

BAAT Council meeting
12 - 4.30 pm, 16 March 2019
24 - 27 White Lion Street, London N1 9PD
Approved minutes

Present

Council members. Liz Ashby, Susan Carr, Emer Douglas, Claire Louise Leyland, Jayne McConkey, Nicki Power (Vice-Chair), Simon Richardson (Hon. Secretary), Michael Scott, Richard Whitaker, Tim Wright (Chair), Frances Walton

SIG Representatives. Shirley Hooper (Art Therapists working with Children, Adolescents and Families), Nabila Azam (Art Therapy, Race and Culture), Sarah Challenger (Region 7, Wales)

In attendance. Val Huet (Chief Executive Officer, BAAT), Alex McDonald (Communications, Advertising and CPD Courses Manager, BAAT), Joan Woddis (Vice-President, BAAT)

1. Apologies for absence and approval of minutes

1.1. Apologies. Caryl Sibbett, who has stood down from Council.

1.2. Corrections to the Minutes for the Council meeting on 1 December 2018.

Point 2.2. was amended to make clear that the American Art Therapy Association (AATA) had sent BAAT the Code of Conduct it uses for conferences for use at the International Art Therapy Practice Research Conference. The heading of point 14.3 was amended from 'SIG names review' to 'SIG review' to reflect its wider remit.

2. Matters arising

Minutes for the Council meeting on 1 December 2018.

2.1. Newly qualified survey (point 2.3). Tim Wright will contact Unite about the issue of BAAT members who are doing sessional work with organisations and then being asked to go on to PAYE.

2.2. General Data Protection Regulation (GDPR) (point 2.5). BAAT has contacted the Information Commissioner's Office (ICO) about whether freedom of information requests can be made to people in private practice. The ICO has not come back to BAAT with a definitive answer to this question and has so far given no indication of when it might do so.

2.3. Department of Health (DH) Consultation on the regulation of healthcare professions (under point 3.3). The DH had been expected to make an announcement about the outcome of the consultation in February. This did not happen and there has still been no notification as to when it is likely to take place.

3. Chair's report - Tim Wright

3.1. Themes from BAAT survey. Tim said he would talk through the themes that had emerged from a survey of members about the proposed changes to BAAT's structures, following on from the votes at the 2018 AGM (see point 6 below). He would also circulate anonymised responses from members to the consultation and the proposed changes.

3.2. Update to BAAT's Articles of Association. Tim has worked with Russell Cooke Solicitors and Val Huet to produce a draft of the updated Articles of Association to be proposed for approval at the 2019 AGM. The key changes are the issues covered in the BAAT members survey.

3.3. BAAT Psychosis Task and Finish Group. The consultation stage has been delayed as the corrections to the draft guidelines have taken longer than anticipated. BAAT members and other stakeholders will be invited to respond via a Survey Monkey survey in due course.

3.3. Arts therapies apprenticeship. The Institute for Apprenticeships has now approved all parts of the proposal. Tim noted that Skills for Health have been very supportive throughout this process. The next phase will be the implementation, which will include working with employers to set up arts therapies apprenticeship posts.

4. Vice Chair's report - Nicki Power

Nicki told Council she will be standing down as Vice-Chair as of this meeting, owing to health issues and extra demands on her time at her place of work. Her term in post still has a year to run and Val Huet asked Council members to consider covering the role following on from the 2019 AGM.

5. Chief Executive Officer's report - Val Huet

5.1. BAAT IT update. BAAT has found an IT company specialising in Joomla, the platform used for the Art Therapy Practice Research Network (ATPRN). It will be working with them to update the ATPRN forum and set up new forums for Regional Groups and SIGs. These will all be linked to BAAT's Customer Reference Numbers so only people who are current BAAT members can access them. BAAT office will also have admin. rights for all its forums so they can be moderated and any offensive or misleading posts can be removed.

5.2. Supervision course. Val suggested the next intake for the course should be in January 2020, rather than September 2019, as BAAT office will be busy with the International Art Therapy Practice Research Conference up to (and for some months after) July. This would avoid having to do shortlisting and interviews for the course during this time.

Action: Council voted to approve the next Supervision course intake being January 2020.

5.3. Approved Introduction and Foundation courses. BAAT has received inquiries from a number of educational bodies worldwide to approve their Introduction and Foundation courses in art therapy, similar to the arrangement with the Art Therapy International Centre in Dubai. Val suggested this offers BAAT another potential income strand and will help to establish art therapy in countries where it is still relatively unknown. She wanted to request

formal approval from Council to proceed with BAAT approving such courses in line with the following protocol:

5.3.1. BAAT to request: (i) information on the organisation, its ethos and approach to art therapy, (ii) CVs of course tutors, (iii) examples of trainings already provided, and (iv) information on how quality is to be monitored and evaluated

5.3.2. BAAT to offer: (i) co-working on assessing and structuring programmes and delivery, (ii) monitoring the general quality of the teaching staff and the teaching itself, (iii) advertising on the BAAT website and its social media platforms, (iv) issuing joint certificates of completion, using BAAT and the organisation's logos, and (v) reviewing the agreement at regular times

Action: Council voted to approve BAAT approving international Introduction and Foundation courses following the above protocol.

5.4. International Art Therapy Practice Research Conference. The BAAT team is working on practical preparations for the conference, including recruiting volunteers. Over two hundred people have booked to attend each day on average so far (with a possible maximum of six hundred). Cambridge Scholars Publishing have approached BAAT with a proposal to publish conference proceedings. Chamberlain Dunn are continuing to build on the list of sponsors.

5.5. BAAT research. Sue Holttum (BAAT Research Officer) had submitted a report that was circulated with the Council pack. Tim Wright and Sue will co-present the guidelines on art therapy and psychosis at the International Conference in July. Canterbury Christchurch University has provided a seed fund to print 1000 copies of the guidelines to have as a free handout for conference delegates.

5.6. Pilot research project. As part of Val's change of role at BAAT after May 2020, she wants to start some preparatory work on research projects in areas in which art therapy could make a significant difference. She suggested setting up a pilot project to look at the issue of knife crime and school exclusion: doing a simple audit of art therapists working in education to compare the levels of school exclusion before and after art therapy.

Action: Council voted to approve Val setting up a pilot research project.

5.7 Financial report. Val gave an overview of BAAT's finances for the two months ending at 28 February 2019. A profit and loss account was included in the Council pack. Turnover has increased because of bookings for the International Conference, but this is before bills for it have been paid and 30 per cent of the profits will go to AATA. BAAT's reserves have been increased from £100K to £140K.

Action: Council voted to approve and accept the accounts.

5.8 BAAT Workforce Survey outcomes. Val reported that 503 people had responded to the survey and the results had been circulated to the membership. The survey showed a large proportion of people are doing self-employed work or are on temporary contracts. Generic tasks such as risk assessments or keyworking are now part of the work which art therapists are expected to do. People who take on honorary or voluntary positions often hold them for a long time; Val reminded Council that BAAT's position is that organisations should not rely on volunteers to function. She highlighted the growth in self-employed art therapists (as opposed to being in private practice). Val proposed BAAT set up a dedicated forum with advice and support for self-employed art therapists on how to practice safely and legally.

Action: Council voted (with one abstention) to approve setting up a forum for self-employed art therapists.

5.8 Supervision guidelines for art therapists. The draft guidelines were included in the Council meeting pack. They were the outcome of the review done by the supervision working group, which included consulting with guidelines from other professions. Val outlined the amendments that had been made to the previous guidelines, emphasising the need for supervision contracts to be agreed in writing so there can be clear lines of reporting in case the supervisor has concerns about their supervisee. There is also a template of record-keeping for supervision with regard to specific client groups and GDPR requirements. There was a discussion about extra points or additions that might be made before the guidelines were put to the vote.

Action: Council voted to approve the Supervision guidelines for art therapists.

6. Results on consultation on BAAT Structures - Tim Wright

A summary of the results of the consultation was circulated. These showed that a clear majority of members supported having non-executive directors in defined roles, appointed in line with a competency framework, to advise BAAT Council. The competency identified as most important was a knowledge of employment issues. There was also a majority for a maximum time limit of four years for people being on Council. The questions about BAAT communications showed overall approval and there was a mostly positive response to the content of the e-Bulletins. The proposal about having a Code of Conduct for BAAT members was strongly supported as were the proposed outcomes for persistently breaching them.

7. AGM 2019 planning - Val Huet

Val reminded Council that the deadline for reports for Annual Report for the AGM is 18 April. Nominations for those wanting to stand for Council closed on 11 March. Voting at the AGM will again be by ballot for all Council posts and for the Special Resolutions.

7. Update of BAAT's Articles of Association - Tim Wright

The draft update of the Articles of Association, as reviewed by Russell Cooke Solicitors, were circulated. This includes a list of terms used and their meaning within the document. There was a discussion on how the updated Articles of Association will be voted on at the AGM. Jayne McConkey suggested a Q&A section prior to the vote might be helpful. Val Huet said the draft Articles of Association will be sent out to members with the Annual Report and other AGM information. Tim added that the draft update of the Articles of Association would be discussed further in the Elected Members section.

8. Update on Whistleblowing policy – Tim Wright

BAAT's Whistleblowing policy is now available on the BAAT website.

9. Newsbriefing – Alex McDonald

The deadlines for submitting copy have been revised and are now 1 May for the Summer issue and 1 October for the Winter issue. Guidelines on submitting articles and other copy

for Newsbriefing are now on the BAAT website. There are continuing discussions with the editorial board of IJAT Inscape on how the two publications can work to complement each other.

10. IJAT Inscape - Susan Carr

10.1. IJAT Inscape report. A full report on IJAT Inscape was circulated in the Council meeting pack. Susan highlighted the following points:

1. a peer review training was held in January attended by 14 people; subsequently, 13 have registered as peer reviewers and 1 is already an Associate Editor. The next peer review training will be at the International Art Therapy Practice Research Conference.
2. IJAT Inscape is now registered with PUBLONS (an online peer reviewer recognition database) meaning that peer reviewers can now be recognised for their work.
3. there were 57,295 article downloads in 2018, an increase of 28 per cent on 2017.
4. there have been 10 entries for the New Practitioner essay prize; a call for articles for a special issue on Co-production has just gone out, which will be published as issue 1 of 2021.
5. a new Twitter account has been developed for the journal @IJATInscape and people can also comment on papers using the hashtag #IJATInscape.

10.2. IJAT Inscape contract with Taylor and Francis (T&F). Val Huet reported that T&F have proposed an addendum clause to the current contract they have with BAAT, following a drop in subscription revenue. T&F want the amended contract to reflect the different ways people are accessing research articles. Val explained the proposed change in contract will mean that BAAT receives less in royalty payments from T&F but it has little alternative at present than to accept. She asked Council to vote on whether it agreed to the proposal.

Action: Council voted to approve the addendum clause to the current contract with T&F.

11. Service user involvement

Ioanna Xenophontes and Nicci Mills, both Lived Experience Practitioners with Oxleas NHS Foundation Trust, have become service user advisors on the IJAT Inscape editorial board.

12. BAAT Website and Social Media - Alex McDonald

Traffic on BAAT's social media platforms continues to increase. The level of response to posts on Facebook is growing slowly but postings on Twitter and Instagram have generated much more activity. Alex asked that people start using the hashtag for the International Art Therapy Practice Research Conference and reply to or retweet any posts about it, as a way of promoting the event and generating interest in the presenters and their presentations.

13. Regional Groups and Countries

13.1. Regional Group Network Co-ordinator. Jayne McConkey's report was circulated with the Council meeting pack. She updated Council on the Regional Group Co-ordinators meeting held at BAAT office on 2 March. It was attended by 14 co-ordinators and covered a range of issues, including arranging CPD events and managing regional group finances.

13.2. Scotland. No report had been received.

13.3. Wales. Sarah Challenger gave feedback on the Matrix Cymru report. Art therapy is rarely if ever mentioned in it because of the evidence base used in the report's questions. This has had a serious effect for art therapists practising in Wales as they cannot apply for jobs that they have the skills for or would be able to apply for in England. Sarah is seeking support from the arts therapies professional bodies to press for a change to the Matrix Cymru criteria so that relevant posts are open for arts therapists to apply for.

13.4. Northern Ireland. Caryl Sibbett has stood down from Council. Jayne McConkey informed Council that Colin Sims will be standing for Council at the 2019 AGM, with the aim of becoming Northern Ireland representative if he is elected.

14. Special Interest Groups

Frances Walton reported on an upcoming meeting at BAAT office on 13 April open to all SIG co-ordinators. Items on the agenda will include looking at how the SIG areas are categorised and the tasks the SIGs take on. It has been suggested that a working party be set up to take this work forward as Frances will be standing down from Council at the AGM.

15. Dates of the next Council meetings

18 May 2019 (AGM)

22 June 2019

21 September 2019

7 December 2019

16. Any Other Business

Emer Douglas, Nicki Power, Mike Scott, and Frances Walton were standing down from Council as of this meeting. Val Huet presented them each with a bouquet of flowers as a token of appreciation for the work they had done for BAAT.

17. Elected Council members

Present

Council members. Liz Ashby, Susan Carr, Emer Douglas, Claire Louise Leyland, Jayne McConkey, Nicki Power (Vice-Chair), Simon Richardson (Hon. Secretary), Michael Scott, Richard Whitaker, Tim Wright (Chair), Frances Walton

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

17.1. Minutes for the Elected Council members section of the Council meeting on 1 December 2018

Corrections. Point 17.1.1 was amended to make clear that the term ‘professional conduct’ is the one used in the current BAAT Memorandum of Association. The Action for point 17.1, to gain a quote from Russell Cooke Solicitors on advising in the update of BAAT’s governance, was to be taken forward by Tim Wright.

Matters Arising. There were no immediate matters arising from the minutes, with ongoing issues to be discussed in the agenda items below.

Action: Elected Council members voted to approve the minutes.

17.2. Conflict of Interest policy - Tim Wright

Elected Council members discussed the points in the draft policy that Russell Cooke Solicitors had highlighted for confirmation. There was uncertainty about the section on declaring interests and whether the information provided should be publicly available or available on application to BAAT. Tim Wright said he would feed back all comments to Russell Cooke and request advice on the points where the policy might need clarification.

Action: A vote on the draft policy to be taken at the next Council meeting, pending Russell Cooke’s advice on the points highlighted.

17.3. International Art Therapy Practice Research Conference - Val Huet

Val gave an update on the work Chamberlain Dunn is doing to find sponsors for the event. Progress has been slow as many potential sponsors want to know more about the delegate audience before making a firm commitment. Companies mostly prefer to use these events to promote their brands rather than making a one-off donation in return for publicity. Many have been asking for more information about art therapists as a consumer group before deciding whether to proceed with sponsoring the event or not.

17.4. Consultation on BAAT structures - Val Huet

Val circulated the responses to the online consultation for discussion. This information was in the form of graphs showing respondents preferences for each survey question, along with individual comments where people had chosen to add them. It was agreed that the results should be circulated to members in the form of the questions along with the responses to them in percentages. The individual comments could not be circulated as permission to share them had not been sought in the survey.

17.5. Members conduct governance

It was agreed this issue be held over for discussion by the new Elected Council members following the AGM.

17.6. Succession and forward planning for the CEO and Chair

17.6.1. CEO. As part of the change in the CEO job structure, Val Huet will hand over the executive part of the role in May 2020 but will continue in the research part. The CEO / Business post will be for three days a week; the CEO / Research post will be too for the first year and then be reviewed. Val will be able to provide advice and guidance through the first year-cycle to the person recruited to the CEO / Business post, helping ensure continuity. There are also a range of BAAT administrative systems to become familiar with and Val can provide support with this too. Emer Douglas asked if BAAT can fund both posts? Val said the two posts have been budgeted for as part of BAAT's financial planning; the aim is for the Research post to become self-funding. Jayne McConkey asked when the recruitment process was going to start? Val suggested it should be in the Autumn. It was agreed that this should be added as a standing agenda item until the process is completed.

17.6.2. Chair. Tim Wright said he will be standing down as Chair at the end of his current term in May 2020. This will coincide with the changes to the CEO role, so the new Chair may need extra support with taking on the role under these circumstances. Tim can attend BAAT Council meetings in an *ex officio* role for up to a year to support the new Chair if needed.

17.7. Articles of Association - Val Huet / Tim Wright

Russell Cooke Solicitors have advised that non-executive directors normally have a vote as it can otherwise be confusing around who can vote and who does not. Val had discussed this with the British Dietetic Association, which already has voting non-executive directors, but they are in a minority on its board. She felt having voting non-executive directors might cause concerns for BAAT members, so it could be better having people working in a fixed-term (probably three years) advisory role. Russell Cooke had also advised that Council members be elected for a two-year period with a maximum of three terms. There was a discussion on what the time limits should be for different roles on Council and within BAAT. This issue is to be decided by the membership at the AGM under Special Resolution 2.

Action: Tim Wright to draft a job description for a Council member; to approach the Music and Dramatherapy associations to see if they have relevant job descriptions they could share.

17.8. Any Other Business

Richard Whitaker asked about the possibility of having Skype facilities, including a screen, installed in BAAT office to enable conferencing calls for Council meetings and other events.

Action: Tim Wright to find out costings for this to bring to the next Council meeting.