership as it thinks necessary.

3.11 Full Membership and Registration is confirmed by the award of a Certificate. This certificate remains the property of UKAHPP and must be returned upon a member's resignation or expulsion, accompanied by a statement that the member is not at that time in the process of being complained against.

Section 5: STANDING COMMITTEES

5.1 In accordance with Article 44 of the UKAHPP Memorandum of Association, the Board of Directors may delegate responsibility for discharging organisational functions to sub-committees as they think necessary.

5.2 All sub-committees will be accountable to the Board of Directors and governed by Terms of Reference issued by the Board; which will enable a 'fire-wall' to be maintained between the authority of the Board and the 'day to day' discharge of the committee's function. Standing Committees include:

5.2.1 **The Accreditation Committee** which is responsible for the development, maintenance and administration of accreditation criteria and the implementation of the accreditation and re-accreditation processes.

5.2.2 **The Ethics Committee** is responsible for the maintenance of the association's ethical codes and Complaints Procedure and in conjunction with the General Secretary ensures that the Complaints Procedure and related administration is implemented in accordance with requirements.

5.2.3 **The Membership Secretary Office** is responsible for processing all membership applications and liaising with other standing committees regards membership matters as necessary. The Membership Secretary function is also responsible for administering and processing Annual Renewal Forms.

5.2.4 **The Registrar's Office** is responsible for administering and maintaining UKAHPP registers including, admissions, renewals, suspensions and removals.

5.2.5 The Board of Directors may establish additional standing committees and sub-committees in respect of particular tasks and functions as it thinks necessary.

Section 6: GENERAL MEETINGS

6.3 Resolutions may be introduced by the Board of Directors or for consideration by the Board, if duly seconded, by any Full, Affiliate, Registered or Associate Member of UKAHPP. Resolutions must be received by the General Secretary forty-two (42) days prior to the meeting. Resolutions shall be passed by a majority vote except for any entailing an amendment to the Memorandum of Association and Byelaws. The Chairperson shall have a second, casting vote.

b. Membership Fee Structure: It was agreed that as the PSA Accredited Register Application has yet to be affirmed, an increase in membership fees is not warranted and the Board will not be putting forward an AGM proposal.

It was decided that a single membership fee should apply to **Associate Membership** and that the lower rate of **£80** should apply to all members in this category. Associate Membership does not affirm verification or endorsement of practice. It is primarily for professional and members of the public who have an interest in Humanistic Psychology. Associate Members are not covered by the UKAHPP Complaints Process. They can no longer advertise their membership status as 'working toward' accreditation or registration and they can no longer have an entry on the UKAHPP 'Find a Therapist' website facility.

Associate Members in practice are strongly encouraged to apply for registration as an Ordinary Member (Registered) at the earliest opportunity. Existing Associate Members may access this option without an additional fee until further notice.

The annual fee for new **Ordinary Membership (Registered)** applications has been set at **£125**.

The annual fee for **Senior Practitioners** is **£100**.

All membership fees to be reviewed prior to the 2019 AGM.

c. AGM Notice: A notice will be posted to the membership to submit proposals for possible inclusion at the AGM and nominations to the Board of Directors.

7. UKAHPP Course Approval

The Chair has been invited to join the course validation team at Edge Hill University, for a full psychotherapy training course, in view of UKAHPP providing course approval (not course validation) and a route to UKAHPP accreditation and registration.

Other course 'approval' options were identified and the Board agreed to developing such affiliations. A nominal fee of £10 would apply to trainees on such course and their names could be included on the UKAHPP Register of Psychotherapists and Psychotherapeutic Counsellors, as a 'Trainees'. 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.

DATE OF NEXT MEETING:

Saturday 10th March 2018 1.00pm – Torrington Room, Connaught Hall, 36 – 45 Tavistock Square, London WC1N 1H 9EX

Minutes taken in the absence of the UKAHPP Administrator by the Chair - December 2107