

Human Givens Institute

Minutes of the Board Meeting held on Thursday, 20 March 2025 at 1500

Present:	Jennifer Broadley	(JB)	Finance Committee
	Michelle Buckles	(MB)	Appointed to the Board from Item 013/25
	Abigail Darling	(AD)	Clinical Governance Group
	Joe Griffin	(JG)	Co-Chair and Integrity Group
	Ashley Lamb	(AL)	Board Support
	Graeme Layzell	(GL)	SCoPEd CEO Group Representative
	Elizabeth Nihan	(LN)	PSA Oversight
	Ivan Tyrrell	(IT)	Co- Chair
In Attendance:	Denise Winn	(DW)	Bulletin
	Jane Tyrrell	(JT)	Human Givens College
	Andy Tarrant	(AT)	RPSC Coordinator and SCoPEd EDI Representative

Item	Discussion and Decisions
010/25	WELCOME AND APOLOGIES FOR ABSENCE The meeting was opened at 1500 and apologies for absence were received from Abigail Darling.
011/25	DECLARATIONS OF INTEREST <ul style="list-style-type: none"> • Human Givens Foundation IT • Human Givens Publishing IT • Human Givens Services JG, IT
012/25	MINUTES OF THE LAST MEETING The minutes of the meeting held on Wednesday 22 Jan 25 were approved for website publication. The minutes covering the confidential matter of Item 005.10 at the 22 Jan 25 meeting were approved during Item 015.8 and are for Board member distribution only.
013/25	APPOINTMENT OF NEW DIRECTOR TO THE BOARD Michelle Buckles (MB) was appointed as a new director of the Human Givens Board. Her appointment was supported by majority.
014/25	MATTERS ARISING / ACTION LIST UPDATE 014.1 Action List Update <ul style="list-style-type: none"> • There were no matters arising from the previous minutes. • All items held on the previous action log have been completed, transferred to standing agenda items or will be discussed at this meeting. 014.2 To discuss Suffolk MiND Legal document regarding Emotional Needs Audit (ENA) Licence The board discussed the legal documentation presented by Suffolk MiND concerning the licensing of the ENA. The historical context was acknowledged that the ENA was previously shared freely and had already been adapted by other organisations. It was also understood that Suffolk Mind's intention was to formalise their usage to protect against future legal concerns. The board agreed, in principle, to proceed with signing the legal document, on the understanding that: <ul style="list-style-type: none"> • HGI is clearly credited as the originator of the ENA. • Suffolk MiND includes a visible acknowledgment on their website and marketing materials. • The HGI logo may be used by Suffolk Mind in relevant programmes. The relationship between HGI and Suffolk MiND was recognised as longstanding and collaborative, and the overall sentiment was supportive, with emphasis on proper credit and visibility for the HGI's contribution.

015/25	<p>REGISTRATION AND PROFESSIONAL STANDARDS</p> <p>015.1 Registration and Professional Standards Committee (RPSC) Report</p> <p>AT provided an update on several key updates and matters related to the RPSC. He confirmed the resolution of a long-standing disciplinary case, which had reached the High Court. The case was dismissed in its entirety, with the judge commending HGI's processes as fair, proportionate, and reasonable. This was seen as a significant endorsement of the Institute's governance and handling of complaints.</p> <p>015.2 To receive update on HGI Action Plan to meet PSA Standard 9</p> <p>AT provided an update on the Equality, Diversity, and Inclusion (EDI) survey questionnaire that has been sent to all members. 236 completed questionnaires had been received, which represented a 73% response rate, which was considered a strong outcome. AT sought approval to address the remaining nonresponses and commented that the EDI survey would also be incorporated into the annual re-registration process. AT reiterated the purpose of the data and whilst the PSA does not currently mandate 100% completion, a broader evidence base is essential for demonstrating that HGI is reflective of the diversity within its membership.</p> <p>015.3 Notification of Professional Standards Authority (PSA) accreditation renewal fees</p> <p>AT informed the board that HGI had received the invoice for the PSA reaccreditation for the next financial year. The amount invoiced was £13,467.75, based on the number of registrants as of 1st January (310 registrants). This figure was acknowledged and accepted as part of the ongoing costs of maintaining PSA accreditation.</p> <p>015.4 To receive SCoPED Equality, Diversity, and Inclusion (EDI) Update</p> <p>AT reported that SCoPED had postponed the publication of their minimum data sets relating to EDI. The new expected timeline for this publication has been pushed back to 2026. As a result, progress in this area is currently on hold with no immediate developments required from HGI in response to SCoPED EDI subgroup.</p> <p>015.5 To approve Social Media Guidelines for Registrants</p> <p>AT introduced the draft social media and website policy, which has been designed to offer guidance for therapists, particularly around professional online presence. The policy is intended to:</p> <ul style="list-style-type: none"> • Help therapists understand what is appropriate to share on personal websites and social media. • Protect the reputation of the HGI and the Human Givens brand. • Provide clarity in response to past incidents (such as controversial content or inaccurate claims) <p>Board members are to forward any comments or amendments to AT for incorporation. The revised guidelines will be considered for adoption at the meeting on 22 May 25.</p> <p>AT left the Meeting</p> <p>015.6 To receive SCoPED CEO and Comms Update</p> <p>GL is actively attending multiple SCoPED-related meetings across various working groups and is adjusting his work schedule to accommodate the growing time demands of these roles.</p> <p>The CEO group recently reviewed a draft document from NHS England titled "Staying Safe from Suicide: Best Practice Guidance" (2025). GL noted that the HG approach aligns well with many of the principles. As SCoPED partners are being asked to endorse the document GL will forward it to all Board members for review and input. The document is currently under embargo and is not yet public.</p> <p>Discussions within the Comms Group are focused on:</p> <ul style="list-style-type: none"> • Updating the SCoPED website, which is near completion. • Ensuring proper representation of HG therapists in the updated framework columns—a concern was raised that HGI is still not visibly represented in Column C on the current PDF framework. • Issue around insurance providers (e.g. Bupa, AXA) not recognising HGI therapists. GL plans to raise this within the Comms Group to push for fair and equal recognition. He will use supporting examples and correspondence (including from Denise and Jennifer) to highlight the issue • There was also mention of a name change for SCoPED to PCPB (Psychological Counselling and Psychotherapy Body), expected to align with the public website launch and ongoing communications. <p>015.7 To receive update following the PSA Annual Seminar on 25 Feb 25</p> <p>DW gave an overview of the recent seminar. Key points included:</p> <ul style="list-style-type: none"> • The PSA sought feedback from register organisations on whether they are assessing the right things. • Smaller organisations expressed concerns that the PSA's 78 accreditation standards can be too onerous and not proportionate to their size.
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	<ul style="list-style-type: none"> • The PSA admitted that it lacks recognition among the general public, employers, and healthcare providers. For example, there is low usage of its register search tool. A suggestion was made for a single unified search tool across all registers to improve visibility and access. • Attendees noted that the seminar felt refreshing and more collaborative, as the PSA seemed to be asking for input, rather than simply instructing. <p>015.8 To receive an update following receipt of Report</p> <p>Due to the confidential nature of this matter, it will be minuted separately and only circulated to Board Members.</p>
016/25	<p>CLINICAL GOVERNANCE</p> <p>016.1 Clinical Governance Group (CGG) Update</p> <p>AD provided a written update following the CGG Meeting that was held on 14 Mar 25.</p> <ul style="list-style-type: none"> • Continuous Professional Development ideas had been gathered from supervisors and would shortly be passed on to the Board for consideration. • A meeting between the RPSC and CGG has been scheduled for 25 Mar 25. Gareth Hughes was expected to attend. The purpose of the meeting was to: <ul style="list-style-type: none"> • Define terms of reference for both groups. • Clarify overlapping areas of responsibility (e.g. ethics, registration requirements, return to practice). • Improve regular communication and collaboration between the groups. • The HGI website had been updated to show the current active peer groups. Two separate lists were provided: groups suitable for trainees and newly qualified therapists and groups suitable for everyone. A separate page now also lists special interest peer groups. • The CGG is working to make attendance at peer groups more accessible. It was noted that Liz Barr's online group is somewhat oversubscribed, so other regional online groups are being promoted to help manage demand. <p>016.2 To approve the creation of a Research Special Interest Group</p> <p>A proposal was brought forward to formally create a Research Special Interest Group. The group's purpose is to support and promote Human Givens research, helping to develop a stronger evidence base for the HG approach. The group would consist of members with relevant experience and would not be open for general membership any applications to join would be reviewed by the existing group members.</p> <p>Founding members of the group include Gareth Hughes, Bill Andrews, Lynn Taylor Jackson, Ezra Hewing, Denise Winn. The proposal was warmly received by the Board, and it was noted that the group could collaborate with the Human Givens Foundation to apply for grant funding to support research projects. The group would also connect with ongoing peer-reviewed research initiatives, such as work at Nottingham Trent University and King's College.</p> <p>The board unanimously approved the creation of the Research SIG.</p>
017/25	<p>CORPORATE GOVERNANCE</p> <p>017.1 To review and approve the HGI Risk Register</p> <p>The board reviewed and unanimously approved the HGI Risk Register. The importance of regularly reviewing Risk Register to reflect evolving risks and mitigations was also emphasised.</p> <p>017.2 To receive a Finance Update</p> <p>JG provided a brief finance update including the financial position at year end (Dec24). The HGI recorded a loss of approximately £8,000. This loss was covered using the organisation's reserves. The forecast for the end of the current is projecting a small profit. JG confirmed that HGI remains financially secure, though additional funds will need to be raised to support future projects.</p> <p>017.3 HG Strategy Group Update</p> <p>JB provided an update on the Human Givens Strategy Group, detailing progress made by the subgroups:</p> <p>The Marketing and Messaging Group held an insightful and productive workshop led by Laurie Castelli-Gair. The session focused on refining the HG brand message and improving communication strategy. A follow-up meeting is needed to define clear action points.</p> <p>The Charity Group discussions focused on the HG Foundation being the key entity for generating grant funding. The Foundation aims to support both the College and HGI. A live appeal to the wider HGI membership is being planned. This appeal would most likely take place in June in a 90-minute webinar-style</p>

	<p>event to update members on major strategic developments, to strengthen communication and unify the wider HG community and to launch a fundraising initiative, possibly including a raffle.</p> <p>There is a recognised need to better inform and involve the wider HGI membership, who may not be aware of all the changes and initiatives underway. The live appeal will hopefully address this and encourage collective support moving forward.</p> <p>017.4 To review HGI Organisational Structure and associated sub menus (RPSC, EOC, CGG)</p> <p>It was agreed that LN supported by AL will review and clarify the HGI organisational structure, particularly the roles, relationships, and reporting lines between:</p> <ul style="list-style-type: none">• RPSC – Registration and Professional Standards Committee• EOC – Ethics Oversight Committee• CGG – Clinical Governance Group <p>The aim of the review is to clearly define the structure, boundaries, and lines of accountability between the board and these governance bodies and to reinforce the principle of being "independent of but responsible to" the HGI Board. It was acknowledged that while these committees operate with a degree of independence, there must be clearer oversight and governance from the Board to ensure transparency and procedural integrity. The HGI</p> <p>017.5 To review HGI Board Structure, Recruitment, Training and Terms of Reference</p> <p>In addition to Item 017.4 LN will also review the Board Structure and terms of reference documentation.</p>																								
018/25	<p>HGI Administration</p> <p>018.1 Membership and Registrant Update</p> <table><tr><th>Category</th><th>Non-Practicing</th><th>Practicing</th><th>Total</th></tr><tr><td>AHGI</td><td>35</td><td></td><td>35</td></tr><tr><td>GHGI</td><td>8</td><td>48</td><td>56</td></tr><tr><td>MHGI</td><td>15</td><td>292</td><td>307</td></tr><tr><td>FHGI</td><td>9</td><td>6</td><td>15</td></tr></table> <table><tr><td>SCoPEd</td><td>A - 312</td><td>B - 6</td><td>C - 4</td></tr></table>	Category	Non-Practicing	Practicing	Total	AHGI	35		35	GHGI	8	48	56	MHGI	15	292	307	FHGI	9	6	15	SCoPEd	A - 312	B - 6	C - 4
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019/25	<p>ANY OTHER BUSINESS</p> <p>019.1 To consider Supervisor feedback to the Clinical Will Guidelines</p> <p>The Board considered feedback on the new Clinical Will Guidelines that had been gathered from supervisors. The goal is to ensure that all therapists understand how to create and maintain a valid clinical will, especially in relation to client care continuity in the event of their incapacity or death. It was agreed to keep the current format and add two additional paragraphs of explanation.</p>																								
	<p>DATE OF NEXT MEETING – Thursday, 22 May 2025 at 1500</p>																								

Meeting Ended at 1648

ACTION LIST – As of 20 Mar 25

	Action	Responsibility	Target Date
19	IT to sign the Suffolk MiND agreement for the licensing of the Emotional Needs Audit	IT	
20	AT to send final email to registrants who have not yet completed the EDI questionnaire	AT	
21	Board members are to provide AT with any comments or amendments to the draft social media and website guidance	All	
22	AT to incorporate any changes and send document to DW for review prior to HGI Board Meeting on 22 May 25.	AT / DW	
23	GL to forward SCoPEd NHS Staying Safe from Suicide document to all members for review	GL / All	
24	AL to notify Research SIG of Board approval and to forward contact details for HGI Website upload	AL	28 Mar 25
25	LN to review the HGI Organisational Structure and associated sub menus (RPSC, EOC, CGG)	LN	
26	LN to review HGI Board Structure, Recruitment, Training and Terms of Reference documents	LN	
27	AL to respond to Heads of Supervision and update the Clinical Will Guidelines for upload to the HGI Website	AL	28 Mar 25

Items Closed or add to Standing Agenda since the last meeting (22 Jan 25)

	Action	Responsibility	Target Date
14	AL to redraft the risk register by removing historical data and retaining only the current risks as a snapshot for members to approve / amend at meeting on 20 Mar 25	AL	Agenda Item 017.1 - 20 Mar 25
15	Suffolk Mind legal documentation regarding emotional needs audit license deferred to next meeting	All	Agenda Item 014.2 – 20 Mar 25
17	AL to format and send the letter to HG Australia	AL	Complete 25 Jan 25
18	AL to arrange for the signing of the Armed Forces Covenant	AL	Approved - 4 Mar 25