



**UK Association for Humanistic
Psychology Practitioners**

Board of Directors Meeting *Minutes*

15th June 2019

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

PRESENT: John Fletcher (Chair), Derek Lawton, Jane Frances, Cathie O'Brien and Jan Holton (Administrator).

- 1. APOLOGIES:** Vicky Karkou, Albert Punzalan, Liz Shelley and Bill Stanley
- 2. MINUTES OF LAST MEETING:** The minutes of 2nd February 2019 Board Meeting were approved.
- 3. MATTERS ARISING:**

The PSA conditions have all been met.

4. PSA Update

The Annual Review of Accreditation Form has been submitted. Some outstanding points remain to be considered:

- Updating the website theory pages
- Overseas policy statement – the 2 affected members need to be informed of the policy and be aware that they may not use the PSA logo. They should also be made aware that they must continue to meet UKAHPP requirements for reaccreditation, including attendance at peer groups. If

they are unable to attend the meeting accreditation will be suspended. An option for them would be to become direct members of UKCP and Affiliate Members of UKAHPP.

- Future Management of Risk Assessment Matrix and Annual Renewal requirements – the Risk Assessment Matrix needs to be continually reviewed, with input from all committees. It should be a standing agenda item.

5. UKCP OMR

The UKCP OMR will take place on Saturday November 16th at Resource for London.

All Board members are required to attend as well as representatives from the standing committees. Other members need to be invited, including newly accredited ones.

The General Secretary is completing the questionnaire.

6. ACCREDITATION PROCEDURES – UPDATE ON REVISION

Members of the Accreditation Committee are meeting on 6th July to draw up procedures for accreditation and reaccreditation with a deadline of 31st July.

7. MARKETING AND SOCIAL MEDIA

The draft for a Facebook page was agreed. This will have a link to the website. The HIPC representative will forward the page for their website.

A budget for a new website was discussed and it was agreed that if the cost is over £5,000 the Chair will report back to the Board.

8. ADMP TRANSFER/CLUSTER

Discussions are ongoing – it seems more likely that there will be a transfer rather than a cluster.

ANY OTHER BUSINESS

There was no other business

DATE OF NEXT MEETING: September 21st

Board of Directors Meeting

21st September 2019

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

PRESENT: John Fletcher (Chair), Derek Lawton, Jane Frances, Cathie O'Brien, Albert Punzalan, Liz Shelley, Bill Stanley and Jan Holton (Administrator).

APOLOGIES: Vicky Karkou

Minutes of last meeting: The minutes of the 15th June 2019 Board Meeting were approved.

Matters arising: There were no matters arising

Welcome to Gary Shepherd

Gary Shepherd had volunteered for co-option on to the Board. Gary left the meeting for the Board to vote on his offer.

Gary Shepherd

The Board unanimously approved Gary's co-option.

Attendance at and Scheduling of Board Meetings

The PSA had advised that Board meetings should be scheduled 12 months in advance and be posted on the website. It was confirmed that the dates are now on the website.

Confidential Minute

PSA Renewal

It was reported that while there no conditions to meet for the renewal of UKAHPP's accreditation there are 4 recommendations to consider.

- The addition of adjunctive therapists to its risk matrix
- The active involvement of service users
- The development of guidelines for whistleblowing and duty of candour
- The publication of guidance for these kinds of cases, so that it is clear when outcomes should be published.

Registration Renewal Group

It was agreed that a Registration Renewal Group should be formed and meet 2 or 3 times yearly via skype to consider the recommendations and the revisions that need to be made to the Risk Matrix. The composition should be the Chair of UKAHPP, the Chairs of Ethics, Accreditation and Membership Committees and the Registrar, with other Board members able to attend.

The first meeting will be held via skype on Friday 11th October at 7pm until 9pm.

UKCP OMR 16th November

The application has been submitted. Board members are required to attend, and other members of the standing committees are being invited, plus recently accredited members.

Ethics Committee Chair

It was agreed that Reach would be approached for a voluntary lay Chair.

Registrar's Audit Report

The Board confirmed the audit procedures adopted by the Registrar.

Encryption of Personal Data Documents

The Chair is writing a policy document. It was agreed that all Board members should have proton mail for emailing sensitive information.

Temenos Update

Nothing further has been heard regarding online events or training links.

Chiron Update

Chiron are holding their AGM on 16th November and will be hoping to agree to dissolving and transferring members to the UKAHPP Register.

ADMP Update

It was reported that ADMP are not yet close to migration.

Marketing and Social Media Update

Following the recent survey of UKAHPP members there was feedback on comments made in the returns. It is planned to create marketing strategies to attract new members.

Edge Hill Update

Negotiations with Edge Hill University are still taking place regarding the listing of trainees from the UKAHPP approved course on the Register.

ANY OTHER BUSINESS

There was no other business

DATE OF NEXT MEETING: November 30th 1.30 pm, Resource for London

Board of Directors Meeting *(Minutes)*

30th November 2019

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

PRESENT: John Fletcher (Chair), Vicky Karkou, Derek Lawton, Albert Punzalan, Liz Shelley, Gary Shepherd, Bill Stanley and Jan Holton (Administrator).

APOLOGIES: Jane Frances

Minutes of last meeting: The minutes of the 21st September 2019 Board Meeting were approved.

Matters arising:

- Cathie O'Brien had resigned due to personal circumstances following the last meeting. Thanks for her contribution had been sent.
- Edge Hill – the UKAHPP approved course is now running. A new link person is needed from the Accreditation Committee. Arrangements are still being made with the university for trainees to be listed on the Register. The approval of courses was discussed and how often the approval should be reviewed. It was agreed that the link person should address this question.

UKCP OMR

The OMR was on the 16th November and had been successful. It was noted that the UKAHPP's relationship with the colleges had changed due to the achievement of PSA accreditation. Compliance with the standards of training is reviewed but not UKAHPP's governance.

Treasurer's Report

The Treasurer's Report was presented, and the Board's attention drawn to the urgent need for new members.

Website and Marketing

Gary Shepherd has been working on marketing strategies and on creating a new website. He presented an example of a home page to the Board. He will need a team to work with him and Albert Punzalan offered to assist.

Vicky Karkou said she could help with the development of a Facebook page.

It was agreed that the focus for the Board going forward is marketing the organisation.

New Accreditation Category

Following discussion, it was agreed that to attract new members 2 additional levels of membership should be introduced with immediate effect. The categories will now be:

- Entry Level Registration Membership – (new category)
- Ordinary Registered Membership
- Accredited Registered Membership – (new category)
- Higher Accredited Registered Membership – (the existing Full Accredited Membership category)

It was agreed to withdraw the streamlined route.

Chiron Update

Chiron held their AGM on 16th November and agreed to dissolve and transfer their members to the UKAHPP Register. They will have a confirmatory vote in May 2020.

Encryption of personal data documents This item remains outstanding

Annual Renewal Group

The Terms of Reference for the group were approved.

ANY OTHER BUSINESS

Ethics Committee – Amendments to the Complaints Procedure will be circulated by email for approval.

DATE OF NEXT MEETING: February 29th 2020 1.30 pm, Resource for London

Board of Directors Meeting (*Minutes*)

29th February 2020

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

PRESENT: John Fletcher (Chair), Jane Frances, Liz Shelley, and Jan Holton (Administrator).

APOLOGIES: Derek Lawton, Gary Shepherd and Bill Stanley

Minutes of last meeting: The minutes of the 30th November 2019 Board Meeting were approved.

Matters arising:

- Edge Hill –A link person has not come forward from the Accreditation Committee. Arrangements are still being made with the university for trainees to be listed on the Register.

UKAHPP Governance

It was agreed that an appeal be made to the membership for volunteers to be involved in the governance of UKAHPP.

Finance Update

The Board discussed the estimated expenditure for the following year and the urgent need for new members.

Chiron Update

Negotiations are continuing with Chiron regarding the administrative and financial arrangements for the transfer of their membership to UKAHPP. Their AGM is in May where there will be a confirmatory vote to dissolve the association.

AGM

It was agreed to cancel the AGM which was due on May 9th and to rearrange to a later date which would allow for the membership to be informed of the arrangements with Chiron. It was proposed that it be held on June 13th.

ANY OTHER BUSINESS

The possibility of holding a Body Psychotherapy CPD event in October 2020 was discussed.

DATE OF NEXT MEETING: 2nd May 2020 1.30 pm via skype

Board of Directors Meeting

Minutes

May 2nd 2020

Online via Zoom

PRESENT: John Fletcher (Chair), Jan Holton (Administrator), Gary Shepherd, Jane Frances and Liz Shelley (Minute taker).

APOLOGIES:

Apologies were received from Albert Punzalan, Derek Lawton.
Bill Stanley was unfortunately unable to connect via Zoom.

1.MINUTES OF LAST MEETING: The minutes of the last Board Meeting on 29.2.20 were approved.

2.MATTERS ARISING. These are contained in the main agenda.

3.COMMITTEE CHAIR APPOINTMENTS. The Board confirmed the appointment of Gary Shepherd as Membership Committee Chair and Professor Vicky Karkou as Ethics Committee Chair pending the recruitment of a suitable lay person to this role.

4. COVID LOCKDOWN IMPLICATIONS.

4.1 Peer group meetings as part of the re-accreditation process have stopped and it was agreed that during the lockdown future applicant's notification of accreditation and re-accreditation will be based on their application only.

4.2 A process to mitigate the risk of Registrants online working is needed

4.3 AGM. Board agreed that the earliest date possible for a rearranged AGM could be during September but may have to be delayed until next year

5. PSA APPLICATION UPDATE.

The PSA application is progressing with another meeting of the Annual Renewal Group taking place on 15th May, when it should be finalised.

6. REMOTE THERAPY.

As an organisation UKAHPP sees remote working as supplementary to face to face working. All Registrants will have trained in face to face work.

However, with the Covid crisis it has become necessary in order to continue to support clients to use remote working. Re trainees, who will only have experience of working online it was agreed that as an evolving area this needs to be kept under constant review as the practice develops.

7. FINANCE UPDATE /TREASURER'S REPORT.

The Treasurer had sent a report in his absence. The Administrator added that there would be further income from members' fees at the end of July.

8. CHIRON UPDATE. It was reported that a number of people have confirmed their intention to join UKAHPP.

9. EDGEHILL UPDATE. There are student members waiting to join the Register and the financial arrangements are to be finalised

10. CHAIR/COMMITTEE/ADMINISTRATOR'S REPORTS. Re Ethics Committee one complaint has been resolved by mediation. No new complaints have been received.

11. ANY OTHER BUSINESS. GS showed Board members a new front page for the UKAHPP website and this was very well received by Board members. GS suggested that it would be good to have more input from members on its development.

DATE OF NEXT MEETING: 25.7.2020 10.30am via Zoom

Board of Directors Meeting

Minutes

July 25th 2020

Online via Zoom

PRESENT: John Fletcher (Chair), Jan Holton (Administrator), Bill Stanley, Jane Frances, Vicky Karkou and Liz Shelley

APOLOGIES:

Apologies were received from Gary Shepherd

1.MINUTES OF LAST MEETING: The minutes of the last Board Meeting on 2.5.20 were approved.

2.MATTERS ARISING. These are contained in the main agenda.

3.PSA APPLICATION UPDATE

The review of UKAHPP's reaccreditation application had been received from the PSA accreditation team and some amendments have been made. The application will be submitted to the moderator at the end of July. It is likely that we will receive some recommendations and a condition in regard to finance. The result should be received by the end of the first week in August.

4. FINANCE UPDATE /TREASURER'S REPORT

It was reported that the savings this year due to no face-to-face meetings are approximately £4,000. Along with the additional income from the fees of transferred Chiron members means there is a surplus and an opportunity to fund the growth and development of UKAHPP with Increasing the membership a priority.

5. MARKETING / WEBSITE

The website is dysfunctional and not fit for purpose. Gary is working with 3 Edge Hill students and talking with a website design company as a first step and a brief is needed for them. It was agreed that £5,000 be allocated for a new website and for marketing. Gary will take the lead but the Board needs to give input on what is needed and appropriate. The aim is to retain the maturity of the content but give the website a freshness.

6. AGM – COMMUNICATION TO MEMBERSHIP

It was agreed that an email should be sent to members updating them on the PSA application, the UKCP OMR and the transfer of Chiron members. It will also emphasise the need for members to come forward for the future of the organisation. Several Board members will be stepping down. It will be decided at the next Board Meeting in September whether to hold an AGM.

7. COVID 19 – REMOTE THERAPY

John said he would draft more guidelines for members.

8. SCoPEd

The Board agreed they would like to join the campaign against the new professional structure and a draft letter will be circulated stating UKAHPP's position.

ANY OTHER BUSINESS.

Annual Notification of Practice and Registration Renewal Declaration Forms have been sent out in September each year but in future will be sent out with the membership invoices in January. As a move towards this they were sent out in May this year. To avoid having 2 audits close together the Registrar requested that the 2020 annual audit be postponed until next year. This was agreed.

DATE OF NEXT MEETING: 19th September 10.30 via Zoom