

Minutes of Human Givens Institute Board Meeting

Date of Meeting: Tuesday 26th March 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.

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. Minutes of the last meeting

Minutes for the last meeting were approved.

5. Matters arising:

- **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. AT to liaise with Gareth Hughes (GH) re. the development of a plan to ensure the independent assurance of qualifications, as per Condition 4.** PSA has been provided with updates - Ongoing.
- **Action - AT to analyse Equality, Diversity and Inclusion (EDI) questionnaire results and present findings at the next Board meeting.** An EDI working group has now been established by scoped and this will be the primary forum for leading on work in this area, to ensure consistency across all organisations. Requirements for a minimum data set are being determined, which will be as broad-based as possible, so will include socio-economic

data; AT to attend future working group meetings - Ongoing.

- **Action - AT to review Board Constitution documents.** AT reviewed the documents against published best practice and presented the findings. A vote was taken and the Board unanimously agreed to amend the Constitution requirement that there be lay members on the Board. **Action - AT to amend the Constitution - Complete.**
- **Action - AL to look into the possibility of seeking grant funding to support the new website.** It was noted that the majority of grant funding had been allocated owing to work already commenced. A potential new tech grant funding source has been identified and contact will be made next month. **Action - AL to revisit aims/objectives of the Foundation and speak with Ian Thomson (IT) to see whether there is the potential for it to fund some of the website - Ongoing.**
- **Action - JB to liaise with Linda Tyrrell (LT) with a view to joining the Finance Committee.** JB has spoken with LT with a view to identifying the HGI's revenue generators and assets, in order to generate more funding. Further potential funding opportunities were discussed such as 'bite-sized' on-line offerings, digital Q and A sessions about specific topics, as well as tapping into experts in the funding arena. **Action - JB to update on progress at next Board meeting.**
- **Action - MH and AL to have a meeting with PTSD Resolution in order to more quickly identify how it could provide support to the HGI.** It was identified that with Resolution becoming busier, there was little spare capacity to support the HGI.
- **Action - JT to liaise with AT re. possible updates to the Risk Register - awaits.** Register to be subject to a full review and update post this meeting. - Ongoing.

6. Clinical Governance

6a)	RPSC Report - (AT)	<p>The RPSC report was presented.</p> <p style="text-align: center;">Matter Arising</p> <p>The need to review previous copies of The Journal as part of the CPD was passed to the CGG for consideration.</p>	<p>Noted.</p> <p>Noted.</p>
6b)	Clinical Governance Group (CGG) - (MH)	<p>The need for someone else to take on the lead for supervision was raised, in light of MH's increased workload. Abigail Darling (AD) was identified and approved by the Board and will be attending future meetings.</p> <p>A discussion took place as to whether the HGI should sign the Armed Forces Covenant?</p> <p style="text-align: center;">Matters Arising</p> <p>On-Line Therapy Guidelines - the amendments were discussed and Members were invited to provide their Feedback.</p> <p>Regarding the Peer Support Group (PSG) paper, it was felt that inviting Julain Penton to the next meeting to present his paper would be beneficial.</p>	<p>Approved.</p> <p>Action - AL to draft a paper for discussion at the next meeting.</p> <p>Noted.</p> <p>Action - MH to invite JP to attend the next Board meeting to present his paper.</p>

		During the review of the website, JT had identified that present guidelines did not allow registrants to display their fees on the Directory. A request was made to allow this.	The Board approved this request; the change to policy will be made by Design and circulated.
6c)	Integrity Group	No updates.	
6d)	scoped update - (MH)	<p>With the appointment of AD as supervision lead, MH will remain as the scoped comms rep. It was noted that as scoped developed, more individuals would be required for the increasing number of working-groups.</p> <p>The Terms of Reference (ToR) and Memorandums of Understanding (MoU) as to how the four working-groups would operate have been agreed and signed-off.</p>	<p>Noted.</p> <p>Noted.</p>
6e)	Duty of Candour - (AT)	Feedback to be provided to AT.	Noted and approved for publication when any necessary amendments are made.

7. Membership/Promoting HG

7a)	Website - (JT)	The functional element of the website was not finished, which was resolved at a meeting with the provider. Providing the necessary amendments are made by the time of next payment, the latest bill will be settled. The new website going 'live' is still some months away but even when it is, new content will be added - Ongoing.	Noted.
7b)	2024 Conference - (JT)	<p>In light of the cost of living crisis, potential attendees spreading the costs of their Conference payment was discussed, as well as paying by installments.</p> <p>It was noted that there is still a small amount of income coming in from on-line replays of presentations at previous Conferences etc.</p>	<p>Noted.</p> <p>Noted.</p>
7c)	Bulletin - (DW)	Topics for the future issue were discussed.	Noted.

8. Corporate Governance

8a)	Financial Update - (JG)	<p>The financial position was presented.</p> <p>The future costs of PSA re-registration and for the next stage of the build of the website were noted.</p>	<p>Noted.</p> <p>Noted.</p>
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9. Risk Register

The Risk Register will be reviewed and updated by AT.

10. A.O.B.

Membership Levels - a paper was presented by JT. A discussion took place about what the status should be of the non-practising GHGI members who had not gone on to complete part 3. It was thought that the Associate Member category might be appropriate, with a view to enhancing its status through the introduction of a logo etc. It was noted that a 'Fellow' needed to be a registered Member.

Notification of changes to NICE Guidelines - DW to be the new point of contact.

AT to be line-managed by the Board as a whole.

Dates of Next Meetings

23rd May 2024

16th July 2024

26th September 2024

19th November 2024