

Minutes of the Meeting of the Human Givens Institute (HGI) Board

Held via Zoom on Thursday, 20 November 2025 at 3pm

020/25 WELCOME AND APOLOGIES FOR ABSENCE

MB – Chaired the meeting and took notes.

IT, JG, DW, JB, GL, AD, LN all present. No absence recorded.

021/25 DECLARATIONS OF INTEREST

Human Givens Foundation IT

Human Givens Publishing IT

Human Givens Services JG, IT

All confirmed.

022/25 MINUTES OF THE LAST MEETING

022.1 Summary of Confidential Matter discussed on Thursday, 18 Sep 2025

Agreed that this was now complete and sufficient action and steps taken.

022.2 Minutes of the meeting held on Thursday, 18 Sep 2025 to be approved

All read and approved.

023/25 MATTERS ARISING

023.1 Matters Arising / Action List Update (All)

a. Clinical wills – now complete and available on the website.

b. Board Structure and Terms of Reference – Terms of reference are now finalised and published on website. Discussed updating companies house on changes to the board e.g. rotating chair, new terms of ref, not having a fixed chair person etc. DW to check with the office on whether this has been done.

Reviewed terms of reference of each board member as this had been agreed as an exercise to be completed each end of year to allow future planning. All agreed to serve out full terms, despite some being more than 3 years. Option floated for IT and JB to become ‘consultant/ advisors’ to the board recognising their unique insight and experience as founders of the organising idea and company. Agreed to discuss the qualities of a director and how we plan to recruit new candidates - to keep on agenda for next time.

NAME	ROLE	APPOINTED	LENGTH OF SERVICE
Ivan Tyrrell	Secretary & Director	30 NOV 2001	24 years
Jennifer Broadley	Director	23 NOV 2023	2 years

Michelle Buckles	Director	20 MAR 2025	8 months
Abigail Darling	Director	24 MAY 2024	1 year 6 months
Joe Griffin	Director	12 JULY 2021	4 years
Graeme Layzell	Director	19 NOV 2024	1 year
Liz Nehan	Director	18 JULY 2023	2 years 4 months
Denise Winn	Director	14 DEC 2023	1 year 11 months

Also discussed meeting as a Board every month to ensure that all agenda items are given due time and attention. JB agreed to send out updated dates for meetings next year. This included a formal board meeting every other month for 2 hours and the on the 'other' month, this would be a 1.5 hour meeting to clear off actions and focus on specific pieces of work that needed more thought and focus.

c. Board Member Applications – Agreed the need to recruit more board members and suggested an additional 2-4 people for 2026 to make total board numbers up to 10/11.

d. Theme for next HGI Conference – DW updated all that communication would be going out prior to Christmas and all agreed. Suggested speakers to invite included Iain Gilchrist and discussed inviting him to become a HG patron. All agreed.

Short discussion about Johan Hari also being considered in addition as a person to be approached as a speaker, it was noted that his books and ideas are very in tune with HG framework and he has good marketing 'reach' which could help in raising the profile of HG.

It was agreed that IT and DW would liaise on how to approach Iain. Gareth and DW are going to approach more people as conference speakers and update the board at the next meeting.

023.2 NICE Anxiety Guidance (GL)

DW responded to GL who raised this last time. No further action required.

023.3 Proposal from Heard Care (LN)

PTSD Resolution were contacted and wanted an intro to HGI board to share more about a possible partnership. They are an on-demand therapy platform who connect people with the right support. AD offered to follow up with this and make contact.

023.4 Director Recruitment and Qualities, Tenure, Roles, Best Practice (LN and MB)

Discussion about requirements to inform companies house of all internal changes and review standards e.g. EDI training, lay members, tenure etc to ensure full compliance as a board. This led to a discussion about the HG terms of ref and Board structure and governance document which needs to be reviewed alongside recommendations from PSA who are making this an area of focus in 2026. MB and LN agreed to take this document as an action and to refine and bring back for discussion.

024/25 REGISTRATION AND PROFESSIONAL STANDARDS

024.1 RPSC Report and HGI Board Liaison (AT in attendance Item 024.1-2 inclusive)

AT joined the meeting at 3:30pm. AT gave an update on key RPSC issues from the pre-submitted report outlining current operational matters.

025/25 CLINICAL GOVERNANCE

025.1 Clinical Governance Group (CGG) Update (AD)

AD updated the group on the key findings from the pre-submitted report.

025.2 Records Retention Policy (AD)

Discussion about complaints being retained for 7 years seemed excessive given that other PSA/PCPB members only keep them for 3 years. Agreed for MB to liaise with RPSC about this as thoughts about was that this should perhaps be reduced.

025.3 CGG Board Proposal – Peer group membership and retirement (AD)

Discussion about increasing the number of attendances per year in peer supervision and agreed to increase to twice per year and all voted to approve this change. A further discussion about creating a retired membership category was had and AD agreed to look into this further.

026/25 CORPORATE GOVERNANCE

026.1 To review the HGI Risk Register (All)

This wasn't completed – however nobody was aware of anything new to add. To ensure this is completed at the next meeting and each meeting going forward.

026.2 To receive a year-end Financial Update (JG)

JG reported year-end financial numbers as £2,268 loss and expect this to be the same this year. Currently have £33,595 this includes £6k raised at the HG raffle. Discussed increasing membership fees as these haven't been raised since 2015. Agreed that this should also be an action to review in December each year.

026.3 To receive a HG Strategy Groups update (JB)

Agreed to pick this up next time and review in full as time was limited.

026.5 CGG/RPSC/HGI liaison to HGI Board (DW)

All agreed that we would move away from having a CGG rep and instead follow the way we arrange things with the RPSC – i.e. a CGG member attending a portion of the meeting to present their report and answer/raise questions. It was also agreed that DW would be the board liaison person with the CGG

027/25 HGI ADMINISTRATION

027.1 DBS Checks and Additional Verification needed (DW)

The EDBS process is still being held by Ashley lamb who is supporting the HGI Board admin Tasha. Discussion around alternative options to take out the additional administrative burden of checking and returning ID documents to HG practitioners. GL agreed to look into an outsourcing option.

027.2 Administrative Support for HGI Board, Line Management of Tash (MB)

Discussion about ensuring sufficient support for HGI membership secretary (NF) including line management and contact points, welfare checks, correct equipment and remote Board support. LN has agreed to contact LT for a copy of NF's job description, as a starting point to exploring how the board may begin this welfare and support role effectively.

027.3 Membership and Registrant Update (AL)

Figures were not present for this meeting. MB agreed to request from Tash and have since been confirmed as:

MHGI practicing - 303
non practicing - 9

FHGI practicing - 10
non practicing - 5

GHGI practicing - 55
non practicing - 7

AGHI 25

027.4 Complaints Process and Timelines (JB)

As discussed in 025.2

028/25 Any Other Business

028.1 To discuss the date for the next Live Webinar (JB)

Agreed that the feedback from the first one was good and people enjoyed being part of communication and kept up to date. All agreed this would be welcome again and perhaps to conduct twice per year. To keep on agenda for next meeting.

028.2 Sexual Misconduct and the Lone Worker conference PSA invite (DW)

Nobody could attend this conference.

Date of Next Meeting: Thursday, 22 Jan 2026 at 3pm , Chaired by AD

Date of AGM: Wednesday, 18 Feb 2026 at 3pm