

## Human Givens Institute Board

### Minutes of Human Givens Institute Board Meeting

- Date of Meeting:** Monday 15<sup>th</sup> May 2017 (7pm)
- Present:** Julian Penton (Chairing), Declan Lyons, Celia Nicholson, Jane Tyrrell,
- Apologies:** Jan Hurley, Julie Lawrence, Ivan Tyrrell
- In attendance:** Sue Saunders (Chair, Registration and Professional Standards Committee) and Ian Thomson (Deputy Chair, RPSC)
- Observer:** Harold Mozley (Deputy Chair, HGI External Oversight Committee)

1. **Declarations of Interest:** None.

2. **Minutes of Previous Meeting & Matters Arising:**

The minutes of the last meeting were accepted as a true and accurate record. JP confirmed that Don Elwick has been contacted regarding HGI's inability to assist with re-instatement documentation.

JT confirmed that Patrick Ray a trustee of PTSD had been contacted regarding accessing PR/Marketing expertise. While Patrick Ray's day rate was considered beyond HGI's budget, it was agreed that as HGI's revenues increase a budget for PR/Marketing could be built into the Business Plan.

JT confirmed that it would be essential to have additional help in the office in order to increase marketing activity.

3. **Minutes of F&A committee and accounts for y/e December 2016**

The HGI Year End Accounts for 2016 were accepted by the Board subject to final approval from IT, JT and JH.

**Action:** IT, JT and JH to confirm approval to JP.

CN presented the minutes of the last F & A Committee meeting and reported that the committee recommends that the HGI Board approve a cross charge of £1500 payable at the end of 2017 to HGC to cover the additional administrative costs incurred of behalf of HGI. Monitoring of HGI activity in the office will continue and further payments will be made annually based on actual activity and at a rate as yet to be determined between HGC and HGI.

**Action:** JP to advise Linda Tyrrell of transfer required.

The F & A committee also recommends that the HGI Board approach the other HG enterprises with a view to having a single HG Logo and brand image. This would strengthen the overall image of the Human Givens and prove a more cost effective solution when pursuing trade marking and licensing.

**Action:** CN to reconvene the Licensing and Trademark subcommittee in order to discuss this proposal further.

**Action:** JT to circulate copies of all the existing HG Logos to the Board for review

#### **4. Recruitment and selection of board members (paper to follow)**

As the final document addressing recruitment and selection of Board members is still outstanding it was agreed that CN would circulate a draft in order that the document be finalised and posted on the HGI website before the next Board Meeting. Ideas suggested to solicit interest in board membership, when the final policy is approved, included placing an ad on the HGI website and possibly the use of LinkedIn.

**Action:** CN to prepare and circulate document by end of w/c 22<sup>nd</sup> May

**Action:** JP to send a holding email to the HG member who enquired apologising for the delay in responding to his request.

#### **5. One day conference/seminar**

In view of IT's absence it was agreed to move this item to the next meeting.

#### **6. HG trade marking/branding**

**Action:** See item 3 above for action point

#### **7. Crediting of HG by company using HG therapies**

JP raised this issue on behalf of JL who was concerned that the Human Givens Approach is not always credited on other agencies' websites even though they are using HG registered therapists. It was agreed that now HGI has PSA Accreditation, referencing the Human Givens should be encouraged as it provides additional reassurance to the public that the governance arrangements are of a recognised standard and quality.

**Action:** Ian Thomson has agreed to contact a particular agency that appears not to be utilising the Human Givens brand for maximum mutual benefit.

#### **8. Report of Registration and Professional Standards Committee**

SS confirmed that the full report from the Registration and Professional Standards committee is already on the HGI website and that the contents had been approved by the PSA. There were only 3 complaints registered in 2016 and all had been dealt with appropriately. There is no evidence of any trends emerging from such a small number of complaints.

The Board wishes to thank Ian Thomson for the preparation of this historical report which can be found on the HGI website : Therapist register / Raising Concerns / Complaints Procedure / How to complain / *HGI complaints information*

#### **9. Professional Standards Authority update**

SS confirmed that HGI has successfully gained re-accreditation with only one minor learning point which has already been dealt with. Ian Thomson who attended the PSA conference reported HGI was given special mention during the opening remarks for the

clarity of its website, flow charts, clear information and Register of Interests. SS reported that the PSA is in consultation on changes to annual re-accreditation process. See link: <http://bit.ly/ARannualreviews>. The Board welcomed the prospect of a 'lighter' touch and also hopes that there may be greater proportionality, relative to the size of member organisations, in the fees levied by the PSA. HGI will be responding to the consultation document. Ian Thomson has drawn the PSA's attention to the fact that the NHS Choices website appears to be favouring the large counselling organisations who are accredited by

the Professional Standards Authority by citing only these as examples of PSA accredited registers.

SS also proposed that a PSA Management Committee be formed in order to spread the workload involved with the re-accreditation process and it was agreed that a request for members to form a management committee could be included on the Recruitment and Selection section of the website (see items 4 and AOB). The importance of succession planning in general was acknowledged, along with the development of a long-term business plan for HGI.

**Action:** CN to include a request for PSA Management Committee volunteers on the Recruitment documents for the website and also how Linked-in could be harnessed to recruit an additional lay member who may have appropriate skills.

#### **10. HGI Risk Register**

The annual check with HG supervisors was completed in January but had not produced any emerging themes or a great deal of feedback.

#### **11. Health Insurance – approval by insurers of HG therapy**

It was noted that this was an outstanding matter from the AGM in January and required further action. Approved suppliers status has been sort from BUPA in the past without success.

**Action:** Linda Tyrrell to re-contact Health Insurance companies with information regarding HGI's improved status (PSA) and to request information on the criteria used for the selection of therapists.

**Action:** SS to request assistance from an Insurance Professional who has been very supportive of HGI in the past.

**Action:** Ian Thomson to approach the Red Poppy organisation in order to gain more information on how the Health Insurance industry operates.

#### **12. Any other business**

Ian Thomson reported that many other PSA accredited organisations require students to become members while studying and wondered if HGI should request all students on Part Two of the Diploma programme to become Associate Members of the HGI.

**Action:** JT to request information from Linda Tyrrell regarding the numbers of Part Two students who would be affected in order to assess the potential benefit.

A request from the Milton Keynes Support Group was raised concerning the need for HGI to do more marketing on behalf of therapists. It was again acknowledged that HGI has a volunteer Board and needs to recruit more resource and in particular more help from the Peer Supervision Groups.

**Action:** JT agreed to give feedback to Jan regarding HGI's current marketing efforts and requesting help and support from the members regarding: Board membership and the subcommittees particularly expertise/ interest in: Marketing, Legal, PSA administration and research.

*The following bit was discussed (we talked about creating an Ad to go on the HGI website and the possibility of using the LinkedIn group to spread the word) but no firm action was decided upon for now as we are waiting for the paper in Point 4 above to be finalised*

On behalf of the board JP thanked Harold Mozley for observing the meeting.

**13. Date of next meeting:** 17<sup>th</sup> July 2017, at 7.00pm

CN/ 17/05/2017