

Minutes of Human Givens Institute Board Meeting

Date of Meeting: Tuesday 19th September 2023, 3pm to 5pm on Zoom

Present: Ivan Tyrrell and Jo Griffin (Co-Chairs), Jane Tyrrell (JT) and Elizabeth Nihan (EN).

1. Apologies: Malcolm Hanson (MH).

2. In attendance: Monique Nauta (MN) for item 6a only and Andy Tarrant (AT)(Minutes).

3. Declarations of interest (including between the College, Publishing, Foundation and the Institute):

IT – HGC, HGF and HGP, JT leads the HGC, JG – HGC & HGP

4. Minutes of the last meeting

Minutes for the last meeting approved.

5. Matters arising:

- **AT to meet with Design and develop an on-line Equality, Diversity and Inclusion (EDI) Questionnaire** - questionnaire devised and 'road-tested'. To be circulated to the Board for approval before being despatched to Members.
- **JT to update the Professional Standards Authority (PSA) on Scope of Practice and Education (SCoPEd)-related changes to membership levels** - PSA updated via email on 10/8/2023.
- **JT to liaise with JB re date and venue for Conference** - Conference to be held on 20 and 21/4/2024 in Leamington Spa.

6. Clinical Governance

	Item	Update	Status/Actions
6a)	Registration and Professional Standards Committee (RPSC) Report - (MN)	<p>The RPSC report was presented.</p> <p>MN presented the draft policy on 'Registrants Wanting to Return to Practice after a Period Away', which was debated by the Board. The Board felt that the supervisor should explicitly consider the returning person's experience when making their assessment.</p> <p>EOC membership was discussed and it was felt that a further debate was needed - this was remitted to the next meeting of the RPSC (Note - EOC Member Numbers agenda item was therefore not discussed).</p>	<p>Noted.</p> <p>The Policy was approved by the Board for implementation.</p>

6b)	PSA - (MN)	PSA Re-accreditation - it was noted that the PSA had granted, in principle, provisional re-accreditation to the Human Givens Institute (HGI), albeit future conditions may be applied.	
6c) and d)	Supervision, Peer Group and Clinical Group Update	It was noted that the Continuous Professional Development (CPD) costs were more than anticipated.	Ongoing.
6e)	Integrity Group Update - (IT)	The publication of the new updated version of the Human Givens book continues.	Ongoing.
6f)	SCoPEd Update - (JT)	It was noted that there is much interest in the change to membership levels, with a Webinar to be potentially held in October to further update Members. The changes in membership levels have been costed. The move from the term 'graduate' to 'trainee' member was seen as a positive.	Ongoing.

6g)	Human Givens Journal Update - (IT)	<p>The next edition of the Journal is the last in its current format with an expansion in the content of the Bulletin to compensate, discussed (it was noted that the demand for information is likely to increase when the membership changes are introduced). Back copies of the Journal will be posted into an 'on-line' library for reference and it was felt that its historical interviews would be of particular benefit. The environmental benefits of not producing a 'hard-copy' Journal were noted, as well as the potential cost savings in it not being printed and distributed.</p> <p>IT will inform Members that this is the last copy of the Journal. The membership fees for overseas members, receiving the Journal, would need to be adjusted.</p>	Ongoing.
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7. Membership/Promoting HG

7a)	Membership Numbers - (JT)	<p>Membership Numbers were noted. JL has been asked to introduce a format to allow historical data to be compared. Also, see 10 below.</p>	Ongoing.
7b)	Website - (JT)	<p>Content has been reviewed and updated to minimise work for the designers, thereby potentially reducing their costs. The first interim payment has been made to the designers.</p>	Ongoing.

7c)	2024 Conference - (JT)	Date and venue confirmed to Members, see 5 above. A debate was had about the role of outside speakers, their potential fee and the fact that their presentation needed to link in with what Human Givens does.	Ongoing.
7d)	The Bulletin	A request for new Board members would be advertised in The Bulletin (see below). JT to discuss with AT items for the next edition.	Ongoing.

8. Corporate Governance

8a)	Board recruitment - (JT)	The need for a lay member for the Board was identified and potential recruits discussed. Supervisors were identified as a potential conduit in identifying new members for the Board.	Action - AT to raise the issue with MH for inclusion as an agenda item at the next supervisors' meeting.
8b)	Financial Update - (JG)	Forecasting is identifying that the FY end of position will be to 'break even'. Fluctuations in receipts were noted i.e. it was identified that there are a number of re-registrations due, which will generate additional revenue.	Ongoing.

9. Risk Register

The Risk Register was reviewed and updated by AT - nothing of note.

10. A.O.B.

The need to retain Members was discussed and an exit email be sent to those leaving, in order to identify their reasons for doing so.

Action - AT to discuss with JT the feasibility of him conducting 'exit' interviews.

A discussion was had around the minimum expectations of what should be expected from peer groups and best practice.

Action - LN to review their peer group with a view to identifying promising practice.

Date of Next Meeting

21st November 2023