

## Minutes of the Human Givens Institute Board meeting

20th January 2020

19:00 -21:15

	<b>Present</b>	Judith Desbonne (Chair), Ivan Tyrrell, Declan Lyons, Carel Beynen, Chrissy Boyce, Jane Tyrrell, Julie Lawrence (part)		
	<b>In attendance</b>	Sue Saunders, Avril Bailey and Owen Davies (RSPC item), Jenny Edwards (Research and Update Group item)		
	<b>Item</b>		<b>Action</b>	<b>Who</b>
1	<b>Apologies</b>	Clive Corry		
2	<b>Declarations of interest</b>	None		
3	<b>Welcome</b>	Judith welcomed those in attendance to the meeting		
4	<b>Minutes accepted</b>			
5	<b>Matters arising</b>			
	• <b>RSPC</b>	Main agenda item		
	• <b>On line forum/Closed Facebook group</b>	Now set up with Judith Desbonne as moderator	No further action	
	• <b>Research and Update Group request for access to Zoom</b>	This has now been set up	No further action	
	• <b>Peer Group feedback</b>	Main agenda item		
	• <b>HGI conference</b>	Main agenda item		
	• <b>Central document resource</b>	Google documents set up as a central storage repository. Further updates to follow	Update on progress/use	Jane Tyrrell
	• <b>Induction pack for new Board members</b>	Working draft shared with Judith Desbonne. Judith adding information relating to therapists and peer groups	Ongoing	Judith Desbonne /Chrissy Boyce
	• <b>Template for future board meeting agendas and frequency of papers required</b>	<ul style="list-style-type: none"> <li>▪ Template accepted (now in use) with the addition of a request from Carel Beynen that RUG updates to be at every Board meeting – accepted. Next step is to map this out over the next year</li> </ul>	Map out what papers are due when over the year	Chrissy Boyce

		<ul style="list-style-type: none"> <li>The need for an organisation risk register to be developed was accepted. This would cover areas such as finance, succession planning, Brand etc – issues that are a potential risk to the organisations future where action to mitigate can prevent problems occurring or reduce their impact.</li> </ul>	Commence work on a risk register concentrating initially on the top 3 issues	Chrissy Boyce
	<ul style="list-style-type: none"> <li>Advice sought by PTSD resolution on a governance issue</li> </ul>	Carried forward from last board meeting	Draft response required	Julian Penton
	<ul style="list-style-type: none"> <li>DBS request</li> </ul>	Julie L to write a response	Judith to contact Julie to check that this has been actioned	Julie Lawrence and Judith Desbonne
<b>6</b>	<b>Standing Items (Functions of HGI)</b>			
6a	<b>Members</b>			
	<b>Supervisors CPD day</b>	<ul style="list-style-type: none"> <li>17 currently attending</li> <li>Request from the HG College for part reimbursement</li> </ul>	Proposal to be put before the HGI Finance Committee for consideration	Jane Tyrell
	<b>Peer group feedback</b>	<ul style="list-style-type: none"> <li>Peer group feedback report received</li> <li>Two applications for the post of second peer group representative on the HGI Board. One now progressing to interview</li> </ul>	<p>No further action</p> <p>Interview to be set up</p>	Judith Desbonne
6b	<b>Finance and Audit</b>			
	<b>Finance report</b>	No report due to workload. Chrissy requested that due to the relatively small size of the HGI budget that it was very important that we received regular updates. This would also assist Julie Lawrence in her work relating the future options for handling of complaints/concerns (main agenda item)	Finance report to be presented at the next Board meeting	Carel Beynan

6c	<b>Communications and Marketing</b>			
	<b>Communications and Marketing</b>	<p>Jane Tyrell reported that this is an area where HGI need to progress and Clive Corry has expressed an interest in supporting</p> <p>Currently social media is being is being used to promote HG registration through Google Ads</p> <p>The Rewind technique was also mentioned on BBC breakfast in relation to PTSD resolution</p>		
	<b>HGI Conference</b>	<p>The speaker list has now been finalised and the proposed reductions on day rates (meals excluded) agreed as follows:</p> <p>For a 30 min presentation – ½ day free</p> <p>For &gt; 45 mins – one free day</p> <p>Booking for the conference is now open</p>	Denise Winn to contact speakers and Jane Tyrell to confirm with them	Denise Winn/ Jane Tyrell
6d	<b>Regulation - RSPC</b>			
	<b>Complaints/Concerns</b>	<ul style="list-style-type: none"> <li>Owen Davies, Sue Saunders and Avril Bailey updated the Board on the current position. Growing number of complaints and an increase in severity and complexity, leading to immense pressure being felt by the members of the RSPC. Julian Penton has now stepped down from the RSPC and Sue Saunders will stand in for Julian in the short term. The remaining team members will step down during April-July this year. There is therefore an urgent need to consider and resolve the future of this HGI function, including potential future paid roles. Julie Lawrence suggested a special board session was needed and a full option appraisal to be carried out. This was agreed and a team identified to take this forward – Julie Lawrence, Sue Saunders, Avril Bailey and Owen Davies</li> </ul>		

	<p>The Board acknowledged the pressures currently being experienced by this dedicated group and asked Sue Saunders to relay their best wishes and thanks to Julian Penton for all that he has done</p> <ul style="list-style-type: none"> <li>▪ David Baine recently appointed to the RPSC committee however due to the need for a Lay representative to sit on the appeals panel he has had to step back from the RPSC</li> <li>▪ There are currently two appeals in progress. Request by Sue Saunders for a member of the Board to join an appeals panel. Jane agreed to approach Clive to see if he would be interested in doing this or another alternative might be Mike Willis. Jane Tyrell also suggested asking the wider membership.</li> </ul>	<p>Special board meeting to be arranged</p> <p>Option appraisal to be developed</p> <p>Judith Desbonne to approach Clive Corry and Ivan Tyrell to approach Mike Willis to see if either on them would be willing to do this and to seek a volunteer from the wider membership. Jane Tyrell to send out appeal to all HGI members</p>	<p>Jane Tyrell</p> <p>Julie Lawrence</p> <p>Sue Saunders</p> <p>Judith Desbonne</p> <p>Ivan Tyrell</p> <p>Jane Tyrell</p>
<b>Policy and procedure additions/updates</b>	<ul style="list-style-type: none"> <li>▪ Duty of candour – Owen presented a paper</li> <li>▪ Draft Concerns Policy</li> <li>▪ Owen is also working on a draft Vexatious Policy</li> </ul> <p>HGI complaints process. Sue Saunders stated that any changes to the current HGI policy need to be agreed with the PSA first. Carel Beynen felt that the current process needs to be more streamlined</p>	<p>Accepted to progress to PSA</p> <p>Accepted progress to PSA</p> <p>In progress</p> <p>To review</p>	<p>Owen Davies</p> <p>Owen Davies</p> <p>Owen Davies</p> <p>Julie Lawrence/ Carel Beynan</p>

	<b>Learning from complaints/concerns</b>	The Board agreed that this should be fed back to members via the forthcoming conference. Mark Stobbs from the PSA is going to lead a discussion at the conference on how to handle complaints	Conference agenda item	Denise Winn
	<b>RSPC risk register</b>	<p>Sue Saunders presented this item and recommended that three additional risks be added</p> <ol style="list-style-type: none"> <li>1. As an organisation, our complaints and decisions are subject to Judicial Review</li> <li>2. Reliance on volunteers for complaints investigation, adjudication and appeals panels</li> <li>3. Heavy workload for volunteers</li> </ol> <p>All three were agreed by the Board</p>	RSPC risk register to be updated	Sue Saunders
	<b>Option Appraisal for Complaints Handling going forward</b>	<p>Jane Tyrell/Owen Davies presented a detailed paper on a potential future option for handling the HGI register and complaints. The Board felt that this was a very useful background document and should form part of an urgent full option appraisal to be led by Julie Lawrence.</p> <p>Carel Beynen raised concerns relating to the regulation of overseas therapists and how their needs would be met. This also needs to be incorporated into the option appraisal. It was agreed that a special Board Meeting to discuss all options was needed (see earlier note)</p> <p>Ivan Tyrell also highlighted the need for the HGI to increase its income so complaints personnel could be paid. The Board will discuss this again at a later meeting. Chrissy Boyce suggested that this should be discussed after the option appraisal outputs are fully understood</p>	<p>To be included in the future of the RSPC option appraisal and clarity on the regulation of overseas HG therapist provided</p> <p>To consider following the results of the optional appraisal</p>	<p>Julie Lawrence</p> <p>Ivan Tyrell</p>

6e	<b>Research and Update Committee (RUG)</b>	<ul style="list-style-type: none"> <li>▪ Judith and Jenny Edwards shared a request for one member of the Board to join the RUG panel. Ivan agreed to attend as a one off and to ask Denise Winn if she would be willing to participate too. It was noted that Judith Desbonne will also be in attendance</li> <li>▪ The HG Wiki process is to be trialled before March/April and fed back at the HGI conference. Judith Desbonne to update on how this will be done.</li> </ul>	Ivan Tyrell to attend a pre-conference RUG meeting and to contact Denise Winn  To feedback on the HG WiKI process	Ivan Tyrell  Judth Desbonne
<b>7</b>	<b>AOB</b>			
7a	<b>DBS request for HGI to become umbrella organisation for enhanced DBS applications</b>	Carried forward - Julie Lawrence advised that previously it been established that as the HGI is not an employer it cannot offer this service. Judith Desbonne suggested that this be checked in light of any recent changes in legislation	Response to be written	Julie Lawrence
7b	<b>Insurance – HGI and HGI therapists</b>	Judith Desbonne asked how the HGI and HG therapists can be recognised by more insurers	Contact to be made with PTSD Resolution to establish the insurer that has signed them up	Jane Tyrell
<b>8</b>	<b>Date of the next meeting</b>	<b>Monday 2nd March 19:00-21:00 via Zoom</b>	<b>Access details will be emailed</b>	<b>Jane Tyrell</b>

Chrissy Boyce 07.02.2020