

BAAT Council meeting
12 - 4.30 pm, 21 Sept 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), Jayne McConkey, Simon Richardson (Hon. Secretary), Claire Louise Vaculik, Richard Whitaker (Hon. Treasurer), Tim Wright (Chair).

SIG Representatives. Peter Bodis (Art Therapists working with Personality Disorders), Catherine Stevens and Julie Watson (Sessional, Independent and Private Practice), Sally Weston (Neurology and Art Therapy), Frances Walton (volunteer SIG Network Co-ordinator).

BAAT members in attendance. Vivienne Gibbons (to be co-opted on to Council), Rachel Preston (IJAT Student Essay Prize Winner).

BAAT officers in attendance. Val Huet (Chief Executive Officer, BAAT), Alex McDonald (Communications, Advertising and CPD Courses Manager, BAAT).

1. Apologies for absence and approval of minutes

1.1. Apologies. Sarah Challenger, Colin Sims, Alison Wren.

1.2. Corrections to the Minutes for the Council meeting on 22 June 2019.

No amendments or corrections were requested.

2. Matters arising

Minutes for the Council meeting on 22 June 2019.

2.1. Arts Therapies Apprenticeships (point 3.2). Stephen Sandford (British Association for Music Therapy), Val Huet and Tim Wright will be meeting in the autumn to prepare for the implementation phase of the project.

2.2. BAAT office (point 5.2). Building work is continuing in the Claremont. It seems likely it will go on for longer than originally anticipated, with a probable end date in December.

2.3. NICE (National Institute for Health and Care Excellence) guidelines on depression (point 5.5). Val Huet is in the process of sending a Freedom of Information request to NICE to find out which professions are recruited to its Guideline Development Groups.

2.4. SIG proposal: Art Therapy and Homelessness (point 14.2). Chris Bardo, who sponsored the proposal, will be invited to the SIG Co-ordinators away day in November.

3. Chair's report - Tim Wright

3.1. Psychosis Task and Finish Group. Dr Sue Holttum (BAAT Research Officer) and Tim presented on the development of the guidelines at the International Art Therapy Practice / Research Conference in July. Publication of the guidelines will now be in October.

3.2. BAAT Staff and Volunteers Conflicts of Interest policy. The draft policy is in the Council meeting pack and was ready to be voted on (see point 11 below).

3.3. BAAT Code of Conduct for Members. Russell Cooke Solicitors are working on a draft policy for BAAT to be brought to a future Council meeting for discussion and feedback.

3.4. Subject Access Request by two BAAT members. Tim has assisted in the response to these requests, 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

5.1. BAAT office. As BAAT is in a healthy financial position at present, Val suggested some money should be used to update BAAT's IT and, specifically, upgrade its online interface with members. Options discussed were: (i) making it possible to join BAAT online (ii) adding a meetings calendar to the website so that members can check for upcoming SIG and Regional group meetings and organisers can avoid clashing with other events and (iii) updating the design of the BAAT website (last done in 2014) to make it more user-friendly.

Action: Val to seek costings from BAAT's IT provider Trillium for the discussed upgrades.

5.2. BAAT Introduction and Foundation courses. The Thursday evening Foundation courses have been proving slow to fill in even though BAAT is only running one per year. There seems to be a preference for the one - week Foundation course, which has attendees coming from across the UK and abroad and is always fully booked. Because of the logistical issues involved in setting up the sessions, Val proposed ending the Thursday evening courses. There would be the option of restarting them should demand return.

Action: Council members voted to support BAAT's decision to stop running the Foundation course on Thursday evenings.

5.3. BAAT research. Val Huet is working with Dr Lynn Kapitan on a conference proceedings book for the International Art Therapy Practice / Research Conference. There have been sixty submissions so far from people who gave presentations. BAAT will receive royalties on sales of the book when it is published.

5.4. Arts Therapies in Education. There has been no further progress in the moves to develop an arts therapies career structure in education. This is partly because of personnel changes in the dramatherapy and music therapy associations and new people settling into their posts. Val is aiming to restart the work that was being done as soon as possible.

5.5. Financial report. A profit and loss account for the period 1 January to 19 September 2019 was included in the Council pack. Val gave an overview of BAAT's finances and also answered questions about (i) a one-off charitable donation to the Corinne Burton Trust and (ii) funding from Health Education England for work BAAT is doing with them on promoting careers in the Allied Health Professions.

Action: Council voted to approve and accept the report.

5.6. BAAT Research Officer. A report on the work Dr Sue Holttum had done for the period from 12 March to 16 September 2019 was included in the Council meeting pack. Val gave an update on the work Sue has been doing supporting art therapists with research projects.

5.7. CEO report, 22 June 2019, actions. Val updated Council on progress with actions for the following issues, discussed under her report to Council on 22 June:

- Control and Restraint training for clinicians, point 5.8
- Supporting colleagues who are called to court as a witness, point 5.9
- Adult clients disclosure of historical abuse, point 5.10

Progress has been limited because of having to focus on the International Conference for Art Therapy Practice / Research in July. However, the actions for developing guidelines for all of these issues are ongoing and Val will give an update at the next Council meeting.

5.8. Touch Policy guidelines for art therapists working with Children and Young People.

BAAT needs to develop guidelines on Touch Policy for art therapists working with children and young people, as well as for those working with adults. She asked for a Council member with relevant work experience to lead on developing the guidelines. Richard Whitaker offered to take this on, with Nikki Lingfield and Jayne McConkey offering to assist.

5.9. Co-opting Vivienne Gibbons onto Council for the period 2019 / 2020. Val proposed that Vivienne be made a co-opted member of Council. She has valuable experience of working with a local authority to set up and run an art therapy service which receives referrals through social prescribing. Vivienne explained how she made a successful bid for five years funding from Leeds City Council to provide art therapy as part of its mental health provision. She would be able to input on BAAT advice and guidelines for other art therapists wanting to set up similar services.

Action: Council to vote on Vivienne Gibbons being co-opted on to Council. Proposer: Claire Louise Vaculik, Seconder: Susan Carr. Council members voted unanimously in favour.

6. Feedback on the International Art Therapy Practice Research Conference

Val Huet recorded her thanks to BAAT staff for all the work they had done towards making the conference a success. Feedback from the post-conference survey was overwhelmingly positive with forty-five per cent of respondents saying it had exceeded expectations and fifty per cent that it met their expectations. Delegates also commented on how helpful the student volunteers at the conference had been. Jayne McConkey, Peter Bodis, Tim Wright and Claire Louise Vaculik fed back on the particular aspects of the conference they had enjoyed. There was a discussion on the possibility of offering bursaries next time, so that people on low incomes could attend. Val Huet talked about a pre-conference meeting organised for delegates working to set up educational and professional bodies around the world, often in very hostile environments and with traumatised populations. This had given

a valuable insight into the support BAAT can offer and Val has set up an e-mail network to provide them with longer term advice and support. People had also been pleased to see BAAT and AATA (the American Art Therapy Association) working together. Val will schedule a call with AATA to discuss what happens next. Following feedback that having the conference in July fitted well with delegates availability, Val suggested the 2020 Attachment and the Arts conference be held in July rather than October (as usually happens). Council members agreed with this idea and a prospective date of 10 July 2020 was set for the event.

7. Brexit and its possible implications for BAAT

Val Huet talked about the impact a no-deal Brexit may have for BAAT staff and BAAT members with EU passports, many of whom may decide to leave the UK. The NHS more generally and art therapy training courses are likely to be affected too. Peter Bodis added that, as an EU citizen, he was unclear if he will be able to stay after 31 October and what the situation will be then.

8. Updating gender descriptions on BAAT's website and documents

Some members have been contacting BAAT to ask for the gender descriptions it offers as options on its website and in documentation to be updated. Val Huet reported that BAAT office staff are working to make the wording of its documentation gender-neutral and to provide a non-binary option on application or bookings forms. Val asked Council to notify BAAT office if they come across any documentation that has yet to be revised. An item about this will go into the next e-Bulletin.

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

Val Huet updated Council on the new online forums BAAT is setting up, with the ones for Regional Groups to be launched first. They will replace the Google groups that were being used which often proved to be unreliable or insecure. The aim is for the Regional Group online forums to be operational by the end of September. BAAT will do a trial run to make sure that any technical problems are sorted out. Regional Group co-ordinators will hold administrator and access rights for the forums. The launch of the Special Interest Group online forums will follow after that.

10. Elected Council members Declaration of Interest forms

A template of the Declaration of Interest (DoI) form was included in the Council meeting pack. Val Huet confirmed that BAAT has DoI forms for all current elected Council members. Catherine Stevens asked if BAAT's DoI register will be available on the public area of the website. Claire Louise Vaculik replied that DoI registers are usually only publicly available for people holding elected political office; she cited her own experience as a local councillor. Claire Louise felt it would be problematic for art therapists, particularly those working with service users or trainees where maintaining boundaries was essential, to have personal information available in a public arena.

11. Staff and Volunteers Conflict of Interest policy

The final draft of the policy was circulated in the Council meeting pack. Tim Wright gave a brief summary of its development: the first draft had been discussed in Council, sent back to Russell Cooke Solicitors for some amendments and clarification of wording, and was now ready for a vote on whether to accept it. He asked for any final questions but none were forthcoming.

Action: Council voted unanimously to approve the policy.

12. Newsbriefing - Alex McDonald

Alex talked about the guidance on submitting articles for Newsbriefing, which has recently been revised following feedback from contributors. Plenty of copy has been received for the upcoming Winter 2019 issue. Alex clarified that the deadlines for articles or reports to be submitted are 1 May (Summer issue) and 1 October (Winter issue). Liz Ashby has now joined the Newsbriefing team as an Associate Editor.

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

13.1. Full-text downloads. There were 15,743 IJAT Inscape article downloads between April and June 2019. This means the journal is on target for an increase in downloads this year, building on the year-on-year increases it has achieved since 2017.

13.2. New Associate Editor. Anna Playle, an integrative arts therapist who is currently the Senior Lecturer and Programme Director for the BA Counselling, Coaching and Mentoring course at Canterbury Christ Church University, has joined the IJAT Inscape editorial board.

13.3. Access to IJAT Inscape survey. IJAT Inscape had a stand at the International Art Therapy Practice / Research Conference and asked visitors to complete a survey on their access to the journal, what kind of papers they read in it, and how thoroughly they read each issue. This showed that over sixty per cent of respondents (especially people who are not BAAT members) have no access to IJAT Inscape at all. Those that do (i) mostly read it online and (ii) read articles that interest them (not cover to cover). The editorial board will use this survey to help with making IJAT Inscape more visible and easier to access.

13.4. Implementation of Plan S. The editorial board is monitoring the situation regarding Plan S - the initiative launched by Science Europe for journals to give full and immediate Open Access to papers based on research funded by public and private grants - which has to be implemented by January 2020. The board is discussing with Taylor and Francis how to proceed with this and is considering options for publication.

14. Service user involvement

The role of service user involvement lead is currently vacant.

15. BAAT Website and Social Media - Alex McDonald

15.1. Social media traffic. Alex reviewed the usage of each of BAAT's various social media platforms, which are all showing an increase in followers. The LinkedIn page is currently in

the process of being reactivated as it had been set up as a personal group but LinkedIn want it listed as an organisational group. Alex also highlighted BAAT's social media posts which have had the most 'reach' - the number of users who have come across a particular content on a social media platform - since the BAAT Council meeting in June.

15.2. BAAT Facebook page response rate. Alex drew Council's attention to the work Lex Bagust does in responding to requests for information on BAAT's Facebook page. Lex has maintained a 100 per cent response rate, with a maximum 17 hour response time.

15.30. International Art Therapy Practice / Research Conference. The social media team were sending out posts throughout the conference. These have been saved to Wakelet and can be viewed at: <https://wakelet.com/wake/e2475374-f849-4f56-8457-2a951ca2072c>

16. Regional Groups and Countries

16.1. Regional Group Network Co-ordinator. Jayne McConkey gave an overview of some of the activities that have been taking place in the regional groups. Val Huet and Jayne are working on a Regional Group co-ordinators meeting to be held in spring 2020.

16.2. Scotland. Alison Wren (Professional Officer, BAAT Scotland) had sent her apologies prior to the meeting. Her report was circulated with the Council meeting pack.

16.3. Wales. Sarah Challenger had sent her apologies prior to the meeting.

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

17. Special Interest Groups

17.1. Special Interest Groups Network Co-ordinator. Liz Ashby told Council that she and Frances Walton will be partnering in this role. Frances will continue to lead on organising meetings of SIGs co-ordinators, with Liz supporting her and feeding back to Council. A meeting of SIGs co-ordinators had been held in BAAT office prior to the Council meeting.

17.2. Sessional, Independent and Private Practice. James West, SIG co-ordinator, had sent in comments and feedback on BAAT's Supervision Guidelines, following a discussion by the SIG's members at its meeting on 6 July.

18. Dates of the next Council meetings

7 December 2019

7 March 2020

16 May 2020 (AGM)

19. Any Other Business

19.1. IJAT Inscape student essay competition. A prizegiving ceremony was held for the winner of the competition, Rachel Preston. She was presented with her award by Susan Carr and Alex McDonald, co-Editors of IJAT Inscape. Rachel thanked Susan, Alex, and all the lecturers on the MA in Art Therapy course at the University of Derby for their support and

encouragement. Rachel's essay on art therapy as part of mental health services for UK armed forces personnel will appear in a future issue of IJAT Inscape.

20. Elected Council members

Present

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

Co-opted members (non-voting). Vivienne Gibbons, Nikki Linfield.

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

Tim Wright welcomed Vivienne Gibbons to the elected Council members meeting. He explained that co-opted Council members can attend this section of Council meetings but are not able to participate in any of the votes.

20.1. Succession and forward planning for CEO and Chair. Tim Wright gave a brief summary of the work done on breaking the current 5-day per week CEO job into two 3-day per week roles of CEO and Research Director. It is proposed this will happen in May 2020, with Val Huet continuing in the Research Director post (see point 17.2, minutes of 22 June 2019 Council meeting) and the new post of CEO being recruited for. In May 2020 Tim will also come to the end of his term as Chair, having been in post for 6 years. In line with the Articles of Association (as updated at the 2019 AGM) he must stand down from Council. The forward planning is to mitigate any short-term impact on BAAT from the combination of these changes of posts and personnel.

The draft job descriptions for the CEO and Research Director roles were then circulated for consideration and comments. The new CEO job description was reviewed to ensure all relevant aspects were included; a section on media and communications skills was added. It was agreed that the post should first be advertised within the art therapy profession. Depending on the level of response, it might then be advertised for non-art therapy applicants. There was a discussion on whether the postholder should work set days or if some level of flexible working should be required; it was agreed that some level of flexible working would be necessary. Val Huet reminded Council she will be available to help the new CEO settle into their role, including planning for busy times of the year.

The timescale for recruitment to the CEO post was finalised. It was agreed the post should be advertised at the start of November, with a closing date at the beginning of January. Interviews for shortlisted candidates will be held on 14 February 2020.

20.2. BAAT staff update and restructure. Val Huet explained the restructure was to enable BAAT office staff to provide more support to the CEO. She proposed the Communications, Advertising and CPD Courses Manager could take over developing BAAT's CPD programme. The Administrative Officer post could be converted into an Office Manager role and have responsibility for administration, events and conference management. The new CEO would then not have to be involved with any of these tasks. Val suggested a 2-day per week Data Entry Officer post be created to support the Office Manager. Contracts for existing staff would not change markedly but the extra responsibility would be recognised and rewarded.

Action: Elected Council members voted in favour of the restructure proposals.

20.3 Response to members' complaints. Tim Wright updated Council on complaints made by two BAAT members. One had made a Subject Access Request (SAR) to BAAT (see point 3.4 above). BAAT has responded to this complainant by sending the existing data set it has for them. The second has made a complaint to the Information Commissioner's Office (ICO) because a document that was part of an SAR they made to BAAT in the summer had been redacted. BAAT has responded to the ICO with evidence that the document had been redacted in line with the General Data Protection Regulation (GDPR) that requires data protection for other people named in it. BAAT had also confirmed that all Council members now use the secure e-mail addresses it provides.

20.4 Scheduling reviews of BAAT guidelines and governance policies. Tim Wright opened this section by suggesting BAAT should maintain a chart of when each of its policies is due for review. Updating guidelines and governance is a continuous process that ensures BAAT policies adhere to best practice and are in line with current legal requirements. In discussion it was agreed that Council should currently prioritise the Supervision guidelines and the Placement Providers Supervision guidelines reviews. Jayne McConkey suggested that reviews of the Regional Group guidelines and Special Interest Group guidelines could take place once the online forums are fully operational. She was aware that Colin Sims was interested in developing a protocol for SIG Co-ordinators, as he has experience of working with similar types of groups in other organisations. Val Huet reminded Council that the BAAT Members Code of Conduct (see point 3.3) would need to be worked on once the draft document is received from Russell Cooke Solicitors.