



## Minutes for the meeting of the Human Givens Institute (HGI) Board

Meeting Location: Via Zoom

Date: Thursday 19<sup>th</sup> March 2026

Start Time: 3pm

Chair: Liz Nihan (LN)

Minutes: Shelley Walker (SW)

1. **Attendees:** Ivan Tyrrell (IT), Jennifer Broadley (JB), Michelle Buckles (MB), Abigail Darling (AD), Graeme Layzell (GL), Denise Winn (DW), Jane Tyrrell (JT)

**Apologies: None**

**Abbreviations used in these minutes – AoA – Articles of Association**

2. **Declarations of Interest:**

Human Givens Foundation	IT
Human Givens Publishing	IT
Human Givens Services	JG, IT

Confirmed	<b>Yes</b>
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3. **Previous Meeting**

Previous meeting minutes held on 22<sup>ND</sup> January 2026 approved for publication on website – all approved  
**Yes**

Minutes covering any confidential matters discussed at this meeting approved for director distribution only  
– all approved **NONE**

4. **ACTION POINTS FROM PREVIOUS MEETING:**

- a) Heard Care update - AD

Nothing to report, the board discussed and decided to not recommend or advertise them due to limited client experience and potential risk.

- b) Documents for HG terms of reference and board structure – update EN/MB

Liz presented updates on board structure and AoA, noting differences between current documentation and the original 2006 filings, particularly regarding director minimums and quorum requirements. The board agreed to review new PSA guidance in advance of updating the AoA, The board discussed delaying changes to the organization's AoA until 2028 while maintaining alignment with PSA. They agreed to temporarily adjust board structure numbers on the website to match the articles with Denise and Liz coordinating the numbers.

- c) New advert for EOC members - AT  
Ad going in the March/April bulletin and on the website
- d) PCPB "Call for Evidence" questions – GL and DW  
GL – reported positive progress on the call for evidence, with 2,700 responses so far from PCPB members, and a target of 5,000. A new link has been circulated in the March/April bulletin (as the old one became corrupted) with HG members encouraged to contribute their views, as these carry equal weight to those of the larger partners.
- e) Board pictures added to the Bulletin and a link to the website page with our information as board directors - DW  
This was reviewed with DW letting the board know that this had now been done.
- f) Conference - progress update DW  
The board discussed concerns about the attendance due to cost issues and noted that there is interest in potentially offering an online option in the future. They debated the number of roaming microphones to hire with GL offering to bring his own lapel mic setup, although concerns were raised about technical reliability and compatibility with the venue's system. The board agreed to increase marketing efforts across social media platforms and professional networks. AD suggested potential advertising opportunity through the National Counselling and Psychotherapy Society's magazine which reaches 70,000 members. DW did mention that they may not be supportive as they no longer recognise our training for accreditation purposes.  
The board discussed advertising strategies and agreed to promote the conference via all relevant social media/bulletins/direct mail and encourage wider sharing among peer groups.  
AT – suggested conference as a condition for membership in first 3 years which was supported by JB and MB.
- g) AGM - update JB  
JB reported it went well, with good feedback. JB will approach people individually about becoming a trustee/board member from suggestions provided. Hope to have these done in the next month. Then Ian Thomson will take the next step.
- 5. Registration and Professional Standards (RPSC) 3.30PM- AT:**  
The board confirmed they had read the report. AT provided an update on criminal proceedings against registrants. AT will attend the PSA Accredited Registers conference in April on his own, as AD can no longer attend.

## **6. AGENDA**

- a) Confirm date next HGI Live Update webinar – JB  
The board discussed the best times to hold the AGM and webinars. It was agreed that the AGM will be held in Feb (18/2/27) and that there was only a need for 1 webinar a year to be held in September. JB will confirm with Gareth Hughes if he could do a webinar on 09.09.26 at 5.00pm for 90 minutes.

b) Increase of membership fees – when, how much – JB

The board explored the possibility of increasing membership fees as they have not changed for quite some time and are currently less than most other organisations. The board agreed to seek legal advice on how to update the AoA to allow for fee adjustments in the first set of changes and the second set of changes in 2028 to align with organizational structure changes. The board decided on an “opt out” approach where it would be assumed that members agreed unless they explicitly objected and agreed to review the AoA every 3 years.

c) Re-visit the Phase 1 merger – in light of funds now achieved, and HGF trustees being actively recruited – JB

The board discussed a generous anonymous donation of £10,000.00 to the foundation. The £15,000 target has now been reached and gift aid claimed making a total of £17500.00 which will fund Phase 1 with some left over to cover any increases in the budget since it was first formulated. Some of any remaining funds will help to recruit new foundation trustees. Julian Lomas, the consultant, suggested a Zoom call with all stakeholders once additional trustees have been onboarded.

d) Change to audits and accounts committee membership – MB

MB was appointed to work with JB on the Finance Committee and to review numbers across the organization, with particular focus on Human Givens Institute and College finances.

e) Office premises rental and storage expenditure – MB

The board discussed the possibility of transitioning to remote working for the whole of the organization, to save on office rental and storage costs, with a 1–2-year implementation timeline proposed. This would also mean that the organization is not geographically restricted on where they hire.

f) Matters needing responses between meetings/responding to emails – DW

Concerns were raised as to the length of time emails requiring urgent responses are answered in. These usually arise from mail sent via the chair support email address, monitored by DW. It was agreed to answer emails within 24 hours (and DW to send a WhatsApp message to AD to alert her to check her email) if urgent, but only if urgent. Such emails will have urgent in the header. GL emphasized the importance of not overusing the “urgent” tag but only use it when appropriate.

g) Corporate honorary membership possibility – JB

JB summarized her meeting with Worldwide Financial Planning (WWFP), Peter McGahn and Eleanor McGilly, who are keen to promote emotional and financial awareness. The CEO is already promoting HG principles in his work and suggested a formal collaboration potentially offering training opportunities for HGI members within corporate settings and funding for employees to pursue HG qualifications. The board discussed expanding their training offerings and income through a “train the trainer” programme. AD proposed developing qualified therapists into trainers and MB shared her experiences running similar corporate programmes in Jersey and suggested exploring collaboratively Ezra’s Mental Health Toolkit. The board agreed to review the proposal and discuss it further in April before approaching Gareth about implementing the programme. JT noted the need for back up trainers in case of illness – however this is unlikely, due to current resource constraints.

h) HGI Facebook group – DW

Gemma from the office is now looking after Facebook and Instagram. It was suggested that Gemma could look at putting a training document together for members to help them to comment and use. It was discussed whether proficient users of the HG social media could be asked to act as admin for the sites, but the Board felt this could be a big ask, so not at this time.

i) Policy for data protection complaints <https://ico.org.uk/about-the-ico/what-we-do/complaints-guidance-for-organisations/> DW

DW – deferred. DW will attempt to draft a policy and present at another meeting.

**UPDATES:**

**7) Clinical Governance Group (CGG):**

There were no questions raised.

**8) HG Strategy Group: JB**

Covered earlier in the meeting.

**9) RPSC Liaison – MB**

MB reported back that the meeting had been short and nothing more to report.

**10) HGI Administration:**

Membership

- a) Priority questions – How to follow up effectively with members who choose not to renew.
- b) Initial questions

SW highlighted various inconsistencies and gaps in the current membership process/procedures and the board agreed to review these in detail in April.

**11) Partnership of Counselling and Psychotherapy Bodies (PCPB): GL**

GL reported that our visibility is growing, with our increasing engagement with other professional bodies, and we are being asked for our opinions and how we do things.

**12) Risk Register**

The board okayed the register and noted that actions are being taken on any potential risks.

**13) Membership Figures February:**

**MHGI scoped column A**

Practising - 288

Non-Practising - 8

**MHGI scoped column B**

Practising - 10

**MHGI scoped column C**

Practising - 4

Total MHGI practising members = 302

Total MHGI Non-Practising members = 8

**FHGI scoped column A**

Practising - 8

Non-Practising - 4

**FHGI scoped column B**

Practising - 1

**FHGI scoped column C**

Practising - 1

Total FHGI practising members = 10

Total FHGI Non-Practising members = 4

**GHGI Trainees**

Practising - 53

Non-Practising - 7

**14) Finance/Audit Update:**

MB will now be joining JB on the finance committee and together they will be reviewing the organization as a whole.

**15) Any Other Business:**

- Online promotion of the HGI members' directory – Google Ads, etc. JB  
[Defer to next meeting](#)

Finish: 5.30pm

**Agenda items to be taken forward for the next meeting:**

- 1) Corporate honorary membership – benefits to both parties /dynamics/financially– expand into other areas
- 2) Policy for data protection complaints
- 3) Online promotion of the HGI members' directory – Google Ads, etc. JB
- 4) DBS/EDBS tracking requirements for membership process review

**Date of Next meeting:** Thursday 23<sup>rd</sup> April 2026- Action Clearing Meeting,  
Chair - Graeme Layzell (GL)