



**UK Association for Humanistic  
Psychology Practitioners**

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

**30<sup>th</sup> June 2018**

**Seminar Room 4, Resource for London, 356 Holloway Road,  
London, N7 6PA**

**PRESENT:** Derek Lawton (Chair), John Fletcher, Vicky Karkou, Stuart Morgan-Ayrs, Albert Punzalan, Jan Holton (Administrator)

Felicity Aldridge and Lucy Lowe joined the meeting at 4pm following Accreditation Committee Meetings.

**APOLOGIES:** Liz Shelley and Bill Stanley

**MINUTES OF LAST MEETING:** The minutes of the Board Meeting of 10<sup>th</sup> March 2018 were approved.

**MATTERS ARISING:** None

### **MAIN ITEMS**

**1. John Rowan – Memorial:** A minute's silence was held in memory of John Rowan. The Chair and General Secretary had attended the funeral on 22<sup>nd</sup> June on behalf of UKAHPP.

**2. Board Meeting and AGM dates:**

Saturday 1<sup>st</sup> September  
Saturday 24<sup>th</sup> November  
Saturday 2<sup>nd</sup> February  
Saturday 23<sup>rd</sup> March

**AGM** Saturday May 11<sup>th</sup>

### **3. CONFIDENTIAL MINUTE**

**4. Extraordinary Board Meeting May 12<sup>th</sup>, 2018:** Decisions made by the Board at the May 12 2018 Extraordinary Board Meeting about revisions to the UKAHPP Articles (4) and By-Laws (3.6) were ratified.

**5. Officer's Nondisclosure and Confidentiality Agreement:** Officer's Non-Disclosure and Confidentiality Agreement was approved. All Directors, Sub-Committee Members and Panel Members (Adjudication, Appeal etc) must complete the form when taking up office/role.

**6. Fee Refund Request:** A request for a refund of fees had been received from a Full Member who is one of only 2 Full Accredited Members not accredited as a Psychotherapist or Psychotherapeutic Counsellor. They expressed concern about the loss of membership benefits with the introduction of changes in line with the association's PSA Accredited Register application. They highlighted that they are not listed on the Register, they do not have a visible profile and they are not included on the 'UKAHPP Find a Therapist' website facility.

The Board agreed that only those members who meet the published criteria can be included on the Register and that the 'Find a Therapist' facility was always be intended for Accredited and Registered Psychotherapists or Psychotherapeutic Counsellors.

Consequently, the Board could not make a refund but is open to the possibility opening a separate website page, including a profile statement and a website or email link, but with no direct or indirect reference or affiliation with the UKAHPP Register. Alternatively, the member could lapse their accreditation and revert to Associate Membership.

The Chair will contact the member to put these options forward.

Concern was expressed about the Accreditation Committee and capacity to re-accredit members whose category of accreditation has been suspended to new applications.

**7. UKAHPP Finance:** Arrangements for handing responsibility for the Association's finances to the new book-keeper continue with the setting up of a new bank Mandate.

**8. Data Protection:** Changes to Data Protection regulations were discussed. Although UKAHPP has accommodated these changes within its membership and procedures, all Board Members should be familiar with ICO standards and be mindful of them when creating new policies and procedures.

**9. PSA Update:** Revisions to UKAHPP documents have been necessary and it likely that more changes will be required ahead of the PSA awards panel reconvening. The Board agreed that changes can be made to UKAHPP documents for PSA purposes and they will be ratified at the next Board Meeting.

**10. AGM – Matters Arising:** Following the session at the AGM there has been interest in forming regional groups. It was agreed that Terms of Reference need to be drawn up, before the groups are formed. Two Board Members have agreed to set up guidelines.

It was agreed that saving will be made by sending AGM papers to members electronically in future.

**11. UKAHPP Approved Course – Edge Hill University:** The Chair has been attending meetings of the course validation team at Edge Hill University developing an MSc in Psychotherapy and Counselling Contemporary Creative Approaches, which has now been validated and commences in September 2019. The course is structured around UKAHPP's Accreditation and Registration requirements. As they would be on a definite training path incorporating UKCP Registration/Accreditation requirements, their names could be included on the UKAHPP Register of Psychotherapists and Psychotherapeutic Counsellors, as 'Trainees' for a nominal fee of £10. They will not be UKAHPP Members and will not be covered by the UKAHPP Complaints Procedure, unless they decided to enrol as UKAHPP Student Members or submit an application for UKAHPP Ordinary Membership (Registered) if they already hold an appropriate qualification and meet the criteria for registration. The Board approved course and in order to maintain compatibility and hold any changes to Accreditation and Registration requirements, it is essential that a member of the Accreditation joins the University Course Development Team.

**12. UKCP Quinquennial Review 2019:** The Accreditation Committee need to review their documents and establish contact with UKCP to check on current standards.

**13. Ethics Committee – Reconstitution Update:** There are 6 clinical and lay members with a wide and diverse range of experience on the reconstituted Ethics Committee. They have begun working on reviewing the Code of Practice and Code of Ethical Principles.

The PSA have expressed concern about the Ethics Committee being responsible for Ethical Reviews, as they cannot process a complaint against themselves should they be charged with given the wrong advice. This procedure has been suspended pending review. For the moment the Board will attend to any ethical concerns. Members are advised to use supervision in the first instance.

**14. Chair – Succession:** To be discussed at the next Board Meeting. Derek Lawton agreed to remain as Chair until the PSA decision and Passport Meeting. He will then continue as a Director until the 2019 AGM.

**15. Board Minutes and Website Notice of Meetings**

It was agreed that Board Minutes from June 2018 should be published on the website.

**DATE OF NEXT MEETING:**

Saturday September 1st

## **Board of Directors Meeting (*Minutes*) 1st September 2018**

**Seminar Room 4, Resource for London, 356 Holloway Road, London, N7 6PA**

**PRESENT:** Derek Lawton (Chair), John Fletcher, Stuart Morgan-Ayrs, Albert Punzalan, Liz Shelley, Jane Frances, Cathie O'Brien (as from 2pm)

Gale and Dolly from the Ethics Committee were invited to join the committee and remained for approx 90 minutes.

**APOLOGIES:** The closure of Euston Station, the cancellation of rail travel from the North West and industrial action by Northern Trains frustrated attendance.

Apologies were received from Lucy Lowe, Vicky Karkou, Jan Holton and Bill Stanley.

**MINUTES OF LAST MEETING:** The minutes of 30<sup>th</sup> June 2018 Board Meeting were approved.

**MATTERS ARISING:** None – not included in the main agenda.

Minutes taken by Derek Lawton in the absence of the UKAHPP Administrator

## **MAIN ITEMS**

**1. CHAIR – ACCREDITATION COMMITTEE:** Jane Frances met with the Board following her appointment as Interim Chair of the Accreditation Committee following Felicity Aldridge's sudden resignation as Chair and AC member. Jane left the room whilst the Board considered Co-opting Jane to the Board. The Board ratified Jane's appointment as Chair of the Accreditation Committee and was welcomed as a Co-opted Board Member. The option of continuing beyond the next AGM was discussed. Jane will contact Derek or John should she have queries about the role either role.

As Felicity Aldridge's Directorship is dependent on being Chair of the Accreditation Committee, her name will be removed from the list of UKAHPP Directors held by Companies House.

**2. ACCREDITATION COMMITTEE:** Derek and John joined members of the Accreditation Committee (AC) for a teleconference on 22 August to discuss a number of key issues:

- Appointment of a new or Interim Chair – Jane Francis's offer to take on the role on an Interim basis with review at the next AC meeting was accepted.
- Camilla Gugenheim and Evleen Mann agreed to work with Derek Lawton in reviewing the AC's documents. Derek will make initial updates in accordance with recent governance requirements, without altering accreditation criteria, unless necessary and Camilla and Evleen will report to the AC about further revisions, which upon completion will be submitted to the Board for ratification.
- The joint UKCP: HIPC and PCIPC is due in 2019. The role of the AC is central and a co-ordinator needs to be appointed. A decision was deferred until Derek can provide an actual review date.
- AC representation to Edge Hill University regards to Approved Course developments was discussed but due to travel difficulties an alternative form of representation may have to be explored.
- Jane F agreed to attend to an ongoing sensitive issue about a member's accreditation status.

**3. FAST TRACK TRANSFER OF ACCREDITATION:** The need for a facility to process applications from practitioners accredited by other PSA Registers in the field of Psychotherapy and Psychotherapeutic Counselling was recognised. Where standards and training criteria may differ from UKAHPP's requirements it may be necessary for applicants to demonstrate equivalency through additional training etc. Derek will liaise with the Accreditation Committee.

**4. UKAHPP BOOK-KEEPER:** A new bank mandate is now operational and Albert Punzalan is now the main holder of the association's bank accounts. Albert has begun an audit of the association's finances and the Board will support him to access what he requires to discharge the role of Book-Keeper.

**5. RATIFICATION OF CHANGES TO DOCUMENTS FOR ACCREDITATION PURPOSE:** The Board ratified minor changes made to the wording of the Association's governance documents since the last Board Meeting for PSA purposes. The Policy for Representing UKAHPP Registration, Accreditation and Membership Status, is ready for mailing to all members.

**6. INTERVIEW: UKCP HIP College Representative (2pm):** The Board met with Cathie O'Brien who has expressed in interest in taking on the role of UKAHPP's representative to the UKCP: Humanistic and Integrative Psychotherapy College as a Co-opted Board Member. Cathie left the room whilst the Board came to an agreement; Cathie was welcomed back into the room and accepted the role as a Co-opted Board Member until the 2019 AGM, when Cathie will decided if HIPC Meeting is on Friday 19 October 2018 at the UKCP's new America House offices. Vicky Karkou or other UKCP: HIPC Representative and Derek Lawton - Chair will also be attending.

**7. PSA ACCREDITED REGISTER: Update and Transitional Agenda:** All Board members have been given a summary of Conditions, Instruction and Recommendations attached to UKAHPP's PSA Accreditation. A Board Meeting will be arranged [*later scheduled for 20 October 2018*] to agree a structure and time table for attending to these requirements.

**8. FORMATION OF RISK AND PSA ANNUAL REVIEW OF ACCREDIATION GROUP:** To be agreed at the above meeting.

**9. GROUP FACILITATOR AND ORGANISATIONAL CONSULTANT WEBSITE PAGE:** The Board gave further consideration to the state other UKAHPP Accreditations and in accordance and agreed with the Accreditation Committee's decision that there is not sufficient equality and compatibility with Psychotherapy and Psychotherapeutic Counsellor Accreditation and new applications (except for supervisor) should be suspended until a full review has been conducted by the Accreditation Committee.

In respect to the two UKAHPP Accredited Members not included on the PSA Accredited Register, it was agreed that their Accreditation should be honoured and that the possibility of establishing a dedicated UKAHPP web-page, separate and with no reference to UKAHPP Register should be offered to these two members, providing the public with a brief statement about the services they provide and a link to their websites. This offer will be reviewed at the next board meeting following further with discussion with the Accreditation Committee.

**10. REGIONAL AND THEMED GROUPS POLICY:** A draft policy was forwarded to the Board and approved. Although Regional and Themed Groups are self-generated with a high degree of autonomy, the UKAHPP Board of Directors will remain accountable for any initiative launched

until the auspices of UKAHPP. It is therefore necessary to establish clear governance guidance and responsibilities for such initiatives.

**11. GUIDANCE FOR BOARD REPORTS:** The need for providing guidance on submitting routine reports to Board Meetings was acknowledged – a draft document will be draw up for consideration at the next Board Meeting.

**12. UKCP CHAIR SUCCESSION:** In the absence of a Full Board this will be addressed at the 24 November 2018 Board Meeting.

**13. ETHICS COMMITTEE:** Unfortunately, due to personal reasons Karl Keane is unable to continue as Ethics Chair but hopes to re-join the Ethic Committee in some capacity at a later date. The General Secretary announced that the Tom Hedderick, who is also a lay member, agreed to take on the role of Ethic Chair. The Board looks forward to meeting Tom at the next Board Meeting.

**DATE OF NEXT MEETING:** Saturday 24 November 2018

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

**24<sup>th</sup> November 2018**

**Resource for London, 356 Holloway Road, London, N7 6PA**

**PRESENT:** Derek Lawton (Chair), John Fletcher, Bill Stanley, Jane Frances, Tom Hedderick, Albert Punzalan, Liz Shelley and Jan Holton (Administrator)

### **APOLOGIES:**

Apologies were received from Vicky Karkou and Cathie O'Brien.

**MINUTES OF LAST MEETING:** The minutes of 1<sup>st</sup> September 2018 Board Meeting were approved.

### **MATTERS ARISING:**

#### **Item 9 – Group Facilitator and Organisational Development Consultant**

Since the last meeting one of the 2 Group Facilitators and Organisational Development Consultants has resigned for personal reasons. It was agreed that there are no resources or

skills to reaccredit in these categories and they are to be discontinued. The General Secretary will write to the remaining OD consultant to inform her. He will also write to inform all those members accredited as psychotherapists and psychotherapeutic counsellors who hold these additional accreditations that they are to be discontinued.

## **MAIN ITEMS**

### **1. RESIGNATIONS AND APPOINTMENTS**

- **Resignation-** Stuart Morgan-Ayrs resigned after the last Board meeting because of family circumstances.
- **Appointment of UKAHPP Ethics Committee Chair** -Tom Hedderick has been co-opted to the Board to a specific function on the Ethics Committee and has been elected to be Chair by the committee. Tom left the room whilst the Board voted on him becoming a director. The vote was unanimous.
- **Status of Board Members** – (1) Albert Punzalan agreed to become Treasurer and he left the room whilst the Board voted on him becoming director. The vote was unanimous. (2) Jane Frances had been acting as Interim Chair of the Accreditation Committee and agreed to become a director. She will stand for election at the AGM in 2019. She left the room whilst the Board voted on her becoming director. The vote was unanimous.
- **Chair Succession: Nominations and Appointment** – Derek Lawton was stepping down as Chair. John Fletcher was nominated by Jane Frances and he accepted the nomination. The vote in favour of his appointment was unanimous

**HANDOVER** - John thanked Derek for his outstanding achievements as Chair of UKAHPP culminating in the successful accreditation of the register by the Professional Standards Authority.

### **2. OTHER ROLES AND APPOINTMENTS**

- **General Secretary** – Derek agreed to take this role on temporarily to ease the transition. He is also holding the post of Membership Secretary until December 2019.

### **3. PSA CONDITIONS, INSTRUCTIONS, LEARNING POINTS – Update**

- **Risk Matrix** – Jane and Liz reported that they are half way through revising the Risk Matrix. The deadline for submission of the document to the PSA is the first week of January. Feedback will be requested from the Board by 19<sup>th</sup> December. Liz agreed to send out a timetable of dates for action and feedback.
- **Quality Assurance Processes** – The Registrar had drafted a document and it has been sent to the PSA for comment. There was some discussion about the auditing of members with an agreement that there should be a 10% random audit. If this needs to be reviewed, then it will be a policy decision for the AGM.



- **Complaints and Disciplinary Procedure-** These are being rewritten due to the PSA being concerned about the Board's involvement in decision making in the disciplinary procedure. The Board does need a tool for managing themselves and members not on the Register. The new drafts will be sent to the PSA for comments.

#### **4. FINANCE**

- Albert submitted a financial report and informed the Board that he had still not received past accounts and documents from the previous book-keeper. The UKAHPP accounts had not been audited in the past.
- It was recommended that the fees be increased and that this should be taken to the membership at the AGM for approval.

- 5. ACCREDITATION COMMITTEE - Streamlined Routes –** these are under review though still listed on the website. There was discussion about whether the requirements are at present too onerous and whether an interview is necessary. The AC to discuss further

#### **ANY OTHER BUSINESS**

Ethics Committee – Henrieta Pribulova was proposed and approved for membership of the Ethics Committee

**DATE OF NEXT MEETING:** Saturday 2<sup>nd</sup> February 2019, Resource for London

# **Board of Directors Meeting**

## *Minutes*

**2<sup>nd</sup> February 2019**

**Resource for London, 356 Holloway Road, London, N7 6PA**

**PRESENT:** John Fletcher (Chair), Derek Lawton, Bill Stanley, Vicky Karkou, Cathie O'Brien.

Tom Hedderick (Skype) and Liz Shelley.

#### **1. APOLOGIES:**

Apologies were received from Jane Frances, Albert Punzalan and Jan Holton (Administrator)

**2. MINUTES OF LAST MEETING:** The minutes of 24<sup>th</sup> November 2019 Board Meeting were approved.

**3. MATTERS ARISING:**

**UKAHP current position.**

The Chair outlined the challenges ahead in respect of the financial position and the urgent need to increase membership numbers and that the Board will need to adopt a strategic approach to address this.

**Draft Guidance for Board Reports:**

It was acknowledged that the Board had received draft Guidance for Board Reports before the last Board Meeting and are retrospectively approved.

**Item 9 – Group Facilitator and Organisational Development Consultant**

Since the last meeting both have been informed. One response was accepted, for the other there has been no response.

**4. Financial statement**

A comparative financial summary for years 2018 – 2019 was provided. Some queries requiring clarification were identified.

**5. PSA Conditions**

**Update**

PSA has confirmed that Conditions 2 and 3 were approved. A number of comments for consideration were included. All conditions have now been lifted. A copy of this letter to be sent to the Ethics Committee's consideration.

**6. PSA – Risk and Annual Review meeting**

It was agreed that a separate forum is established for addressing and collating the association's PSA Annual Renewal requirements. A meeting is scheduled for Saturday 23 March 2019, all Board Members are encouraged to attend.

**7. AGM**

Plans for hosting the May 11 2019 AGM are near completion. Venue is Resource for London.

An official notice has already been posted to members

The Board agreed that due to security limitations it cannot offer a postal vote facility this year. The Board will consider options for restoring this facility for the 2020 AGM.

In accordance with Board agreement, as a trial cost saving exercise all AGM papers will be posted to members by email this year.

The Board supports the idea that the day is expanded to include an Annual Gathering component with a theme on 'Celebration of PSA status!' Speakers may include the UKCP Chair/Chief Executive and PSA representatives.

### **Timetable**

**April 16<sup>th</sup>.** Deadline for resolutions and nominations. Resolutions (to be sent electronically) from members to the General Secretary

**20<sup>th</sup> April.** Deadline for Agenda and supporting documentation - 21 days before the meeting.

### **Annual Report**

To be sent out electronically.

**1<sup>st</sup> April.** Committee, membership, secretary, treasurers reports etc to Administrator.

### **8. UKCP - OMR review**

The June Board meeting will focus on preparation. The General Secretary will begin completing the form drawing on PSA application. This will be the last meeting before the holiday period and it is important that the updating of the Accreditation Committee documentation and process review is completed by then.

### **9. Increase membership**

A draft leaflet has been prepared which could be disseminated to training colleges. A discussion about whether two or more separate leaflets are needed to target different audiences e.g..previously accredited therapists, students and colleges. John will modify draft.

Streamlined transfer of accreditation process – the new process does not require another case study. The candidate will have already done this for their existing qualification. This was approved.

### **ANY OTHER BUSINESS**

**Encrypted email.** Bill asked for a Board decision that all sensitive and confidential information should be sent by encrypted mail for example Proton mail which is simple, free and encrypted both ends. This was agreed. A policy statement with instructions about how to install 'Proton' will be drafted and posted to all UKAHPP Officers.

A standard explanatory letter from the Registrar to members randomly selected for the annual 10% Audit was approved.

**DATE OF NEXT MEETING: AGM 11 May 2019**

