

Minutes of Human Givens Institute Board Meeting

Date of Meeting: Tuesday 16th January 2024, 3pm to 5pm on Zoom

Present: Ivan Tyrrell (IT) and Joe Griffin (JG) (Co-Chairs), Jane Tyrrell (JT), Malcolm Hanson (MH), Elizabeth Nihan (LN), Jennifer Broadley (JB), Denise Winn (DW), Ashley Lamb (AL) and Andy Tarrant (AT), minutes. Monique Nauta (MN) was present for item 7a) only.

1. Apologies: None.

2. In attendance: As Above.

3. Declarations of interest (including between the College, Publishing, Foundation and the Institute):

IT – HGC, HGF and HGP, JT leads the HGC, JG – HGC & HGP

4. Co-opting of new Board Members DW and AL were unanimously approved as new members of the Board.

Action - JB, DW and AL to provide their details and a resume for their details to be posted to the website.

Action - AT to arrange for DW and AL to be included as new Directors. (Note - complete, 15/1/2024).

5. Minutes of the last meeting

Minutes for the last meeting were approved.

6. Matters arising:

- **LN to present findings from peer group. LN circulated her paper, which summarised the benefits of a peer group as per the Education Endowment Foundation (EEF)'s recommendations for effective continuous professional development (CPD). This piece of work tied in with a workshop held at the monthly supervisors meeting entitled 'What Makes a Good Peer Group, whereby feedback had been provided to Julian Penton (JP).**

Action - MH to arrange a meeting between JP, himself and LN to compare findings.

- **AT to liaise with the Registration and Professional Standards Committee (RPSC) on the PSA's recommendations and conditions - see below for update.**
- **JT to liaise with GH re the Professional Standard Authority (PSA)'s Condition Standard 4 - see below for update.**
- **AT to ensure better links with the Senior Supervisors Group re student suitability - see below for update.**
- **Change in Supervisor's Policy - approved by the Board with time limit set, Complete.**
- **JT to confirm the last edition of the Journal - Complete.**
- **AT and MH to identify potential Board members - Complete, as above.**
- **JB to acquaint herself with the role and remit of the Foundation - ongoing.**
- **JT to finalise costs and new prices for the Conference and promote it - see below for update.**
- **AT to raise its re-accreditation fees with the PSA - to be raised at its yearly conference in February 2024.**

	Item	Update	Status/Actions
7a)	RPSC Report - (MN)	<p>The RPSC report was presented.</p> <p>MN announced that she was standing down from the RPSC in February after three and a half years. MN was thanked by the Board for her contribution and stewardship of the RPSC.</p> <p>The RPSC presented its paper to revise the remit of the role and remit of the External Oversight Committee (EOC). The need for new members for the EOC was discussed.</p>	<p>Noted.</p> <p>Approved pending advice from the PSA (Note - this has been sought and the changes published).</p>
7b) and c)	Supervision, Peer Group and Clinical Group Update (MH)	<p>Information has been collected from the last supervisors meeting.</p> <p>It was proposed that the senior supervisor group become the HGI Clinical Governance Group, which formalises several processes.</p>	<p>Approved.</p>
7d)	SCoPEd and PSA Update - (MH and AT)	<p>The PSA has circulated a document stating that it wanted to assess each accredited register's (AR) adoption and implementation of SCoPEd. In the</p>	<p>It was noted that a response to this document will be drafted by the chair of SCoPEd.</p>

		<p>document, as above, the PSA has also identified that it must be updated of any significant changes that could affect registers.</p> <p>The PSA and SCoPEd are still establishing how they will work with each other.</p> <p>It was noted that SCoPEd is, for the time being, to be known as scoped.</p> <p>A discussion took place about the development of the Scoped kitemark, but it was noted that the adoption of this is some time away.</p> <p>A discussion took place about the conditions imposed by the PSA to comply with re-accreditation; AT will lead on this. As regards Condition 3, AT has drafted a Duty of Candour, which will be circulated for approval at the next meeting and Condition 5 has been withdrawn as it was noted by the PSA that a policy did exist, as published per para 48 of the Indicative Sanctions Guidance. An anomaly re the Ethics Policy i.e. a link to the wrong page on the website, has also been corrected.</p>	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p> <p>Action - AT to address PSA Conditions 1 and 2 and to liaise with MH re the PSA's recommendation for publishing a clear rationale as to supervision requirements.</p> <p>Action - AT to liaise with Gareth Hughes (GH) re the development of a plan to ensure the independent assurance of qualifications, as per Condition 4.</p> <p>Action - AT to analyse Equality, Diversity and Inclusion (EDI) questionnaire results and present findings at the next Board meeting.</p>
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7e)	Human Givens Journal Update - (IT)	Last edition published.	Noted.
7f)	Recruitment of a Lay Member to the Board	A discussion took place as to the Board's constitution.	Action - AT to review Board Constitution documents.

8. Membership/Promoting HG

8a)	Website - (JT)	The database and 'blocks' have been built. DW has been updating copy but the sheer amount of work involved means that the new website will not be 'live' for several months. It was identified that there may be grants available to support this project.	Action - AL to look into the possibility of seeking grant funding to support this project. Ongoing.
8b)	GHGI Registration - (JT)	A paper was presented, in summary proposing a change to the GHGI process, requiring that prospective trainee registrants notify of any upheld complaints.	Secretary's Note - change in process noted by the RPSC.

8c)	Membership Levels - (JT)	These will be open for applications in February. Applications will be assessed by the Clinical Team. The cost of application was discussed as well as the motivations of those wanting to apply to move 'columns' and the potential career advancement opportunities of doing so. It was felt that any spend in moving 'columns' should be viewed by applicants as a longer-term investment.	Noted.
8d)	Conference - (JT)	'Early bird applications close in February.	Noted.
8e)	The Bulletin - (JT)	<p>The main announcement will be the fee for the new registered membership-level applications, as at 8c).</p> <p>DW to lead on producing the Bulletin in the future.</p>	Noted.

9. Corporate Governance

9a)	Financial Update - (JG)	The financial position was presented.	<p>Ongoing.</p> <p>Action - JB to liaise with Linda Tyrrell (LT) with a view to joining the Finance Committee.</p> <p>MH pointed out the potential for administrative and other support that could be offered by PTSD Resolution.</p> <p>Action - MH and AL to have a meeting with PTSD Resolution to more quickly identify how it could provide support to the HGI.</p> <p>The successful framework used in PTSD Resolution is likely to be 'rolled-out' to non-veteran settings.</p>
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10. Risk Register

The Risk Register had been recently reviewed and updated by AT.

Action - JT to liaise with AT re possible updates to the Risk Register.

11. A.O.B.

Dates of Next Meetings

19th March 2024
 23rd May 2024
 16th July 2024
 26th September 2024
 19th November 2024