



**UK Association for Humanistic  
Psychology Practitioners**

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

*January 28<sup>th</sup> 2023*

**Online via Zoom**

**PRESENT:** Derek Lawton, Jenny Coxwell-White, Kathrin Stauffer, Emmeli Sundqvist, Stephanie Woolcott, and Jan Holton (Administrator)

**APOLOGIES:** Liz Shelley

### **MINUTES OF LAST MEETING**

The minutes of the last Board Meeting on 17<sup>th</sup> December were approved.

### **MATTERS ARISING**

Any matters arising are covered in the main agenda.

### **MAIN ITEMS**

#### **1. WELCOME**

Jenny Coxwell-White was welcomed to the Board as General Secretary.

#### **2. ACCREDITATION COMMITTEE – New member appointment.**

The cv for Lindsay Fovargue had been circulated and her appointment was approved.

**3. ADMINISTRATOR'S CONTRACT** –as there had been no change in the hourly rate for the Administrator since 2017 a 10% increase was approved, effective from 1<sup>st</sup> January 2023.

**4. TACT COURSE APPROVAL**

Following the Board's approval of the TACT (Therapy and Counselling Training in Teesside) course, a formal agreement had been circulated. This was agreed and will be signed at a meeting with TACT. The Board agreed the need for a written policy and for a draft to be drawn up for discussion at a future meeting.

**5. PSA SEMINAR**

There will be a PSA seminar on 1<sup>st</sup> February. Stephanie and Jenny said they would liaise with Liz and hope to attend.

**6. REGISTER CONFIGURATION**

Derek had drafted an amendment to the configuration of the Register which will change the published format. It will distinguish between those registrants who hold dual registration with UKCP and will include sections for Affiliates, Associates and Student Members. This was agreed and members will be informed before the changes are implemented.

**7. WEBSITE DEVELOPMENT**

The Find a Therapist function is operational. The website developer is designing a form for members to enter their own practice details.

**8. END OF YEAR ACCOUNTS 2022**

These have been drawn up and forwarded to the accountant and submission to Companies House and HMRC. A specimen budget for 2023 was agreed by the Board.

**ANY OTHER BUSINESS**

It was noted that UKCP are holding an election for trustees and the candidates are listed on their website.

**DATES OF NEXT MEETINGS: 4<sup>th</sup> March 10.30am via zoom.**



**UK Association for Humanistic  
Psychology Practitioners**

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

*March 4<sup>th</sup>, 2023*

**Online via Zoom**

**PRESENT:** Derek Lawton, Jenny Coxwell-White, Kathrin Stauffer, Emmeli Sundqvist, Liz Shelley, Stephanie Woolcott, Irene Dudley-Swarbrick, and Jan Holton (Administrator)

### **MINUTES OF LAST MEETING**

The minutes of the last Board Meeting on 28<sup>th</sup> January were approved.

### **MATTERS ARISING**

- The TACT (Therapy and Counselling Training in Teesside) course has been approved and the formal agreement signed.
- The configuration of the Register is on-going.

### **MAIN ITEMS**

#### **1. PSA ACCREDITATION RENEWAL**

- It was reported that the PSA have invoiced for reaccreditation.
- The PSA have asked for a Standard 1 form to be completed and Kathrin and Jenny offered to take that on.
- Irene agreed to be a nominal Registrar until an appointment is made.

#### **2. HIGHER ACCREDITATION RE-ACCREDITATION POLICY AND PROCEDURE REVISION**

It was agreed that the procedure for assessing reaccreditations needs revising and Derek and Kathrin will work together on this.

#### **3. MARKETING GROUP**

There have been a few meetings. Liz had created a leaflet for graduates and this was discussed. A letter will need to go to course leaders along with the leaflet. Irene agreed to be part of this group.

**4. ANNUAL GENERAL MEETING**

This will be on the agenda for the next meeting.

**5. WEBSITE DEVELOPMENT**

The website developer has completed the form for the website so that members can add their own entry for the Find a Therapist function.

**ANY OTHER BUSINESS**

There was no other business.

**DATE OF NEXT MEETINGS: 1<sup>st</sup> April 10.30am via zoom.**



**UK Association for Humanistic  
Psychology Practitioners**

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

*April 1st, 2023*

**Online via Zoom**

**PRESENT:** Derek Lawton, Jenny Coxwell-White, Kathrin Stauffer, Emmeli Sundqvist, Stephanie Woolcott, Irene Dudley-Swarbrick, and Jan Holton (Administrator)

**APOLOGIES:**

Liz Shelley

**MINUTES OF LAST MEETING**

The minutes of the last Board Meeting on 4<sup>th</sup> March were approved.

**MATTERS ARISING**

There were no matters arising.

**MAIN ITEMS**

**1. PSA ACCREDITATION RENEWAL**

It was reported that the PSA have deferred processing UKAHPP's reaccreditation until April 10<sup>th</sup>. If further questions are raised the PSA will allow 10 days for a response. Concern was expressed by the re-accreditation process being repetitive and aimed a new not established registers such as UKAHPP with requests for information previously provided AND statements about the UKAHPP not submitting a response within a specified time frame. Although UKAHPP negotiated an extension until 31 March 2023 all questions were answered within the stipulated time frame. It was also agreed that UKAHPP need only complete part 3 of the form relating to Standard 1b.

**2. AFFILIATE MEMBERSHIP CRITERIA**

- Documents relating to Affiliate Membership and these were agreed, with a revised fee of £30 per annum.
- The existing arrangements will continue for the present, with changes being implemented at a later date.

### **3. COURSE APPROVAL PROCEDURE**

UKAHPP Course Approval Criteria was approved and will form part of the UKAHPP's marketing strategy.

### **4. HIGHER ACCREDITATION RE-ACCREDITATION POLICY AND PROCEDURE REVISION**

- Derek and Kathrin have had a meeting to revise the Reaccreditation documents and have more work to do. Another meeting will be arranged.
- The provision of supervision via telephone post covid was discussed and will be on the agenda for the next meeting.

### **5. CLIMATE CRISIS – GALE BURNS**

Gale has been in touch about the workshop he is organising on climate change. It was agreed information could be circulated to members and the event posted on the website.

### **6. AHPb EGM**

Derek attended AHPb's EGM. The members of AHPb had voted dissolve their charitable status and registration with Companies House – it is possible that AHPb could continue as an informal association such as a 'club' but as its members have not come forward to take on roles, it general feeling was AHPb will be completely dissolved:

- UKAHPP is open to providing a home to AHPb members as Associates and
- UKAHPP open to exploring options for the continuation of Self and Society.

### **ANY OTHER BUSINESS**

There was no other business.

**DATE OF NEXT MEETING: Friday 5<sup>th</sup> May 18.45 via zoom.**



**UK Association for Humanistic  
Psychology Practitioners**

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

*May 5th, 2023*

**Online via Zoom**

**PRESENT:** Kathrin Stauffer, Jenny Coxwell-White, Liz Shelley, Stephanie Woolcott, and Jan Holton (Administrator)

**APOLOGIES:**

Derek Lawton

Kathrin volunteered to chair the meeting.

**MINUTES OF LAST MEETING**

The minutes of the last Board Meeting on 1<sup>st</sup> April were approved.

**MATTERS ARISING**

There were no matters arising.

**MAIN ITEMS**

**1. DATE OF NEXT MEETING**

Saturday June 3<sup>rd</sup> at 10.30, provisionally depending on absent members of the Board.

**2. PSA – EQUALITY, DIVERSION AND INCLUSION STANDARD**

The Board discussed the PSA's introduction of a new standard which UKAHPP are to comply with and how it can be accommodated:

- The provision of an EDI workshop for UKAHPP members is planned, probably for next year.



- Members can be asked to carry out risk assessments on their clients and to confirm this on application forms for Higher Accreditation and Registration and also on the Annual Notification of Practice and Registration Renewal Form. Kathrin and Jenny agreed to draft a statement for the forms.
- Members to be encouraged to do EDI training courses as part of their CPD.
- The requirement of enhanced DBS checks for members to be deferred for the moment, and kept under review.
- The UKCP Action Plan for accommodating the standard was forwarded to Board members for consideration.

### **3. ACCREDITATION COMMITTEE – Reaccreditation Policy and Procedure Revision**

The document was approved by the Board except for point 3.5 – Telephone Supervision. It was considered that telephone supervision is acceptable for experienced members. Kathrin and Jenny will revise this statement and it will be discussed at the Accreditation Committee on June 9<sup>th</sup>.

### **4. MEMBERSHIP APPLICATION – Ethical Consideration**

A request to apply for registration has been received from someone who was the subject of a complaint and has left her member organisation rather than carry out the sanctions imposed. The Board unanimously agreed the application could not be accepted as the applicant was not in good standing with her previous organisation.

### **5. MARKETING GROUP**

The Board discussed the leaflet for graduates and the letter to course tutors that Liz and the Marketing Group have drafted. It was agreed that edits will be forwarded to Liz who will revise the documents and bring them back to the Board. Help is then needed on marketing and social media. It was suggested that the membership be approached and also the Edge Hill students via Vicky Karkou or Irene.

### **6. VACANCIES AND SUCCESSION**

The Board discussed the Chair succession.

### **ANY OTHER BUSINESS**

There was no other business.

**DATE OF NEXT MEETING: Saturday June 3<sup>rd</sup> 10.30am**



**UK Association for Humanistic  
Psychology Practitioners**

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

*June 3rd, 2023*

**Online via Zoom**

**PRESENT:** Derek Lawton, Kathrin Stauffer, Jenny Coxwell-White, Liz Shelley, Emmeli Sundqvist, Stephanie Woolcott, Irene Dudley-Swarbrick and Jan Holton (Administrator)

### **MINUTES OF LAST MEETING**

The minutes of the last Board Meeting on May 5th were approved.

### **MATTERS ARISING**

#### **MEMBERSHIP APPLICATION – Ethical Consideration**

- Derek stated that the Board's decision not to accept an application from a prospective member could not stand as it is not their responsibility to authorise applications. That decision is in the remit of the Membership Committee. Derek had intended that at the last meeting the Board discuss whether the applicant could be legitimately accommodated.
- The Board agreed that an application could only be accepted if the applicant had completed the sanctions and was in good standing with her previous organisation.
- It was agreed that Derek would advise the Membership Committee of the Board's opinion.
- The Board asked that a representative from the Membership Committee attend Board Meetings.

### **MAIN ITEMS**

## **1. DATES OF NEXT MEETINGS**

Saturday July 8<sup>th</sup> and Saturday September 16<sup>th</sup> at 10.30.

## **2. PSA: ACCREDITATION RENEWAL**

The PSA are still considering UKAHPP's application. Information regarding registrant risks has been requested and provided.

## **3. PSA – EQUALITY, DIVERSION AND INCLUSION STANDARD**

It was reported that UKCP have not finalised their policy on the EDI standard and when this process is complete UKAHPP will align with that policy. A statement will be put on the website stating this and asking members to be mindful of issues of Equality, Diversity and Identity in their practice.

## **4. UKAHPP CPD AND SUPERVISION POLICY**

The policy on online supervision has been finalised and agreed. It will be discussed at the Accreditation Committee meeting on June 9<sup>th</sup>.

## **5. CODE OF PRACTICE AND ETHICAL PRINCIPLES REVISIONS**

The revisions to the Code of Practice and Ethical Principles were agreed and can be posted on the website.

## **6. MARKETING GROUP**

The leaflet for graduates is complete. Further revisions to the letter to trainers were discussed. Further amendments will be forwarded to Liz. Once it is complete help is needed on marketing and social media. Thanks to Stephanie for all her assistance.

## **ANY OTHER BUSINESS**

There was no other business.

**DATE OF NEXT MEETING: Saturday July 8<sup>th</sup>, 10.30am**



**UK Association for Humanistic  
Psychology Practitioners**

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

*July 8th, 2023*

**Online via Zoom**

**PRESENT:** Derek Lawton, Kathrin Stauffer, Jenny Coxwell-White, Liz Shelley, Emmeli Sundqvist, Stephanie Woolcott, Irene Dudley-Swarbrick, Jenny Woolliscroft and Jan Holton (Administrator)

**APOLOGIES:** There were no apologies for absence.

Jenny Woolliscroft, representing the Membership Committee, was welcomed.

### **MINUTES OF LAST MEETING**

The minutes of the last Board Meeting on June 3<sup>rd</sup> were approved.

### **MATTERS ARISING**

There were no matters arising.

### **MAIN ITEMS**

#### **1. ORGANISATIONAL MEMBERSHIP**

Following the confirmation of PSA Accreditation, it was reported that TACT (Therapy and Counselling Teeside) has joined UKAHPP as an Organisational Member. Two other organisations have said they will be submitting applications. Representatives from these organisations will be asked to attend the next Board meeting.

There was discussion about targeting other person-centred organisations who are not PSA accredited and Irene said she could reach out to them and invite talks.

## **2. PSA – EQUALITY, DIVERSION AND INCLUSION STANDARD**

This item to be carried forward to the next Board meeting as UKCP/HIPc have not yet published their policy on the EDI standard. UKAHPP will align with that policy. There is a notice to that effect on the website.

## **3. UKAHPP CPD AND SUPERVISION POLICY**

The policy needs to be amended as it was agreed to remove the comment about online supervision.

## **4. MARKETING GROUP**

There have been no further meetings of the marketing group. The leaflet for graduates is complete and ready for circulation now that PSA accreditation has been confirmed. This will wait until next term. The letter to course leaders is also complete. Help is needed on marketing and social media and it was decided to send a plea to members for volunteers. CPD hours will be offered. It was agreed that a marketing plan is necessary, and knowledge of how to promote the organisation.

## **5. WEBSITE DEVELOPMENT**

The How to Join Section needs revising and improving accessibility.

## **6. AGM 2023**

The date for the AGM to be decided at the next Board meeting.

## **ANY OTHER BUSINESS**

There was discussion about an approach from a psychosynthesis counselling organisation. It was agreed to engage with the organisation's representative.

**DATE OF NEXT MEETING: Saturday September 16th, 10.30am**



**UK Association for Humanistic  
Psychology Practitioners**

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

*September 16th 2023*

**Online via Zoom**

**PRESENT:** Derek Lawton, Kathrin Stauffer, Jenny Coxwell-White, Liz Shelley, and Jan Holton (Administrator)

**APOLOGIES:** Irene Dudley-Swarbrick, Emmeli Sundqvist, Stephanie Woolcott

Hilary Price, representing CBP, a prospective Organisational Member, was welcomed.

### **MINUTES OF LAST MEETING**

The minutes of the last Board Meeting on July 8th were approved.

### **MATTERS ARISING**

There were no matters arising.

### **MAIN ITEMS**

#### **1. PSA ACCREDITATION RENEWAL CONDITIONS**

It was reported that the PSA have renewed UKAHPP's accreditation with 13 conditions and 11 recommendations. This was a full renewal assessment with the next one due in August 2026.

The Board discussed the conditions and the actions needed to comply. Although the Board members are uneasy that the PSA seem to be implying UKAHPP are negligent, especially with regards to the continuing presence of the old website, it was agreed to let them know that the Accreditation Report could be published.

#### **2. PSA STANDARD 9: EQUALITY, DIVERSITY AND INCLUSION SUBMISSION**

A statement is on the UKAHPP website aligning with UKCP policy, as a result of their Plan of Action on EDI currently being undertaken. A UKAHPP policy will be published as soon as this process is complete.

### **3. OLD WEBSITE**

It was reported that with the advice of the website provider Fiddlybits, action is under way to have the old website taken down.

### **4. ALLIED ORGANISATIONS**

There have been a few approaches from allied organisations which have usually been generated by concerns about SCoPEd. It was agreed that it would be useful to try and stay connected with these organisations.

### **5. AGM 2023**

An AGM should be held before February 2024 and the date will be decided at the next Board meeting.

### **6. MARKETING GROUP**

To be discussed at the next Board meeting.

### **ANY OTHER BUSINESS**

- It was agreed to renew The Management Liability Insurance with the existing company.
- It was reported that AHPb have joined the US AHP and this will be discussed at the next meeting.

**DATE OF NEXT MEETING: Saturday October 21st, 10.30am**



**UK Association for Humanistic  
Psychology Practitioners**

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

*October 21st 2023*

**Online via Zoom**

**PRESENT:** Derek Lawton (Chair), Jenny Coxwell-White, Kathrin Stauffer, Liz Shelley, Stephanie Woolcott, Karen Davies-Hough, Colin Hough and Jan Holton (Administrator)

**APOLOGIES:** Irene Dudley-Swarbrick, Emmeli Sundqvist.

**WELCOME:**

Karen Davies-Hough and Colin Hough from TACT were welcomed.

**MINUTES OF LAST MEETING**

The minutes of the last Board Meeting on October 21st were approved.

**MATTERS ARISING**

Item 4 - Allied Organisations – the Board was in agreement that it would be useful for UKAHPP to stay connected with potential Organisational Members and allied organisations.

**MAIN ITEMS**

**1. PSA ACCREDITATION RENEWAL CONDITIONS – NEW CO-ORDINATOR**

Stephanie Woolcott has volunteered to co-ordinate communications with the PSA.

Following the discussion at the last Board meeting work is being undertaken to fulfil the 13 conditions that the PSA have imposed. Members shared information on progress.

**2. PSA STANDARD 9: EQUALITY, DIVERSITY AND INCLUSION SUBMISSION**



A statement is on the UKAHPP website aligning with UKCP policy. It was reported that UKCP have a 5-year action plan to be completed in 2028. Stephanie has been working through what is needed for UKAHPP to meet the PSA requirements. The Duty of Candour and Whistleblower Policy need to be added to the website.

### **3. OLD WEBSITE**

The domain for the old website has been purchased and the transfer back to UKAHPP is almost complete.

### **4. MEMBERSHIP AND ACCREDITATION APPLICATION DEVELOPMENTS**

Changes to the process of assessing Registration and Higher Accreditation applications were discussed and the following agreed:

- The transfer of accreditation for applicants who belong to other Organisational Members of the UK Council for Psychotherapy (UKCP) and who hold UKCP Registration via the Humanistic and Integrative College (HIPC) or the Psychotherapeutic Counselling and Intersubjective Psychotherapy College (PCIPC) are exempt from verification via the UKAHPP Accreditation Committee. Such applications will be processed by the UKAHPP Administrator and General Secretary and will be subject to Quality Assurance Checks.
- Application for registration and accredited registration (not Higher Accreditation) from counsellors/psychotherapists currently in good standing on an existing PSA Accredited Register will be processed by the UKAHPP Administrator and General Secretary and will be subject to Quality Assurance Checks.

### **5. APPROVED COURSES GRADUATE APPLICATION PROCESS**

Higher Accreditation and Registration applications from graduates of a UKAHPP Approved Course will be processed by the UKAHPP Administrator and General Secretary in accordance with UKAHPP Course Approval requirements and will be subject to Quality Assurance Checks.

### **6. AGM 2023**

An AGM will be held on 16<sup>th</sup> December.

### **7. SCoPEd WEBSITE STATEMENT**

It was agreed that a statement of UKAHPP's position on SCoPEd should be published on the website. Kathrin volunteered to draft this and discuss at the next meeting.

### **8. ACCOUNTS**

Derek volunteered to complete the accounts to be submitted next year. It was proposed to raise the membership fees by £10 and this has to be agreed by the membership at the AGM.

**DATE OF NEXT MEETING: Saturday November 4th, 10.00am**



**UK Association for Humanistic  
Psychology Practitioners**

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

*November 4<sup>th</sup> 2023*

**Online via Zoom**

**PRESENT:** Jenny Coxwell-White, Kathrin Stauffer, Emmeli Sundqvist, Liz Shelley, Stephanie Woolcott, Irene Dudley-Swarbrick and Jan Holton (Administrator)

**APOLOGIES:** None

### **MINUTES OF LAST MEETING**

The minutes of the last Board Meeting on October 21st were approved.

### **MATTERS ARISING**

Item 3 – the domain name for the old website has been purchased and this matter is now resolved.

### **MAIN AGENDA**

The new Board met to discuss the way forward following the resignation of Derek Lawton as Chair. The following issues were raised:

1. The impact of the number of vacant roles, including Chair and Treasurer
2. The need to carry out an audit in early 2024.
3. The huge amount of work required to keep PSA accreditation.
4. The new Organisational Members – whether a representative from each organisation should be asked to become an individual member of UKAHP.
5. What the association is now trying to achieve and what does it offer.
6. Engaging the membership.
7. ScoPEd.

## **AGM 2023**

Arrangements for the AGM on Saturday 16<sup>th</sup> December were discussed and a notification to members will be sent out within the next few days. The Annual Report and other documents will be prepared via email.

**DATE OF NEXT MEETING: Saturday December 2nd, 10.00am**



**UK Association for Humanistic  
Psychology Practitioners**

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

*December 2nd 2023*

**Online via Zoom**

**PRESENT:** Jenny Coxwell-White, Kathrin Stauffer, Emmeli Sundqvist, Stephanie Woolcott, Irene Dudley-Swarbrick, Karen Davies-Hough, Colin Davies-Hough and Jan Holton (Administrator)

**APOLOGIES:** Liz Shelley

### **MINUTES OF LAST MEETING**

The minutes of the last Board Meeting on November 4th were approved.

### **MATTERS ARISING**

There were no matters arising.

### **MAIN AGENDA**

The Board met to discuss the arrangements for the AGM on December 16<sup>th</sup>.

- The Annual Report and other documents had been circulated to members.
- Emmeli agreed to chair the business meeting.
- Following the business meeting there will be 2 power-point presentations on SCoPEd and the PSA to outline to the membership the issues facing the profession.
- It was agreed that the membership be informed of the gravity of the situation facing UKAHPP, the financial situation, the need for volunteers for all committees and the implications for Registered Members if it was decided to leave the PSA.

### **ANY OTHER BUSINESS**

- Policy on Student Membership to be discussed at the next Board meeting.
- The Board agreed to Irene posing on social media.
- The policy wording on adjunct therapies to be reviewed.

**DATE OF NEXT MEETING:**  
**Saturday February 17<sup>th</sup> 10.00am**