

Present:	Jennifer Broadley	(JB)	Finance Committee
	Abigail Darling	(AD)	Clinical Governance Group
	Joe Griffin	(JG)	Co-Chair and Integrity Group
	Malcolm Hanson	(MH)	Supervision and Peer Groups and SCoPEd
	Ashley Lamb	(AL)	Board Support
	Graeme Layzell	(GL)	Appointed at Item 5. SCoPEd CEO Group Representative
	Elizabeth Nihan	(LN)	PSA Oversight
	Ivan Tyrrell	(IT)	Co- Chair
	Jane Tyrrell	(JT)	Human Givens College
	Denise Winn	(DW)	Bulletin
In Attendance:	Andy Tarrant	(AT)	RPSC Coordinator and SCoPEd EDI Representative

Item	Discussion and Decisions
001/24	WELCOME AND APOLOGIES FOR ABSENCE The meeting was opened at 1500 and there were no apologies for absence.
002/24	MINUTES OF THE LAST MEETING The minutes of the meeting held on Thursday 26 September 2024 were approved for website publication.
003/24	DECLARATIONS OF INTEREST <ul style="list-style-type: none"> • Human Givens Foundation IT • Human Givens Publishing IT • Human Givens Services JG, IT, JT
004/24	MATTERS ARISING / 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 or transferred to standing agenda items. An action list will now be attached to each set of minutes.
005/24	APPOINTMENT OF NEW DIRECTOR TO THE BOARD <ul style="list-style-type: none"> • Graeme Lazelle (GL) was appointed as a new director of the Human Givens Board and assumes responsibility for the SCoPEd CEO role. His appointment was unanimously supported. • The Board expressed its gratitude to Malcolm for his dedicated service. He was praised for his valuable guidance during challenging periods, with appreciation for his contributions to the Board's development. Malcolm's decision to step down was understood due to increasing commitments elsewhere, and his proximity to the team remains welcomed. It was noted that for continuity Malcolm would continue to support the SCoPEd Comms Group.
006/24	CLINICAL GOVERNANCE 006.1 Registration and Professional Standards Committee (RPSC) Report AT provided an update on several key updates and matters related to the (RPSC) <ul style="list-style-type: none"> • An overview for near Board members of the ongoing and longstanding case. • There had been 5 MHGI and GHGI upgrades or registrations during the period. 006.2 SCoPEd Update (including EDI Subgroup) <ul style="list-style-type: none"> • The Professional Standards Authority (PSA) conducted a review, highlighting areas for improvement in terms of equality, diversity, and inclusion. AT sought the Board's approval to develop an action plan addressing these recommendations to ensure re-accreditation in 2025. Key actions include making better use of previously collected data, conducting a new survey, and considering diversity data collection at the point of registration. • AT noted ongoing efforts to improve board diversity, including the recent appointment of GL.

- AT acknowledged that improving ethnic diversity remains an area for development.
- It was suggested that diversity data be collected during member registration or course enrolment. This approach, which is common practice among other organisations, would demonstrate compliance with PSA recommendations and help build a clearer picture of the organisation's diversity.
- The PSA's review emphasised the need for improvements in EDI. A 20% response rate was achieved in a previous survey, which is considered strong by survey standards. However, the data collected is now outdated, and a fresh survey will be conducted to gather more current information.
- There is a particular need to demonstrate how EDI data influences decision-making within the organisation. This will include reviewing the diversity of board representation and addressing underrepresented groups, particularly in terms of ethnicity.
- The Board agreed to explore the collection of EDI data during registration or enrolment processes, while ensuring that members are not obligated to provide it. This aligns with best practices in similar organisations.
- AT will draft an action plan to outline the steps required for PSA re-accreditation, focusing on the areas identified in the review. This plan will be presented to the Board for approval in due course.
- Overall, the report and EDI update highlighted a commitment to meeting PSA standards, improving representation, and strengthening inclusion across the organisation. The Board remains focused on ensuring these objectives are achieved ahead of the 2025 re-accreditation process.

006.3 Clinical Governance Group (CGG) Update

- LN gave an update on how discussions between the RPSC and the CGG are progressing, with a focus on maintaining effective communication and collaboration between the two groups. The RPSC was firm in its position that current procedures are working well and that no significant changes are necessary. However, both groups acknowledged the importance of refining communication to reduce misunderstandings and to ensure clear and consistent practices.
- A proposal was discussed to incorporate regular information-sharing between the RPSC and the quarterly CGG supervisor meetings. This would help clarify decisions, streamline processes, and foster a better understanding of requirements. The aim is to create a more collaborative relationship between the groups, enhancing clarity and efficiency.
- LN noted that the RPSC did not feel the need for additional members to observe or join decision-making processes, expressing confidence in the existing system. However, they remain open to future collaboration should any support be required. The CGG will continue to work with the RPSC on shared objectives, particularly those related to PSA requirements.

006.4 Clinical Governance Group (CGG) Update

AD provided an update on the activities of the CGG:

- Part Three Reports: The CGG is working on revising the guidance for supervisors on writing Part Three Reports, which are assessments of practitioners before they attend further training. The updated guidance will be presented to supervisors at the next Continuing Professional Development (CPD) meeting for feedback and dissemination.
- Supervision Alignment: There was a discussion about aligning supervision contract dates with membership renewal dates to ensure that all membership requirements, including active supervision, are consistently met throughout the membership period. AD emphasised the importance of clear communication between the CGG and the RPSC to resolve any discrepancies and to ensure consistent practices.
- CPD Requirements: There is ongoing work to update CPD requirements for supervisors. Supervisors will be consulted for their input on essential CPD content to ensure it meets the needs of both practitioners and the organisation. This feedback process is expected to continue into the new year.

Overall, CGG's commitment is improving standards, streamlining processes, and ensuring that supervisory and training requirements are clear and up to date.

006.5 Policy Approval - Peer Supervision Groups

The Peer Supervision Group Policy was reviewed and **approved** by the Board. The policy, which had been discussed and refined with input from the Clinical Governance Group (CGG), will officially come into effect on 1 January.

Actions to be agreed in consultation with the CGG include:

- The policy will be uploaded to the Human Givens Institute (HGI) website. The CGG will decide who will take responsibility for overseeing the implementation of the policy.

	<ul style="list-style-type: none"> • In addition to the formal policy, a user-friendly template and introductory guidance for new members has been created. This will provide a clear overview of expectations and requirements for joining a Peer Supervision Group. • Current peer supervision group leaders and peer group coordinators will be contacted to explain the new policy and what is needed for their groups to gain approval under the new guidelines. • A list of approved groups, including those suitable for trainees, will be published on the HGI website following the implementation of the new policy. <p>006.6 Policy Approval - Clinical Will - Death or Incapacity of a Therapist</p> <p>The Clinical Will Policy was discussed, but not yet approved, as further revisions are needed. The policy aims to provide clear guidelines for the management of client records in the event of a therapist's death or incapacity. It was agreed that the current draft, while significantly improved, requires additional clarification regarding the responsibilities of Clinical Trustees, particularly around the handling and storage of confidential client information.</p> <ul style="list-style-type: none"> • The policy will be revised to a set of guidelines that included details of the role of a Clinical Trustee. • The updated draft will be circulated to Board members for further comments and suggestions, with the final version reviewed and approved at the Board meeting scheduled to take place on 22 Jan 25.
007/24	<p>HGI HQ, Membership, Promoting the HGI</p> <p>007.1 Website Update</p> <p>An update was provided on the progress of the new Human Givens Institute (HGI) website. The development is ongoing, but progress has been slower than anticipated due to limited capacity and resources. The current focus is on finalising content, design elements, and ensuring the site meets technical and accessibility requirements.</p> <ul style="list-style-type: none"> • The target for the website to go live is now early next year, allowing additional time to address outstanding issues and ensure a smooth launch. • DW will continue assisting with content updates, and a volunteer has been brought in to help with building simple pages. • A holding statement about the website's development will be included in the upcoming AGM to manage member expectations. • Further updates will be provided as the launch date approaches, with efforts continuing to balance website development alongside other organisational priorities. <p>007.2 Bulletin Update</p> <p>The HGI Bulletin is in progress, with updates planned for the next issue. The focus will include key organisational news, policy updates, and relevant information for members. There was discussion around the content and timing of upcoming editions, ensuring that members are kept informed on important developments.</p> <ul style="list-style-type: none"> • The next Bulletin will include details about the new Peer Supervision Group Policy and other key updates. • It will also highlight ongoing work with the website and provide information on upcoming changes within the organisation. • Further content will be finalised and coordinated to ensure timely distribution to members. <p>007.3 Membership and Registrant Update</p> <p>Information will be provided at the meeting in January 2025.</p> <p>007.4 HG Online Conference – 2025</p> <p>The idea of hosting an online conference for HGI in 2025 was briefly discussed. The potential conference aims to provide members with valuable learning opportunities, foster engagement, and raise the profile of the organisation.</p> <ul style="list-style-type: none"> • A working group will be established to explore the logistics, themes, and speakers for the conference. • Further discussions will take place to assess the resources required and the overall feasibility of hosting the event online. • A more detailed proposal will be presented at the next meeting to move forward with planning <p>007.5 HGI AGM – Confirmation of Format and Run Through</p> <p>The HGI Annual General Meeting (AGM) was discussed, with plans for the upcoming event. The AGM will provide an opportunity to update members on key organisational developments, including progress on the website and new policies. Board members were content with the agenda, report and papers as distributed.</p>

CORPORATE GOVERNANCE**008.1 Action List Update**

The old action list was reviewed, and several ongoing tasks were discussed to ensure progress is being made across various initiatives within the organisation. The list includes key actions related to the development of policies, the website, and member communications.

- The action list will be updated to reflect the current priorities and tasks.
- Responsibility for each action will be assigned to relevant individuals or groups to ensure accountability and progress.
- A follow-up on the action items will be conducted at the next meeting to monitor completion and address any outstanding issues.

008.2 Risk Register

The Risk Register was reviewed during the meeting, with discussions focusing on identifying and mitigating potential risks to the organisation. The register is being regularly updated to ensure that all critical risks are monitored and addressed in a timely manner.

- Key risks, including financial stability and capacity issues related to website development, were noted.
- It was agreed that the Risk Register will be continuously reviewed and updated as part of the ongoing risk management process. JT noted that some amendments in relation to the HG College were required.
- Board members were encouraged to raise any further risks they identify, with updates to be provided at future meetings to ensure all risks are adequately managed.

008.3 Finance Update

JG provided an update on the financial situation, highlighting that while the organisation is managing within its means, there are ongoing challenges due to limited resources. He emphasised the need for careful financial planning, particularly with the upcoming costs related to the website development and other key projects.

- JG commented that the current financial position remains stable, but there are concerns about future funding needs, especially for additional staffing or external support.
- The Board discussed potential strategies for managing finances, including exploring new income streams and ensuring that all spending aligns with the organisation's strategic priorities.
- It was agreed that a more detailed financial review would be presented at the next meeting to ensure transparency and inform future decisions.

008.4 HG Strategy Group Update

JB provided an update on the progress of the HG Strategy Group, which has been working on key initiatives to support the long-term vision of the organisation. She highlighted that the group is focusing on refining strategic goals, improving governance, and ensuring that policies align with the organisation's broader objectives.

- JB emphasised the importance of ongoing collaboration between the Strategy Group and other committees, particularly in areas such as governance and policy development.
- The group has made significant progress in outlining the strategic priorities for the coming years, but further refinement is needed to ensure alignment with the overall mission of the HGI.
- It was agreed that a more detailed report on the Strategy Group's activities and progress would be presented at the next meeting to keep the Board fully informed.

008.5 Succession Planning for Board Membership

Succession planning for the Board was discussed briefly during the meeting. It was recognised that careful consideration is needed to ensure that the Board has the right mix of skills and experience to support the organisation's ongoing growth and strategic direction.

- The Board acknowledged the importance of addressing transitions and ensuring a smooth succession process for key roles.
- Efforts to improve diversity on the Board were noted, although further work is needed to enhance ethnic diversity.

	<ul style="list-style-type: none"> It was agreed that a more detailed succession planning strategy should be developed to ensure that the Board remains strong and effective in the long term, with further discussions to take place in future meetings.
009/24	<p>ANY OTHER BUSINESS Any Other Business</p> <p>009.1 Armed Forces Covenant Paper – Deferred to January 2025</p> <p>Due to the large number of topics to cover during the November meeting it was decided to defer the resubmission of the Armed Forces Covenant Paper until January 2025.</p> <p>009.2 To discuss the amendment of Board meeting dates for 2025</p> <p>The dates for future Board meetings were discussed, with the aim to schedule them well in advance to ensure better attendance and planning.</p> <ul style="list-style-type: none"> The proposed new dates for upcoming Board meetings were reviewed and agreed upon, with a focus on aligning them with key organisational milestones, HG College requirements and availability of Board members. It was noted that having dates confirmed ahead of time would improve coordination and allow members to prepare accordingly. The confirmed dates will be circulated to all Board members, and any adjustments will be made as needed based on member availability. <p>JB left the meeting at 1712</p> <p>009.3 To discuss the use of the name “Human Givens” in Australia</p> <p>Use of the name "Human Givens Australia" for the website run by former HG practitioner Merv Edmund was discussed, because of concerns periodically raised, and a complaint recently received about its seeming to represent and be an official branch of HGI, which it is not. It was noted that some information on the site is inaccurate and out of date. While acknowledging that Merv was given informal permission many years ago to use the name Human Givens Australia for his website, it is a concern that Merv is no longer a member of HGI (having retired) and therefore not subject to its codes and conduct policy. It was agreed that board members would take a look at the site and that a draft letter to Merv regarding use of the name Human Givens Australia will be discussed at the next meeting.</p> <p>The Board agreed that steps should be taken to protect the name and ensure it is used appropriately, in line with HGI's standards and branding guidelines.</p> <p>Further action may be required to address any unauthorised use, and this will be reviewed as needed.</p> <p>009.4 To discuss the Suffolk MiND Legal document regarding the ENA licence</p> <p>The Suffolk Mind legal document concerning the ENA (Emotional Needs and Resources) licence was discussed, with particular attention to the terms of the agreement and its implications for the Human Givens Institute (HGI).</p> <ul style="list-style-type: none"> It was noted that the document outlines the legal aspects of the licence granted to Suffolk Mind for the use of the ENA model, and the Board reviewed the terms to ensure they align with HGI's interests and intellectual property rights. The Board discussed the importance of protecting the ENA model and ensuring that any agreements made with external organisations, such as Suffolk Mind, are clearly defined and beneficial to HGI. Further legal consultation was suggested to ensure that all necessary protections are in place and that the terms of the licence are fair and transparent.
	<p>DATE OF NEXT MEETING – Wednesday, 22 January 2025 at 1500</p>

Meeting Ended at 1732

ACTION LIST – As of 19 November 2024

	Action	Responsibility	Target Date
1	AT to draft a PSA EDI Action Plan to deliver requirements listed in Section 9	AT	
2	JT to ensure website accessibility recommendations are implemented in new website build	JT	Ongoing Action
3	AT to create an EDI form for use at registration or re-registration	AT	
4	AL to forward draft anti-bullying and recruitment policy information to AT	AL	Complete 25 Nov 24
5	AL to forward Unconscious Bias Training and awareness document to AT and all Board members	AL	Completed 25 Nov 24
6	Clinical Wills policy to be reviewed and updated for January meeting	All	Review/Comment by 3 Jan 25
7	PSG Policy approved for implementation on 1 Jan 25. AL to update Julian Penton and CGG re next steps	AL	Completed 29 Nov 24
8	AL to send new policy to JT and Arlene for upload to website	AL / JT	1 Jan 25 upload
9	AL to send template user agreement and “friendly copy” of PSG agreement to JT for website upload	AL	1 Jan 25 upload
10	DW to draft a letter regarding use of Human Givens name in Australia – All to review and respond	DW / All	Completed Agenda 008.1/25
11	IT, JB and DW to meet and discuss ideas for potential online conference – outline to be drafted and circulated for discussion at next meeting (22 Jan 25)	IT, JB, DW	
12	JB to update Board members following the 3 Dec 24 Strategy Group Meeting	JB	
13	JB to continuing work on charitable status investigation with consultant	JB	
14	Risk Register to be reviewed and updated at January meeting	All	
15	Suffolk Mind legal documentation regarding emotional needs audit license deferred to next meeting	All	
16	AL to circulate 2025 / 2026 meeting dates to all Board members	AL	Completed 25 Nov 24