The British Council for
Therapeutic Interventions With
Children Limited
5 Brayford Square,
London, England,
E1 0SG
www.bctiwc.org

**Minutes of the Meeting held**

**Thursday February 20th 2020 at 39, Elm Quay Court, London SW8**

**The Executive Board of PTUK have a candid and open exchange of ideas and communications with BCTIWC therefore to preserve this, some details are redacted from the minutes**

**Present:**
Lorna Lewis (LL) – Chair
Lynne Souter Anderson (LSA) – professional member (by Skype)
Mandy Posnett (MP) – professional member (by Skype)
Christine Truelove (CT) – lay member
Anna Doherty (AD) – lay member (by Skype)
**In attendance:**
Monika Jephcott (MJ) CE of PTUK
Jeff Thomas (JT) Registrar and Director of PTUK

1. **Chair's opening remarks**
   Chair welcomed everyone to the meeting.

2. **Apologies for absence**
   None

3. **Conflict of Interest Declaration**
   LL reminded members of the requirement to declare any specific conflict of interest for agenda items. LSA declared membership of the BACP and National Counselling Society.

4. **Minutes of meeting held on 17 October 2019**
   These were agreed as a correct record.

5. **Matters arising**
   None

6. **PTUK Directors Report (MJ/JT)**
   In February PTUK introduced the new record management system that replaces the old one. It is "cloud based" and the security is excellent. The new record management system was launched on February 1st 2020 and BCTIWC would like to record their thanks to those of the registrants that tested it vigorously. Also thanks to the group who used and tested it in Ireland. JT suggests registrants use the new system for new clients and the old one for

existing clients. Supervisors are advised to go over to the new system at a time that works for them.

MJ/JT continue to work on the Child Mental Health Charter with PTUK's political advisor assisting. There is a lunch at the House of Commons on April 28 to continue raising the profile of this work.

The decision by the adjudicators on the tender for the training of Senior Mental Health Leads, due in December was delayed and JT/MJ were informed in January 2020 that the adjudicators cannot say when this decision will be made.

***7.*** **Update of Data Protection Policy**

PTUK's Data Protection policy was updated taking into account the handling of the data of new record management system. Parental Consent forms and accompanying notes have been updated to give clear details of the use of Fortuna and the rights of parents/guardians to access their data. These updates were circulated to BCTIWC members, and the updates were approved.

***8.*** **BCTIWC**

The accountant for the BCTIWC was changed.

**9. Update on preparation of Annual Report for PSA**

JT and MJ reported that in their opinion this year's reaccreditation process by the PSA has been unsatisfactory as it was very slow this year. They hope that things will go more smoothly in the coming year.

LL conducted the annual audit of the register at PTUK office in February 2020.

**10. Financial Report**

LL reported the balance at the bank at 31st January.

LL reported that the annual accounts for 2018/19 had been prepared by the accountants but were late being posted on the Companies House website. The accounts are now posted.

**11. Any other business**

PTUK budget

JT reported that PTUK's 2019 budget had a surplus last year, whereas this year there is an estimated deficit this is in line with PTUK being a not for profit organisation.

Annual conference

JT/MJ discussed the annual conference and the issues surrounding it including the work-load it places on everyone in PTUK and number of delegates attending and the cost to PTUK. There was a discussion about what could be done about those pressure points in the conference team and ideas were put forward for consideration by the team.

A potential registrant data breach was reported to PTUK and BCTIWC and MJ jointly agreed the wording of communications to the parties involved.

**12. Date of next meeting**

12.11.20

N.B. This meeting was quorate as a majority of lay members were present.