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

Minutes of the Meeting held

Thursday October 11th 2023 via Google Meet

Present:
Helen Tozer (HT) – Chair-lay member
Lorna Lewis (LL) – Lay member

In attendance:
Monika Jephcott (MJ) PTUK CEO
Rochelle Rajan (RR) PTUK Registrar

1. **Chair's opening remarks**
   The Chair welcomed everyone to the meeting and thanked them for accommodating the date change. HT informed the council that Rachel Morse (RM), professional member, intends to resign from the BCTIWC due to work commitments.

2. **Apologies for absence**
   Anna Doherty (AD) – lay member
   Rachel Morse (RM) – professional member
   Evelyn Saunders (ES) – professional member
   Maria Bayne (MB) Operations Director of PTUK

3. **Conflict of Interest Declaration**
   HT reminded members of the requirement to declare any specific conflict of interest for agenda items. There were none.

4. **Minutes of meeting held on March 23rd 2023**
   These were agreed as a correct record.

5. **Matters arising**
   HT gave an update on the new BCTIWC complaints policy, recruitment policy and procedure and privacy notice. It was agreed that HT would

add these to the website. HT said she'd been informed that the BCTIWC memorandum could not be changed as it is a historical document. Agreement that we would double check this with a legal expert. HT told members that she had been unable to meet with the PSA since the re-accreditation was ongoing, but that she hopes to do so once the accreditation is confirmed in order to inform the next report.

Updated job descriptions have been created for a new Lay Member and Professional Member. There was agreement to circulate these among PTUK members and to advertise these on the BCTIWC website.

6. **PTUK Registrar's Report (RR)**
   RR updated members on her initial weeks as Registrar and stated that she was looking forward to supporting members in her new role. The clinical team is already preparing for the revalidation process next year but the new system has made this much easier. MJ thanked RR for taking on the role and praised her work with the Equality, Diversity and Inclusion (EDI) Committee.

   RR continues to chair the EDI Committee and expressed how much she valued the breadth of experience within the committee. RR feels well supported by the other members and is looking forward to creating, reviewing and amending PTUK policies to further their aims of equality, diversity and inclusivity.

7. **PTUK Directors Report (MJ)**
   MJ described the changes to the PTUK Complaints Policy and Procedures. BCTIWC will continue to handle any complaints against the CEO, as well as the recently appointed Executive Directors of PTUK, and to audit any complaints made to PTUK as part of the Annual Report to the PSA. There have not been any complaints made to PTUK in the period covered by the 2023 BCTIWC Annual Report.

   Discussions with the PSA regarding re-accreditation are ongoing. PTUK have responded to conditions set by the PSA and are awaiting a response.

   MJ felt that the PTUK 25th anniversary Annual Conference was a huge success and praised all the teams involved. The feedback for the main speaker, Paris Goodyear-Brown, was excellent, and her 3 day TraumaPlay

course was well attended. MJ was particularly pleased with the song commissioned by PTUK for the 25th anniversary as it set the tone perfectly for the day and exemplified the importance of play. The children led us in song, with PTUK members playing along on percussion instruments. It was a moment of shared connection and helped to celebrate the achievements of the past 25 years. PTUK have already begun to plan next year's conference and will share more details once confirmed.

MJ praised all the PTUK staff for all their hard work over the past 6 months, especially in the recent absence of the Clinical Director. MJ also thanked HT for everything she has learnt and taken on board in her short time as Chair.

8. **BCTIWC Annual Report (HT)**
   HT updated members on her visit to the PTUK offices and drew their attention to the Annual Report that she has produced and submitted to the PSA. It was agreed that this should be shared on the BCTIWC website.

9. **Any other business**
   HT reported that the BCTIWC Business Insurance has been updated to ensure it covers all the company's activities.

   AD has volunteered to be our Designated Safeguarding Lead as she has completed the necessary training. Our Safeguarding policy has been updated to reflect this.

10. **Date of next meeting**
    This was provisionally set for Monday 4th March 2024 at 9am with the intention of checking the availability of all BCTIWC members.

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