

**Minutes of the
Human Givens Institute Board meeting**

2nd March 2020

19.00–20.55

	Present	Judith Desbonne (Chair), Ivan Tyrrell, Declan Lyons, Carel Beynen, Chrissy Boyce, Jane Tyrrell, Clive Corry, Sue Gray, Liz Barr		
	In attendance	Owen Davies (RSPC item)		
	Item		Action	Who
1	Apologies	Julie Lawrence, Avril Bailey		
2	Declarations of interest	None		
3	Welcome	Judith welcomed those in attendance to the meeting, particularly our new Board Members: Sue Gray and Liz Barr		
4	Last Meeting's Minutes	Approved	To be uploaded to the HGI website	Jane Tyrrell
5	Matters arising			
	<ul style="list-style-type: none"> Central Document Resource 	JT has set this up for all Directors and forwarded the link to everyone.	More documents will be added on an ongoing basis	Jane Tyrrell
	<ul style="list-style-type: none"> Induction pack for new Board Members 	CBo has forwarded this to all Board Members to read and consider	Any comments/feed back to be given to CB by DATE NEEDED	All Board Members
	<ul style="list-style-type: none"> Board paper frequency map 	<p>CBo has forwarded this to all Board Members for consideration.</p> <p>CBe suggested that any papers that Board Members need to read be sent to the Board a week beforehand. Board agreed.</p>	<p>Any comments/feedback to be given to CB by DATE NEEDED</p> <p>No further action</p>	All Board Members
	<ul style="list-style-type: none"> PTSDR governance issue 	Matter resolved	No further action	
	<ul style="list-style-type: none"> DBS update (JD /JL) 	Matter resolved		
	<ul style="list-style-type: none"> Supervisors' CPD Day 	<p>JT awaiting final figures from Mark Thomas - the need for a more central, cheaper venue and to charge Supervisors more for attending was discussed.</p> <p>Liz Barr reported on how helpful the day was and that a Supervisor team is currently working on an overview document for new and existing supervisors, pulling together key information</p>	Present these to CBe and JL	Jane Tyrrell

	<ul style="list-style-type: none"> ● Board peer group rep interviews 	Completed. Liz Barr has joined the Board as 2nd Peer Group Representative.	No further action	
	<ul style="list-style-type: none"> ● Special Board meeting 	Main agenda item		
	<ul style="list-style-type: none"> ● RSPC appeals panel update (OD) 	Main agenda item		
	<ul style="list-style-type: none"> ● Policy and procedure progress report (OD) 	Main agenda item		
	<ul style="list-style-type: none"> ● Streamlining Complaints Process (JL / CBe) 	Main agenda item		
	<ul style="list-style-type: none"> ● Learning from complaints and concerns (Denise Winn) 	The conference is to include a session that focuses on this. Articles in the HG Journal also feed back this learning to HGI members.	No further action required	
	<ul style="list-style-type: none"> ● RSPC risk register update (Sue Saunders) 	This has been done as part of the PSA re-accreditation process	No further action required	
	<ul style="list-style-type: none"> ● Research & Update Group (RUG) 	Following RIG's request for support, Ivan Tyrrell agreed to sit on a test research appraisal meeting. He has yet to hear from RUG.	Judith to contact RUG to ascertain what's happening	Judith Desbonne
	<ul style="list-style-type: none"> ● HG 'Wiki' platform being set up by RUG progress update (JD) 	Judith Desbonne to liaise with RUG again to see how they are progressing – they are currently are working on getting their presentation ready for the HGI Conference.	Judith to contact RUG	Judith Desbonne
	<ul style="list-style-type: none"> ● Insurance – HGI therapists 	JT contacted Tony Gauvain of PTSDR to find out more about the Insurer who is accepting PTSDR referrals to see if HGI could approach them on behalf of its members.	Jane to contact another member of PTSDR team	Jane Tyrrell
6	Standing Items (Functions of HGI)			
6 a	Members			
	Latest membership numbers	<p>There has been a slight increase on last year's membership figures; more HG Diploma students are projected to join in 2020. Spread is fairly even around the whole of the UK. Overseas members now include: Ireland, Holland, Luxembourg, Germany, Australia, South Africa and North America.</p> <p>As always, some members have not renewed this year. CBo proposed that we gather more detailed information on the different reasons for this.</p>	Jane to talk to Amber Ball about best way to gather this data.	Jane Tyrrell
6 b	Finance and Audit			

	Finance report	<p>CBe awaiting HGI budget from book-keeper before being able to prepare report. This should be ready in the next 2 weeks.</p> <p>Invoices awaiting approval.</p>	<p>Finance report to be presented at the next Board meeting.</p> <p>Carel and Julie to approve.</p>	<p>Carel Beynan</p> <p>Carel Beynan</p>
6 c	Communications and Marketing			
	Communications and Marketing	<p>Ivan Tyrrell reported that he is to make a series of short films with Sue Cook to go up online to promote the HG approach.</p> <p>Judith Desbonne and Tiffany Osborne appeared on BBC Somerset promoting HG therapy</p> <p>Currently social media is being used to promote HG therapy and the HGI register, as well as Google Adwords. HG therapy is now listed on many counselling directories and DW writes a monthly blog post for Psychology Today which highlights HG Therapy.</p>	<p>A permanent recording of this to be used on the HG website is being sought</p>	<p>Judith Desbonne</p>
	HGI Conference	<p>The HGI has been approached by authors wishing to sell books at the Conference. This and the possibility of selling stand space was discussed. It was agreed that the HGI should make a small charge to anyone wishing to sell books or other items and the sum of £50 for the whole weekend was agreed. Charities wishing to set up a stand at the Conference can do so FOC, but must ask beforehand.</p>	<p>Jane Tyrrell to communicate the Board's decision to the team running the Conference.</p>	<p>Jane Tyrrell</p>
6 d	Regulation - RSPC			
	RPSC update	<p>OD presented the RPSC Co-ordinator's Report to the Board, which included:</p>		
	Professional Standards Authority	<p>After considerable work by members of the RPSC, documentation for re-accreditation was submitted by Feb 13th deadline. To date there have been no queries but the process generally continues until April and it is expected that they will contact us with queries. The PSA accreditation fee is increasing for 20/21.</p>	<p>Any questions from the PSA will be responded to by AB with the support of SS</p>	<p>Avril Bailey</p>
	Options Appraisal (JL / OD)	<p>Dr Owen Davis is working on an appraisal document on future options for Human Givens Institute (HGI) Registration and Professional Standards Committee (RPSC)</p>	<p>OD to finalise document and discuss with JL, SS and AB</p>	<p>Owen Davis</p>

		<p>and the handling of complaints/concerns.</p> <p>He will have this document ready to give to the Board by March 17th.</p> <p>An urgent extraordinary Board meeting (via Zoom) is required to discuss this item in full and consider the best way forward.</p>	<p>before circulating to the Board by 17.3.20</p> <p>Judith to co-ordinate this meeting</p>	Judith Desbonne
	RPSC Recruitment	A potential new lay member for the RPSC Appeals panel is being interviewed by the RPSC coordinator (AB) and Co-Chair Dr Owen Davis on Tuesday March 3 rd	Report back to the Board	Owen Davis
	Policy and procedure additions/updates	OD is creating a template letter to be sent out by Amber to HGI members who do not renew their membership to inform them of what they can and can't do re their publicity material (eg. they must remove any HGI branding from their website/leaflets and must not infer that they are still an HGI member.) The need to protect the HG Brand in this way, and to provide clarity for the public, was acknowledge.	Owen to finalise	Owen Davies
	HGI Risk register	This has been added to the Google Document Resource. CBo asked for clarification on what the 'institutional failure' item referred to.	Jane to contact Ian Thomson for clarification	Jane Tyrrell
7	AOB			
	None arising			e
8	Date of next meetings	<p>An extraordinary meeting is to be arranged for the end of March via Zoom</p> <p>Friday 15 May – In person meeting at Leamington Spa Conference Venue. provisional timings: 10.30am–5.00pm</p>	<p>Access details will be emailed</p> <p>Agenda required</p>	<p>Judith Desbonne</p> <p>Judith Desbonne</p>

Jane Tyrrell 02.03.2020