

Human Givens Institute

Minutes of Human Givens Institute Board Meeting

Date of Meeting: Monday 17th May 2021 at 1900 -2100 on Zoom

Present: Sue Gray, Chrissy Boyce, Carel Beynen, Judith Desbonne, Julie Lawrence, Ivan Tyrrell, Jane Tyrrell

In attendance: Monique Nauta chair of the RPSC for agenda item

Declarations of interest: Ivan Tyrrell also on the boards of the HGC and HGF, Jane Tyrrell the HGC.

1. **Minutes of the last meeting** – agreed and signed off. JL to agree and seconded by IT.

Matters arising or incomplete -

6.1 – Job description incomplete, SG to work with MN on this. SG and MN are now meeting monthly.

2. **Regulation - RSPC & EOC**

	ITEM	OUTCOME	ACTION
6.1	a) RPSC Report b) Process for RPSC website updates	a) Debate with PSA and waiting for outcome on 26 th May. HGI growth set approach to complaints is slightly different to the other registers the PSA registers. b) Accept this proposal.	b) MN to be key contacts with Arlene re RPSC updates
6.2	Review the Payment system for the RPSC Co Chairs		Payment of RPSC co chairs approved. And agreed MN to claim from 1 st April. SG to inform her. All board members: If anyone has connections for potential second Co Chair pass on to SG.
6.3	PSA: a) Splitting the register		SG to clarify again with the PSA if it applies to UK or all HG people
6.4	Regulation of Students of HG	JT - Work is ongoing, currently with CBe to look at process and advice for supervisors.	CBe to draft process and liaise with JT. To be on next month's agenda. SG
6.5	EOC Recruitment – pay for recruitment process	No new applications have been identified. Members have been informed there is now payment.	All members to search non-HG network for potential candidates. JT to get information about free recruitment to SG

6.6	Safeguarding update	Safeguarding referral made for risk register.	Update by SG – referral made to DBS, BACP and NCS – no response as yet from person concerned. Insurance company up to date.
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3. Serving the membership

7.1	Peer Supervision Groups (PSG)	JD updated that since LB resigned there will be less cover of the peer groups in person – any peer group can request JD to attend or email her questions.	Update role description – JD New Board Member to share this role to be sought (see below).
7.2	Members numbers update	Expecting more HG Diploma graduates to become members in coming months.	
7.3	Agree key items for the Bulletin after the board meeting	<ul style="list-style-type: none"> - Peer Groups – invite JD or email questions & reminder re NHS Peer Group - Conference Committee members and advertise project manager for conference - If any members know anyone with lawyers in network who might be useful to RPSC and HGI contact SG 	SG to draft – to go out within 2 weeks of board meeting ideally
7.4	Review of Membership Fees	A detailed discussion is needed taking in the various issues impacting on fees and looking at passing on card processing fees.	Finance committee to put forward proposal for reviewing and raising the fees. CBe & JL
7.5	SCOPED	CBe requested more information about SCOPED after meeting Kat Marlow at RUG meeting	Kat Marlow to be invited to attend next board meeting - SG

4. Clinical: Training, Research and Supervision

8.1	Integrity Group	No further meetings have occurred	Future meetings planned - IT
8.2	Primary Research – update and agree next step	Building relationship with academic partner to do primary research.	SG to keep the board updated
8.3	Curriculum Review Update	Progressing as expected – there is a lot of work involved but it's going well.	Ongoing. Reports to each board meeting - JT
8.4	Research and Update Group Report	Report reviewed by the board – no questions	Reports to each board meeting - JD
8.5	Conference – Potential Autumn Conference – review of proposal and budget	Decision to progress with organizing an Autumn conference with a business case to pay all involved. Depends on getting an appropriate project manager asap	SG to draft job role, appointing committee and project manager.

8.6	Update on HG College activity	All going well. Slow down in sales where things have opened up from COVID.	-
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5. Promote and disseminate Human Givens

9.1	HGI Promotion: Update Report	The board reviewed the report and noted all the wide and varied activity and co-operation between HGC and HGI.	-
9.2	Registered Members Profile – updating project by Jan	All been invited to update profiles and Jan is updating the website.	SG to check with Jan if she has updated everyone (e.g. Carel on website even though not practicing)

10. Organisational Governance

10.1	Risk Register	Included MN in discussion on proposal to amalgamate the RPSC risk register with other HGI risk registers. Approved structure and process for amalgamation. High level interim risks spotted between board meetings to go to SG.	CBo to prepare Risk Register paper for each board meeting. Format all risk registers in same format.
10.2	Role of the HGI Chair and Company Articles	The present paper to acknowledge legal risk and make a board decision regarding it was deferred to the next board meeting at the request of IT. The difference of opinion about potential change of powers was noted.	JL to prepare a paper using the agreed approach (by HGI board) of the HGI chair when she took up post in August 2020. And brought to the next board meeting after the strategy review is completed at the request of IT. The board agreed.’ HGI’s Memorandum & Articles of Association also need to be reviewed.
10.3	Appointing new Directors	Agreed to recruit Peer Group representative to aid JD to replace Liz Barr. If any suitable candidates are identified let SG know.	Communication about the vacancy to be sent to HGI Members. SG
10.4	a) Finance Report b) Approve revised Terms of Reference c) Approve Invoice for Depressions Conference	b) All in agreement	Threshold for the Finance Committee to approve without coming to the HGI board raised. Now £2,500 for external, £10,000 for internal invoices. CBe
10.5	Registration of members review and process	Progressing – nearing completion	Continue to completion - SG

10.6	Frequency of Board Meetings – proposal to move monthly	Keep meetings as they are, further meetings if whole agenda is not covered. If an item needs further discussion, an additional meeting will be put in place.	–
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11. Any other business – There being no other business the meeting was closed at 9pm.

12: Time and date of the next meeting – July 12th 2021

AR, 17th May, 2021