

Human Givens Institute

Minutes of the Board Meeting held on Wednesday, 22 January 2025 at 1500

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

Item	Discussion and Decisions
001/25	<p>WELCOME AND APOLOGIES FOR ABSENCE</p> <p>The meeting was opened at 1500 and there were no apologies for absence.</p> <p>It should be noted that following the last meeting and for reasons known to the Board, Jane Tyrrell submitted her resignation as a Director of the HGI Board. Jane will however continue to attend meetings in an advisory capacity only.</p>
002/25	<p>MINUTES OF THE LAST MEETING</p> <p>Following a minor amendment to Item 006.6/24, the minutes of the meeting held on Tuesday, 19 November 2024 were approved for website publication.</p>
003/25	<p>DECLARATIONS OF INTEREST</p> <ul style="list-style-type: none"> • Human Givens Foundation IT • Human Givens Publishing IT • Human Givens Services JG, IT
004/25	<p>MATTERS ARISING / ACTION LIST UPDATE</p> <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, transferred to standing agenda items or will be discussed at this meeting.
005/25	<p>UPDATES AND APPROVALS</p> <p>005.1 Registration and Professional Standards Committee (RPSC) Report</p> <p>AT provided an update on several key updates and matters related to the RPSC and gave an overview of how the RPSC determine levels of accreditation when reviewing applications.</p> <p>005.2 To approve the HGI Action Plan to meet PSA Standard 9</p> <p>AT provided presented a detailed draft Equality, Diversity, and Inclusion (EDI) action plan designed to align with PSA Standard 9. The board approved the plan and requested progress updates as items were updated or further action required.</p> <p>005.3 To approve the EDI questionnaire and email to registrants</p> <p>The board reviewed and approved the EDI questionnaire and accompanying email for distribution to registrants. It was agreed that registrants would be given ten working days to complete the questionnaire, with follow-up reminders to encourage participation. The email was updated to clarify the deadline, and it was decided that the email could be sent prior to the distribution of the HGI Members Bulletin, with the bulletin serving as a reminder. The data collected will be used to identify EDI strengths, vulnerabilities, and areas for improvement, demonstrating compliance with PSA Standard 9. Progress updates will be provided to the board as the initiative advances.</p> <p>005.4 To approve HGI Anti Bullying and Harassment Policy</p> <p>The board reviewed and approved the anti-bullying policy as part of the organisation's EDI action plan to meet PSA standards.</p>

	<p>Minor amendments were suggested, including the inclusion of provisions addressing cyberbullying and social media harassment, as well as clarifying access to support for individuals raising concerns. These updates are to be implemented prior to the policy's publication. The board commended the policy as a positive step in addressing workplace behaviour and promoting a respectful environment.</p> <p>005.5 To approve HGI Wrongdoing Policy</p> <p>The board reviewed and approved the updated wrongdoing policy, which replaces the previous whistleblowing policy in alignment with best practices and PSA recommendations. The policy aims to create a supportive environment for reporting concerns without trivialising issues.</p> <p>Suggestions were made to clarify procedures for anonymous reporting, including the addition of an online form to facilitate submissions. These updates will be implemented prior to publication. The board emphasised the importance of clear guidance and accessibility in encouraging individuals to report wrongdoing.</p> <p>005.6 To approve the HGI Recruitment Policy</p> <p>The board reviewed and approved the updated recruitment policy, which aligns with the organisation's commitment to equality, diversity, and inclusion. Minor amendments were suggested, including correcting a reference to the Equality Act 2010 and ensuring consistency throughout the document.</p> <p>005.7 SCoPEd Update (including EDI Subgroup)</p> <p>The board received an update on the ongoing SCoPEd initiative, highlighting the progress being made towards a unified framework for professional standards. A meeting scheduled for 30th January will focus on strategic policy and engagement, with further updates on the development of children and young persons' provisions pending.</p> <p>It was noted that the new SCoPEd website design has been finalised and is on track to go live by the end of March, alongside the formal announcement of a new name and branding.</p> <p>There has not been an EDI subgroup meeting since the last board meeting, but one is due to be scheduled. The board noted the importance of maintaining alignment with these developments and ensuring clarity in the communication of SCoPEd's framework and columns.</p> <p>005.8 To approve the Clinical Will guidelines</p> <p>The board approved the transition from a detailed policy to a set of simplified Clinical Will guidelines. This approach was recognised as more practical and user-friendly while maintaining the necessary guidance to support practitioners.</p> <p>The guidelines aim to provide clarity and flexibility, ensuring they remain aligned with professional standards without adding unnecessary complexity. The updated guidelines will be added to the HGI Website and shared with the Clinical Governance Group for further dissemination.</p> <p>005.9 To approve the letter regarding use of name "Human Givens" in Australia</p> <p>The board reviewed and approved a draft letter addressing concerns about the use of the name "Human Givens" in Australia. AL to add approved text to Headed paper and send.</p> <p>005.10 Due to the confidential nature of this matter, it will be minuted separately and only circulated to Board Members.</p>
<p>006/25</p>	<p>CLINICAL GOVERNANCE</p> <p>006.1 Clinical Governance Group (CGG) Update</p> <p>AD provided an update from the CGG highlighting ongoing efforts to strengthen compliance and oversight. Key points included raising awareness of the need for peer support groups to formalise agreements and register to become approved groups listed on the website following the new PSG Policy introduced on 1 Jan 25. Concerns were also raised regarding supervisors and therapists practising without current registration, with steps being taken to ensure these cases are investigated and addressed. The board supported the continued focus on maintaining professional standards and ensuring adherence to registration requirements.</p> <p>006.2 Update about ongoing discussions with RPSC and CGG</p> <p>A recent meeting between the RPSC and CGG highlighted the importance of professional boundaries and the need for enhanced training in ethics, particularly in response to feedback about gaps in understanding during part three assessments.</p> <p>Plans were outlined to hold quarterly meetings between the RPSC and CGG to ensure regular communication and collaboration. The board acknowledged the value of these discussions in strengthening professional oversight and governance.</p>

	<p>006.3 Clarification who approves new Peer Supervision and Special Interest Groups</p> <p>Clarification was provided regarding the approval process for new Peer Supervision and Special Interest Groups. It was confirmed that:</p> <ul style="list-style-type: none"> • All requests to establish a Peer Supervision Group should be submitted in writing to the Clinical Governance Group (CGG) for review and approval. • All requests to establish a Special Interest Group should be submitted in writing to the HGI Board for review and approval. <p>The Board noted the importance of maintaining clear oversight while encouraging the establishment of supportive and professionally beneficial groups.:</p> <p>006.4 To discuss response to UKCP Campaign to update NICE anxiety guidelines</p> <p>The board discussed the UKCP campaign to update the NICE anxiety guidelines and agreed to acknowledge receipt of the request while deciding not to join the campaign at this stage. It was noted that aligning with SCoPEd discussions and outcomes would be the preferred approach to addressing such matters. The board expressed caution about engaging with multiple external campaigns, emphasising the importance of maintaining focus on core priorities and ensuring alignment with organisational objectives.</p>																								
<p>007/25</p>	<p>CORPORATE GOVERNANCE</p> <p>007.1 Risk Register</p> <p>The board reviewed the current Risk Register and noted the need for improvements in its structure and presentation. It was agreed that AL would redraft the current register to provide a clear snapshot of current risks, with historical data retained separately in previous copies and any amendments found in meeting minutes.</p> <p>This approach would ensure better clarity and focus while maintaining a record of past changes. The revised register will be recirculated for consideration at the March meeting, allowing the board to refine and validate the final document. The importance of regularly updating the Risk Register to reflect evolving risks and mitigations was also emphasised.</p> <p>007.2 Finance Update</p> <p>JG provided a brief finance update, noting that there were no significant changes to report at this time. The budget forecast for the rest of the year was currently being prepared and would be shared with the Board in due course.</p> <p>007.3 HG Strategy Group Update</p> <p>JB provided an update on the Human Givens Strategy Group, detailing progress made by the two subgroups: the Marketing and Messaging Group and the Charity Group.</p> <p>The Marketing and Messaging Group is focusing on six key areas, including defining the aims and goals of Human Givens, identifying target audiences, refining branding, and considering potential name changes. A follow-up meeting is scheduled for 24 February to finalise discussions and proposals.</p> <p>The Charity Group continues its efforts in supporting the overarching strategic goals.</p> <p>The board noted the diversity of the group members and the importance of ensuring a wide range of perspectives in shaping the future direction of Human Givens. Further updates will be provided following the February meeting.</p>																								
<p>008/25</p>	<p>HGI Administration</p> <p>008.1 Membership and Registrant Update</p> <table border="1" data-bbox="280 1653 911 1877"> <thead> <tr> <th>Category</th> <th>Non-Practicing</th> <th>Practicing</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>AHGI</td> <td>37</td> <td></td> <td>37</td> </tr> <tr> <td>GHGI</td> <td>8</td> <td>48</td> <td>56</td> </tr> <tr> <td>MHGI</td> <td>15</td> <td>302</td> <td>317</td> </tr> <tr> <td>FHGI</td> <td>6</td> <td>9</td> <td>15</td> </tr> </tbody> </table> <table border="1" data-bbox="280 1906 911 1951"> <tbody> <tr> <td>SCoPEd</td> <td>A - 326</td> <td>B - 3</td> <td>C - 3</td> </tr> </tbody> </table> <p>008.2 HG Online Conference – 2025</p> <p>Following discussion between DW, IT and JG, JB gave an update on a potential outline for an online HGI event in 2025. The online event would be available to a wider audience not just HGI practitioners and aims to provide valuable learning opportunities and raise the profile of the organisation.</p>	Category	Non-Practicing	Practicing	Total	AHGI	37		37	GHGI	8	48	56	MHGI	15	302	317	FHGI	6	9	15	SCoPEd	A - 326	B - 3	C - 3
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	<p>The board discussed the upcoming online conference, which will focus on the theme of bullying across various contexts. The format will include three interactive workshops addressing bullying in schools, the workplace, and personal relationships, providing practical strategies and insights to foster healthier environments. Supervisors were contacted to invite them to speak at the conference, with several responses received so far expressing interest.</p> <p>Format: 3 x 90-minute sessions (50 min talk / 40 min Q&A) Presented over a single day or on separate days, TBC.</p> <p>Theme: Bullying across various contexts</p> <ul style="list-style-type: none"> • Bullying at school: how bullying impacts a child’s present-then-ongoing mental and emotional development (similarities and differences in the cultures of state schools, private schools, boarding schools); what to look out for; safety in schools; child, parental and teacher interventions. • Bullying at work: narcissists in leadership – what is narcissism (and what it’s not); how, when and whether to challenge toxic leadership; recovery from the trauma of professional bullying. • Bullying in relationships: coercive control – the impact on the victim, family & friends; the signs to look out for; exit strategies, safety and recovery <p>Attendance: The option would be for people (anyone in the UK or overseas) to attend 1, 2 or 3 of these talks Each talk would be separately priced so that individuals can invest time on the themes most valuable to them. The board emphasised the importance of delivering engaging and actionable content to ensure the conference's success. Further planning and updates will be addressed in future meetings.</p> <p>JB left the meeting at 1701</p>
009/25	<p>ANY OTHER BUSINESS</p> <p>009.1 To discuss the Suffolk MiND Legal document regarding the ENA licence</p> <p>The board discussed the ongoing agreement with Suffolk Mind. It was noted that the current collaboration has been beneficial, and discussions are ongoing to explore ways to enhance and further develop the partnership. The board highlighted the importance of maintaining strong relationships with Suffolk Mind to continue promoting shared goals and values.</p> <p>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. A decision on this matter was deferred to the next meeting.</p> <p>009.2 Armed Forces Covenant Paper</p> <p>AL read out a statement asking the Board to consider signing the Armed Forces Covenant. PTSD Resolution, which only utilises Human Givens therapists, plays a vital role in providing tailored mental health support for veterans and their families. By signing the Covenant, HGI can formally demonstrate its support for the Armed Forces community, amplify its collaboration with PTSD Resolution, and strengthen its dedication to fostering better mental health outcomes for those who have served. This step would further highlight HGI’s role in supporting the Armed Forces Community while contributing to research and advocacy for effective therapeutic approaches. The Board unanimously approved the decision to sign the covenant.</p>
	<p>DATE OF NEXT MEETING – Thursday, 20 March 2025 at 1500</p>

Meeting Ended at 1712

ACTION LIST – As of 22 January 25

	Action	Responsibility	Target Date
14	AL to Risk Register to redraft the risk register by removing historical data and retaining only the current risks as a snapshot. All Board members to review prior to the next meeting and amend / approve at the Board meeting on 20 Mar 25	AL / ALL	20 Mar 25
15	Suffolk Mind legal documentation regarding emotional needs audit license deferred to next meeting	ALL	Deferred to 20 Mar 25
17	AL to format and send the letter to HG Australia	AL	Complete 25 Jan 25
18	AL to arrange for the signing of the Armed Forces Covenant	AL	

Items Closed or add to Standing Agenda since the last meeting (22 Jan 25)

	Action	Responsibility	Target Date
1	AT to draft a PSA EDI Action Plan to deliver requirements listed in Section 9	AT	Approved at Item 005.2/25
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	Approved at Item 005.3/25
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	Approved at Item 005.8/25
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	Approved at Item 005.9/25
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	Regular Agenda Item
12	JB to update Board members following the 3 Dec 24 Strategy Group Meeting	JB	Regular Agenda Item
13	JB to continuing work on charitable status investigation with consultant	JB	Regular Agenda Item
16	AL to circulate 2025 / 2026 meeting dates to all Board members	AL	Completed 25 Nov 24