

BAAT Council meeting
12 - 4.30 pm, 7 December 2019
24 - 27 White Lion Street, London N1 9PD
Approved minutes

Present

Council members. Liz Ashby, Susan Carr (Co-Editor, IJAT Inscape), Nikki Linfield (co-opted), Sarah Challenger, Simon Richardson (Hon. Secretary), Claire Louise Vaculik, Richard Whitaker (Hon. Treasurer), Tim Wright (Chair).

SIG Representatives. Annika Cox (Creative Response), Shirley Hopper (Art Therapy with Children and Families, North).

BAAT members in attendance. Catriona McInnes (proposal for a Children and Young People, Scotland SIG).

BAAT officers in attendance. Val Huet (Chief Executive Officer), Alison Wren (Professional Officer, BAAT Scotland).

1. Apologies for absence and approval of minutes

1.1. Apologies. Vivienne Gibbons, Jayne McConkey, Colin Sims.

1.2. Corrections to the Minutes for the Council meeting on 21 Sept 2019.

In Point 10 the response from Claire Louise Vaculik was corrected to say that art therapists' personal information (not just contact details) being available in a public arena could be problematic. Point 17.1 was amended to clarify that Frances Walton will continue as SIG Network Co-ordinator in a voluntary capacity, working jointly with Liz Ashby who will give updates to Council.

2. Matters arising

Minutes for the Council meeting on 21 Sept 2019.

2.1. NICE (National Institute for Health and Care Excellence) guidelines on depression (point 2.3). A Freedom of Information request to NICE about which professions are recruited to its Guideline Development Groups is pending. Val Huet cited the case of an art therapist who had been prevented from applying for a post because the employer said art therapy was not part of the NICE guidelines for that clinical area. BAAT will be working with the other arts therapies associations on this.

2.2. Psychosis Task and Finish Group (point 3.1). Tim Wright reported that the group has now published Part One of its guidelines for art therapists working with clients who have a psychosis-related diagnosis. Val Huet proposed a record of thanks to the group for its work.

2.3. BAAT Code of Conduct for Members (point 3.3). Russell Cooke Solicitors have advised that this should be incorporated into the BAAT Code of Ethics. Once the draft policy is prepared it will be brought to Council for discussion and feedback.

2.4. BAAT research (point 5.3). Val Huet and Dr Lynn Kapitan are continuing work on a book of the conference proceedings of the International Art Therapy Practice / Research Conference. It is currently in the process of being submitted to publishers.

2.5. Financial report (point 5.5). Val Huet reported that there had been an error in the previous meeting's report under charitable donations. Abimbola Badiora (Finance Officer) had now corrected this and the figures in the Finance Report for this meeting have been adjusted accordingly.

2.6. Supporting colleagues who are called to court as a witness (point 5.7). Val Huet highlighted the article Nikki Lingfield and Liz Ashby had written on this subject for the December 2019 issue of Newsbriefing. Nikki is working with Val on a draft set of guidelines which will be brought to a future Council meeting.

2.7 Updating gender descriptions on BAAT's website and documents (point 8). There is now a non-binary option available on all BAAT's online applications, booking forms and profiles.

2.8 Elected Council members Declaration of Interest forms (point 10). Russell Cooke Solicitors have advised that some redactions can be made if or when BAAT receives requests to see Council members Declaration of Interest forms. Consideration has to be given to how personal information contained in such forms is shared, particularly bearing in mind the confidentiality of others mentioned in the declarations (see also point 16.2.2 below).

2.9. Staff and Volunteers Conflict of Interest policy (point 11). Russell Cooke Solicitors have advised that responsibility for monitoring this lies with Council, not the membership, as staff and volunteers accountability is to them as BAAT's board of directors. Tim Wright suggested that Conflict of Interest (COI) be a standing item on the Agenda with a record in future Council minutes confirming that COI forms were up to date and no conflicts shown.

3. Chair's report - Tim Wright

3.1. Psychosis Task and Finish Group. Part One of the guidelines have now been published (see point 2.2. above). The group is working on Parts Two and Three, which will contain the literature review and other background information, and they will be published in 2020.

3.2. Arts Therapies Apprenticeships. Tim continues to liaise with Stephen Sandford (British Association of Music Therapy) and other stakeholders around the implementation of the apprenticeship scheme.

3.3. Advice on Data Protection, Governance and Policy issues. Tim has been liaising with Russell Cooke Solicitors around developing a Code of Conduct for members. Following their advice he is drafting amendments to the BAAT Code of Ethics for discussion at Council.

3.4. Subject Access Request by a BAAT member. Tim has assisted in the response to this request, made under General Data Protection Regulation (GDPR) guidelines.

4. Vice Chair's report

The role of Vice-Chair is currently vacant.

5. Chief Executive Officer's report - Val Huet

A full CEO report was included in the Council meeting pack from which Val highlighted the following issues:

5.1. BAAT office and IT. Val had sought a costing from Trillium for updating BAAT's IT system as discussed at Council on 21 September 2019 (see minutes, point 5.1). Trillium costed the online joining function requested at £20K but suggested that BAAT's entire IT system needs an upgrade, which it could do for £65K. Val suggested going out to tender for this work to see if another provider could offer a more competitive price. She asked for Council's approval to proceed with this course of action.

Action: Council voted in favour of putting the IT upgrade work out to tender.

5.2. BAAT courses. All the one-day CPD courses are recruiting well, as are the art therapy Introduction and Foundation courses. The next intake of trainees for the Level 6 Art Therapy Supervision course will start in January 2020.

5.3. Attachment and the Arts Conference 2020. BAAT has booked the Mary Ward House Conference Centre for Friday 10 July and has started advertising the event. Dr Rodney Adeniyi-Jones will be the keynote speaker and his talk will expand on some of the theories that he introduced at the International Art Therapy Practice / Research Conference.

5.4. Financial report. A profit and loss account for the 11 months ended 30 November 2019 was included in the Council pack. Val gave an overview of BAAT's finances, which show the association in surplus although there are large bills to come in for printing and production of IJAT Inscape and Newsbriefing.

Action: Council voted to approve and accept the report.

6. Update on forums for Regional Groups and Special Interest Groups

6.1. Regional Groups. Val Huet gave a progress report on the launch of the Regional Group forums. The system went live in November and the take up from members has been stronger than expected. There had been accidental data breaches by regional group co-ordinators - mainly people using the CC rather than BCC function on e-mails - so the transfer to the forums will help with GDPR compliance. The process of transferring members over into their regional group forum has been going well.

6.2. Special Interest Groups. A similar process will happen with the SIGs, although SIG members cannot be transferred directly as with Regional Groups because people can belong to more than one SIG. BAAT will send a guide out to members on how to register with the SIG forums they want belong to. There will be a change-over period when the Google groups and forums will run simultaneously. The Google groups will be closed down at the end of January by which time the forums should be fully functional. The forums will have a moderator function which will help to ensure posts are GDPR compliant and safe.

7. AGM 2020 preparation

Val Huet asked Council to consider a theme for the 2020 AGM. She suggested one option might be a presentation on the potential for developing a trauma-informed approach to art therapy. This could then be followed by small-group discussions on how this could impact on art therapy theory and practice. Claire Louise Vaculik thought it would be useful to start by reviewing some of the research on trauma-informed approaches, to introduce them to people who were not familiar with this way of working. Alison Wren felt the importance of self-care in trauma-informed working would resonate with practitioners from across the profession. Tim Wright suggested the presentation could be balanced with a counter argument that seeing all art therapy as trauma-informed risked it becoming reductive. The consensus was that trauma-informed working would be a relevant and timely theme for the AGM and should be developed for the afternoon session.

Action: Val Huet to contact potential presenters and / or facilitators for the session.

8. Newsbriefing - Susan Carr

The Winter 2019 issue has now been sent out to members. The editorial team are all also involved with IJAT Inscape and this is strengthening the links between the two publications. Newsbriefing offers a way into writing about practice for art therapists who want to publish but do not yet feel confident enough to submit work to IJAT Inscape. The deadline for copy for the Summer 2020 issue is 1 May 2020.

9. International Journal of Art Therapy: Inscape - Susan Carr

9.1. Article downloads. There have been 21,232 full-text downloads in the 3rd quarter of 2019, compared to 9,955 for the same period in 2018. This reflects a trend of a year on year increase in full-text downloads since 2017. It may also be attributable in part to IJAT Inscape's presence at the International Art Therapy Practice / Research Conference in the summer, which gave the chance to promote the journal to art therapists from around the world.

9.2. Editorial team. Ali Coles, who is a Senior Lecturer in Art Psychotherapy at the University of South Wales, has joined the team as an Associate Editor.

9.3. Upcoming special issues. Papers from the inaugural International Art Therapy Practice / Research Conference will be published in a special issue in March 2020. There will be a special issue on co-production in art therapy practice, research and publication in 2021. The deadline for submissions for that issue is 30 June 2020.

9.4. New Practitioner Essay Prize. The editorial board is working on developing this into two prizes: an Early Career Researcher prize and a New Practitioner prize. The aim is to recognise valuable and innovative work by trainees, newly qualified practitioners and early career researchers and to encourage future authors of art therapy literature.

10. Service user involvement

The role of service user involvement lead is currently vacant.

11. BAAT Website and Social Media - Alex McDonald

11.1. Alex's report on the use of BAAT's social media platforms and e-Bulletin was circulated with the Council meeting pack. It showed that more BAAT members are clicking on items in the e-Bulletins to access the information, while the number of followers on all BAAT's social media sites continues to grow.

12. Regional Groups and Countries

12.1. Regional Group Network Co-ordinator. Jayne McConkey had sent her apologies prior to the meeting.

12.2. Scotland. Alison Wren gave a report on the BAAT Scotland AGM in Inverness. BAAT Scotland has been working on how it can best support members who are having problems at work e.g. with short term or insecure contracts. It continues to strengthen its links with the Allied Health Professions Forum Scotland (AHPFS). The AHPFS has good links with Scottish government which helps with raising the profile of art therapy and making the case for developing and increasing service provision.

12.3. Wales. Sarah Challenger reported on the perennial problems with travel within the country and the need for CPD events to be in central locations to mitigate this. There has been no progress in creating a paid co-ordinator post for the Welsh Arts Therapies Advisory Forum (WATAF). There was an intake of thirty three people on this year's training course in Newport, however, many graduates do not stay in Wales to practice after qualifying.

12.4. Northern Ireland. Colin Sims had sent his apologies prior to the meeting.

13. Special Interest Groups

13.1. Special Interest Groups Co-ordinator. Frances Walton will continue working in a voluntary capacity as SIG Network Co-ordinator jointly with Liz Ashby, who will give updates on the work they do to Council.

13.2. New SIG proposal. Catriona McInnes took Council through the proposal for a SIG for art therapists working with children and young people in Scotland. It is needed because of the different legal system in Scotland and to help make the case for expanding art therapy services for children and young people.

Action: Council voted to approve the proposal.

14. Dates of the next Council meetings

7 March 2020
16 May 2020 (AGM)
18 July 2020
19 September 2020
5 December 2020

15. Any Other Business

There were no requests for any other business to be discussed.

16. Elected Council members

Present

Council members. Liz Ashby, Susan Carr, Sarah Challenger, Simon Richardson (Hon. Secretary), Richard Whitaker (Hon. Treasurer), Claire Louise Vaculik, Tim Wright (Chair).

Co-opted members (non-voting). Nikki Linfield.

In attendance. Val Huet (Chief Executive Officer, BAAT).

16.1. BAAT staff update and restructure. Val Huet updated Council members on the following proposals for changes in the BAAT office.

16.1.1. New CEO induction. Val is working on a handover process for the new CEO and is trying to make their induction timetable as practical as possible. They will need time to understand and take over everything she has been working on.

16.1.2. Finance Manager post. Val circulated a proposal for upgrading the Finance Officer post. She felt this is needed because (i) the financial management BAAT requires is becoming more complex and (ii) the Finance Manager could work (from May 2020) with the Research Director in seeking project funding and building up funding streams. The post would be 4 days per week, initially on a 1 year contract.

16.1.3. Membership Officer post. This role is taking on extra responsibilities as the post holder is now administrating the certificated courses on top of their existing duties. Val proposed an uplift in salary in recognition of the extra work being done.

Action: Council members voted to approve the proposals in points 16.1.2 and 16.1.3.

16.2. Response to members complaints. Val Huet and Tim Wright updated Council on the following complaints received from members about BAAT.

16.2.1. Non-receipt of BAAT e-mails. A BAAT member has taken BAAT to the Small Claims Court for a refund of part of their membership fee. They claim they were not sent BAAT members e-mails and that BAAT had intentionally removed them from its e-mail lists. BAAT has responded by sending information to the Small Claims Court to show that the complainant was sent the BAAT members e-mails in question.

16.2.2. BAAT employees Conflict of Interest forms. Tim has consulted with Russell Cooke Solicitors on how BAAT should respond to requests to see the Conflict of Interest forms it holds for its employees (see also point 2.8 above). They advised that Council is responsible for ensuring these forms are accurate and up to date. BAAT members can check Council is fulfilling this duty but do not have an automatic right to view the forms. This is because Council also has GDPR responsibilities to BAAT employees around the data BAAT holds on them and who has access to it.

Action: Tim to (i) draft a template response letter for requests to see employees' Conflict of Interest forms and (ii) to bring it to the next Council meeting for views and feedback.

16.3. Scheduling reviews of BAAT guidelines and governance policies. Council members discussed which guidelines and policies were in need of review and should be included in upcoming Council business. The following items were identified:

16.3.1. Code of Ethics, clause 18. This covers BAAT members' responsibility to the profession. Tim Wright suggested potential Code of Conduct points could be added to this section. BAAT could look at what other AHPF organisations have done around developing code of conduct policies. Claire Louise Vaculik offered to contact the UK Council for Psychotherapy (UKCP) about its Code of Conduct policy.

16.3.2. Develop a Vexatious Complaints policy. Tim Wright felt a policy was needed on this to deal with the small but persistent number of vexatious complainants BAAT has to deal with.

16.3.3. A code of conduct for Regional and Special Interest Group co-ordinators. This will be part of the review into the role and function of BAAT sub-groups that is currently taking place.

16.3.4. BAAT Private Practice and Supervisor registers. Applicants wishing to join either or both BAAT registers should be required to provide evidence of a current DBS check as part of the application process.

16.4. Succession and forward planning for CEO and Chair. Liz Ashby and Tim Wright left the meeting prior to this section as both have announced their intention to apply for the new CEO post. The remaining elected Council members present then reviewed preparations for May 2020 when a new CEO is due to begin in post and a new Chair will be elected by members at the AGM.

16.4.1. CEO interview. Val Huet reported that a number of people have contacted her to talk about what the job of CEO entails and applications are being received. The interview will take place on 14 February 2020 with an interview panel consisting of Claire Louise Vaculik, Richard Whitaker and Simon Richardson from BAAT, along with Alyson Coleman (Chair of the British Association of Dramatherapists), Jenni Regan (Director of the London Arts in Health Forum), and Suzanne Rastrick (Chief Allied Health Professions Officer, NHS England). The shortlisted candidates will be asked to prepare a 10-minute presentation, to be given as part of an hour-long interview. BAAT Regional Co-ordinators and SIG Co-ordinators will be invited in to attend a lunch event to meet with the candidates as part of the interview process.

16.4.2. Potential nominees for the post of Chair. Tim Wright's term as Chair will come to an end in May 2020 and, in line with the Articles of Association updated at the 2019 AGM, he must stand down from Council. There was a discussion about current Council members who would be able to take up the role; nominees need to have been on Council for at least a year. Simon Richardson (Hon. Secretary) and Richard Whitaker (Hon. Treasurer) were both elected to two-year Council positions at the 2019 AGM. Jayne McConkey has indicated that she will stand down from Council in May 2020. The meeting recognised this means there are currently only a few people able to stand for nomination as Chair. This led into a discussion about how BAAT members can be made more aware of what being on Council involves, along with developing some leadership training for Council members to help prepare for taking on the roles of Chair or Vice-Chair.