

EDI (BIIDE) Committee Minutes

Meeting date:	Friday 19 May 2023	
Time:	2pm – 4pm	
Type:	Hybrid via Zoom and in person	
Location:	UKCP Meeting Room 1 and Zoom	
Version:	Draft 3	
Present in person:	Kei-Retta Farrell	EDI Chair
	Evaldo Dutra	UKCP Staff representative
	Helen Willingham	UKCP SMT
	Jonathan Fisher	COOHP representative
	Will Daniel-Braham	UKCP Trustee
Present via Zoom:	Charles Brown	Individual therapist
	Charlotte Chiu	CFCST representative
	Joanne Hipplewith	CFCST representative
	Manshant Rani Kaur	CPJA representative
	Pamela Vickers	Individual therapist
	Samson Wan	UKCP
	Sheona Della-Fort	Student therapist
	Victoria Nelson	Individual therapist
Did not attend:	Jo Parker	Individual therapist
	Sheetal Amin	Individual therapist
Minutes by:	Samson Wan	

Agenda

Meeting date	Friday, 19 May 2023			2 – 4pm	
Venue	Hybrid via Zoom and in Person				
Item no.	Description	Paper	By	COI	Time
1	Introductions and apologies		KF		14:00
2	Minutes of the last meeting and matters arising		KF		14:05
3	Chairs Report		KF		14:15
4	Board Update		WDB		14:25
5	Staff Update		ED		14:35
6	Colleges Update		All		14:45
Break					15:00
7	Recommendations to EDI Action Plan		AJ		15:10
8	Request from UKCP members carry out Gender and Ethical Issues Research		KF		15:20
9	Request from Education, Training and Practice Committee (ETPC)		KF		15:50
10	Vice-Chair Elections		All		15:40
11	A.O.B		All		15:50
12	Next meeting		All		15:55

Next meeting – Friday, 14 July 2023 2 – 4pm

1. Introduction and apologies

No apologies

2. Minutes of the last meeting and matters arising

Action Point 8 – closed

CB would just like name with no photo or bio

Having photo of the EDI committee members is nice to show rather than just tell people that we have a diverse committee. It is not obligatory but a good visual representation.

Website is going live next week. If members would still like to have their photo or bio up on the site, they can notify Evaldo. If you would only like your name, please also let Evaldo know to confirm. Deadline over the weekend.

SW action: Send Evaldo's email with an example bio to allow members to send in their response.

Action Point 9 – have met to discuss. Closed

Action Point 17 – subgroups have met and we have had the workshop. Closed

SW action - Have a standing action point for the Action Plan in the agenda going forward from July.

Action Point 18 - open on going

JH and WDB action- Get a date in the diary after meeting.

Action Point 24, 25, 26 - paused until conversation happens.

Connected to language and house style.

Action - SW to forward the papers and links again from JH

Action - Point 30

VN not in part of an action plan subgroup

VN to join training group with JH, MRK and PV

Action – SW to send VN contact details to training group.

Action - SW to send out contact details of UKCP staff who attended the EDI Action Plan workshop to all members.

3. Chairs report

3.1 Culture of meetings

Reminder to committee members of how important it is that we foster an atmosphere of mutual respect in the committee to ensure that our conversations are productive and this is an inclusive working environment for everyone. It is important we promote respectful dialogue at these meetings.

3.2 Volunteer Induction

We would like to strengthen the EDI and help volunteers understand our values at the volunteers induction before the next one in scheduled in November.

Next induction is actually for Friday 9 June but low numbers.

We need to provide dates for induction earlier to allow committee members to arrange their schedule.

Dates were set last year and on Fridays. This will be reviewed to be more inclusive for people who are not available on Fridays.

Question – who are considered volunteers?

Committee members and college committee members are both considered volunteers

4. Board Update

4.1 Board changes

The board had two away days in April

The focus has moved on from settling the ship from the storm that happened in October. Board were meeting weekly but are now meeting less frequently.

A regular staff check was also put in place and this happened every two weeks. These were put in place because we did not have a CEO or Chair or the Board.

We now have a Chair of UKCP that has been in place since January.
We also have a new CEO who has joined UKCP for the last couple of weeks.

The new organisational direction is to be more members focused rather than the previous public/external focus.

4.2 Feedback on EDI Action Plan

KF and WDB attended the PRCCF meeting this morning. It was highlighted at the meeting that there is a disconnect between the language of the EDI task force and the committee

There was also feedback that the language in the Action plan feels like a top down and directional and not open and collaborative and inclusive

The EDI action plan is a live document; it is organic and can change.

Committee would like to see the feedback to be able to understand the change and respond.

When the taskforce was creating the original action plan, it had limitations. They could not engage with the colleges or other members else to produce the Action Plan. Now that is the Action Plan is out, we can be more collaborative in its implementation.

PV - There seems to be misunderstanding, miscommunication and documents not being received and understood. There has been many documents sent but it still feels like the right documents have not been provided.

Distinction – College representatives feedback to their respective colleges and bring any updates. Being a member of a college does not mean you would feed back through this mechanism.

Action - KF and WDB will be meeting with colleges over the next year to keep the dialogue open and have conversations. They will provide feedback to the committee on the action plan when they can.

Website is going live next week. The action plan will be made available on the website. The action plan on the website is will be updated quarterly because we meet every two months. Version control will be within the document.

5. Staff update

The PSA (Professional standards authority) have shared their EDI standards. UKCP will set up a working group to go through the standards and see what we need to do in both short and long term. We have been given until December to work things through before they begin being implemented.

Action - SW to distribute the documents from PSA.

6. Colleges update

6.1 College of Family, Couple and Systemic Therapy (CFCST)

Name has now been updated to College of Family, Couple and Systemic Psychotherapy

No update. There was not a meeting this month due to the bank holidays.
Will be meeting in a couple of weeks.

6.2 Council for Psychoanalysis and Jungian Analysis (CPJA)

They are working with student Ukrainian evacuees. Working with six week, groups and they have been finished and going to the write up.

6.3 No updates from the following colleges:

College for Child and Adolescent Psychotherapies (CCAP)

College for Sexual and Relationship Psychotherapy (CSRP)

College of Medical Psychotherapists (CMP)

College of Outcome Orientated and Hypno-Psychotherapies (COOHP)

Constructivist and Existential College (CEC)

Humanistic and Integrative Psychotherapy College (HIPC)

Psychotherapeutic Counselling and Intersubjective Psychotherapy College (PCIPC)

Universities training College (UTC)

7. Recommendations to EDI Action Plan

7.1 Updates from subgroups

Training

Training group had several questions and not sure who to ask.

Data collection?

Timing?

How is a minoritized community being defined?

Whom to ask?

JH to take lead for Training subgroup

Engagement

Struggled to find a time where everyone would attend the meeting

Membership

No updates since last meeting

Action - SW to send out list of UKCP staff email and notes from the workshop meeting

Action – HW to share table that membership subgroup have used as an example template.

Upcoming sub-group meetings

Training – Friday, 16 June 2pm next meeting (would like Sahanika to be able to attend)

Engagement – Tuesday, 20 June 9am next meeting

Membership – Tuesday, 4 July 3pm next meeting

7.2 Discussion on proposed recommendations for EDI Action Plan

The committee would like the narrative of what this is about.

With no information and lacking context, we are not able to discuss this further.

How does the committee fit in?

What does this have to do with EDI?

What exactly are we being asked to do?

Is the committee being asked to look at the complaint procedure/policy with an EDI lens?

Action – HW to bring narrative in line with the action plan to help with discussion.

8. Request from UKCP members carry out Gender and Ethical Issues Research

8.2 Gender and Ethical Issue research

This is a request from three UKCP members

Exploring the way in which boundary violations by psychotherapists, counsellors, analysts supervisors may have postulated patterns attached to them for example, in the ways aggression or desire can be subtly or overtly enacted.

Interested if there is an intersection between this and gender. Also, how certain kinds of therapists enactment may not be easily identified within ethical and complaints framework.

Action – KF to request information sheet from researchers

9. Request from Education, Training and Practice Committee (ETPC)

ETPC would like committee's support to review the CPD policy with an EDI lens.

Question - Would this be suitable for training subgroup to look into.

ETPC would like to be able to communicate between committees.

CC to become the liaison between ETPC and EDI and feedback but not become the EDI person at ETPC.

10. Vice-Chair Elections

Last voting was not conducted with the correct protocols.

CC nominated JH for Vice Chair

JF nominated WDB for Vice Chair

CC, MRK, SDF, PV, CB voted for JH,
JF voted for WDB

No abstains

JH had the majority of votes.
JH to be Vice Chair and to have a discussion afterwards.

11. A.O.B

Committee meeting time

Our meetings feel like we're rushing through items.
We have been meeting every month and this has been able to work.
Now that we are moving on the every two months, we may need more time to discuss thing.
Most other committees are 3 hours.

Proposal-

Keep to 2 hours but have more papers to read

Increase to 2.5 hours

Increase to 3 hours

Most votes were for 2 hours but this will be revisited in future committee meetings.

Potential solution to keep to 2 hours committee meeting – perhaps some items can go to the subgroups first and then brought up for discussion.

12. Next meeting

The next meeting will take place on Friday, 14 July 2023 – 2pm to 4pm

Summary of action points	Owner	Date action required	Update - Open/Closed
ACTION POINT 7: Add a coversheet to the EDI minutes	SW	Next EDI Committee meeting – 10/02/2023	CLOSED
ACTION POINT 8: Send a short biography and picture to ED	ALL	Next EDI Committee meeting – 19/05/2023	CLOSED
ACTION POINT 9: Meet to discuss the design of the webpage	ED, WDB and JH	Next EDI Committee meeting – 19/05/2023	CLOSED
ACTION POINT 10: SW to distribute UKCP House style document after the meeting to allow discussion at February EDI committee meeting	SW	Next EDI Committee meeting – 10/02/2023	CLOSED
ACTION POINT 11: UKCP House style to be discussed at February committee meeting	ALL	Next EDI Committee meeting – 10/02/2023	CLOSED
ACTION POINT 12: Share draft constitutional documents with the committee and provide more information	WDB	Next EDI Committee meeting – 10/02/2023	CLOSED
ACTION POINT 13: Feedback to the Board of Trustees on the plan for the Constitutional working group to be a sub-committee of the EDI Committee	WDB	Next EDI Committee meeting – 10/02/2023	CLOSED
ACTION POINT 14: Share draft constitutional documents with the committee members who have expressed interest in the sub-committee	WDB	Next EDI Committee meeting – 10/02/2023	CLOSED
ACTION POINT 15: Committee members to be sent a new version of the EDI action plan that is numbered and in PDF format	SW	Next EDI Committee meeting – 10/02/2023	CLOSED
ACTION POINT 16: Send introductory email connecting members of the four groups	WDB	Next EDI Committee meeting – 10/02/2023	CLOSED
ACTION POINT 17: Each sub-group to begin reviewing their section of the EDI Action Plan	ALL	Next EDI Committee meeting – 19/05/2023	CLOSED
ACTION POINT 18: Review definitions and language principles	WDB and JH	Next EDI Committee meeting – 19/05/2023	OPEN UPDATE 10/03/2023 – Keep action open and check back in at the

			meeting on Friday, 19 May 2023
ACTION POINT 19: Zoom room to open at 1pm instead of 2pm to allow conversation.	SW	Next EDI Committee meeting – 10/02/2023	CLOSED
ACTION POINT 20: Invitation to be extended to Adam for meeting being held on Friday 10th February 2023	KF	Next EDI Committee meeting – 10/02/2023	CLOSED
ACTION POINT 21: EDI representative on CEO interview panel	KF	Next EDI Committee meeting – 10/02/2023	CLOSED
ACTION POINT 22: Reach out to people who did not attend January committee meeting	KF	Next EDI Committee meeting – 10/02/2023	CLOSED
ACTION POINT 23: HW to help and provide more information about safeguarding PSA.	KF and HW	Next BIIDE Committee meeting – 10/03/2023	CLOSED
ACTION POINT 24: Discussion on race scheduled for Friday 19 May 2023. Committee members should reflect between now and then.	ALL	Next BIIDE Committee meeting – 19/05/2023	PAUSED UPDATE 10/03/2023 paused until the meeting to review language and principle takes place
ACTION POINT 25: JH will send some papers to SW to circulate to all members before the discussion. KF asked other committee members to send any papers they think would aid the discussion to SW for circulation also.	ALL	Next BIIDE Committee meeting – 19/05/2023	PAUSED UPDATE 10/03/2023 paused until the meeting to review language and principle takes place
ACTION POINT 26: ED to notify the Committee when the ‘House Style’ is up for formal review so that the committee can feedback their agreed language positions from the discussion scheduled for Friday 19 May 2023.	ED	BIIDE Committee meeting – 14/07/2023	PAUSED UPDATE 10/03/2023 paused as activity is yet to be scheduled
ACTION POINT 27: ED to provide a demo for Committee members when ‘house style’ is live online.	ED	BIIDE Committee meeting – 14/07/2023	PAUSED UPDATE 10/03/2023 paused as activity is yet to be scheduled
ACTION POINT 28: JH, KF and WDB to meet to discuss JH appointment to Vice-chair following the meeting.	JH, KF and WDB	Next BIIDE Committee meeting – 19/05/2023	OPEN

ACTION POINT 29: WDB to help with providing additional information about Action Plan sub-groups	WDB	Next BIIDE Committee meeting – 19/05/2023	CLOSED
ACTION POINT 30: All action plan sub-groups to send SW details of their upcoming sub-group meetings. SW to circulate meeting details to all committee members.	ALL	Next BIIDE Committee meeting – 19/05/2023	CLOSED
ACTION POINT 31: Can all remaining committee members currently not part of an action plan sub-group, let SW know which group you would like to join. SW to provide list of who is currently in which group.	ALL	Next BIIDE Committee meeting – 10/03/2023	CLOSED
ACTION POINT 32: WDB to update Terms of Reference	WDB	Next BIIDE Committee meeting – 19/05/2023	CLOSED
ACTION POINT 33: WDB and HW to deliver facilitated session on working with the Action Plan for 14 April 2-4pm	All	14/04/2023	CLOSED
ACTION POINT 34: Zoom meeting to open at 1:45pm	SW	Next BIIDE Committee meeting – 19/05/2023	CLOSED
ACTION POINT 35: JF proposed developing a meeting etiquette document. JF to share a document that could be used as a guide.	JF	Next BIIDE Committee meeting – 19/05/2023	OPEN
ACTION POINT 36: KF to circulate the ground rules document again.	KF	Next BIIDE Committee meeting – 19/05/2023	OPEN
ACTION POINT 37: Send Evaldo's email with an example bio to allow members to send in their response.	SW	Next BIIDE Committee meeting – 14/07/2023	OPEN
ACTION POINT 38: Forward the papers and links from JH	SW	Next BIIDE Committee meeting – 14/07/2023	OPEN
ACTION POINT 39: Send VN contact details to training group	SW	Next BIIDE Committee meeting – 14/07/2023	OPEN
ACTION POINT 40: Send out notes and contact details of UKCP staff who attended the EDI	SW	Next BIIDE Committee meeting – 14/07/2023	OPEN

Action Plan workshop to all members			
ACTION POINT 41: Meet with colleges over the next year to keep the dialogue open on EDI action plan and have conversations. They will provide feedback to the committee on the action plan when they can.	KF and WDB	Ongoing	OPEN
ACTION POINT 42: Distribute the documents from PSA.	SW	Next BIIDE Committee meeting – 14/07/2023	OPEN
ACTION POINT 43: Share table that membership subgroup have used as an example template.	HW and SW	Next BIIDE Committee meeting – 14/07/2023	OPEN
ACTION POINT 44: Provide narrative on proposed new EDI action plan recommendations in line with the action plan to help with discussion.	HW	Next BIIDE Committee meeting – 14/07/2023	OPEN
ACTION POINT 45: Action – KF to request information sheet from researchers	KF	Next BIIDE Committee meeting – 14/07/2023	OPEN