

BAAT Council meeting
12 - 4.30 pm, 22 September 2018
24 - 27 White Lion Street, London N1 9PD
Approved minutes

Present

Council members. Liz Ashby, Susan Carr, Emer Douglas, Simon Richardson (Hon. Secretary), Michael Scott, Caryl Sibbett (on conference call in the Elected Members section), Richard Whittaker, Tim Wright (Chair), Jayne McConkey.

SIG Representatives. Anna Green (Art Therapists Working with Loss), Alison Wren (BAAT Scotland)

In attendance. Val Huet (Chief Executive Officer, BAAT), Joan Woddis (Honorary Vice-President).

1. Apologies for absence and approval of minutes

1.1. Apologies. Claire Louise Leyland, Alex McDonald (Social Media and Advertising Officer, BAAT), Nicki Power (Vice-Chair), Frances Walton, Ami Woods.

1.2. Corrections to the Minutes for the Council meeting on 21 July 2018.

Point 17.6 was amended to make clear what Tim Wright had said about BAAT needing to have a whistleblowing policy.

2. Matters arising

Minutes for the Council meeting on 21 July 2018.

2.1. Joint Guidelines for Arts Therapists in Schools (point 2.3). The joint working group member from the British Association of Music Therapists has stood down and Mary Rose Brady has also left BAAT. Val Huet will liaise with BAMT and BADth to progress this work.

2.2. Update on IT issues in BAAT office (point 5.1). Val Huet reported that new computers were installed in BAAT office on 21st September, so the IT system should now be much faster.

2.3. General Data Protection Regulations (point 6). BAAT is now completely up to date with its GDPR review and is not holding any information about people who are no longer members of the association.

2.4. Review of Health and Care Professions regulation (point 8). There is still no news on when the results of the Department of Health consultation will be announced.

2.5. Art Therapy Practice Research Network (point 16.2). Richard Whittaker told Council the next ATPRN symposium will on 30 November. It will be structured as a follow-on from the Attachment and the Arts conference, looking at issues arising from the presentations.

2.6. Feedback from the AGM (point 17.2). Liz Ashby gave feedback on the nomination process for standing for Council. She had been told she had to provide a CV, and this was what she read out at the AGM, whereas other nominees had been told that a nomination statement needed to be prepared. Liz asked for it to be made clear on the application form that a nomination statement is needed, not a CV.

3. Chair's report - Tim Wright

3.1. Chair's report. Tim's report was circulated as part of the Council meeting pack and he highlighted the following points:

3.1.1. Conflict of interest. Tim has written to Catherine Stevens with a summary of the findings of the investigation into the concerns she had raised.

3.1.2. Draft statement for members. Tim has drafted the following update for BAAT members with regard to the conflict of interest concern cited in point 3.1.1. above:

- A conflict interest concern was raised about BAAT employees who also have links to the Oxford College of Arts and Therapies (OCAT).
- BAAT Council directed Nicki Power, BAAT Vice-Chair, to convene a panel to investigate, following terms of reference agreed with Council. The panel reported to BAAT Council on 10 July 2018.
- The panel found no conflict of interest for BAAT staff regarding their work for OCAT. It was found that BAAT suffered no detriment as a result of these staff also holding positions in OCAT and there was no apparent risk of any detriment.
- The main findings in relation to the concerns raised were:
 - OCAT courses did not compete with BAAT courses
 - BAAT staff did not undertake work for OCAT in their BAAT working hours
 - BAAT data was not used by OCAT
 - OCAT is registered in the same building as BAAT but uses the Claremont Office as its address with full approval from the board of Claremont, is a separate organisation and does not operate out of the BAAT office
- The panel, however, made several recommendations for enhancing BAAT's governance structures. As a result of the panel's recommendations BAAT Council will take the following steps:
 - Introduce a conflict of interest procedure for all BAAT employees, Council members, and those in appointed BAAT roles such as Special Interest Group and Regional Group representatives.
 - Introduce a Whistleblowing policy
 - Review BAAT's portfolio of policies and procedures, identify any gaps, and ensure these are filled promptly
 - Review support for BAAT staff
 - Enhance BAAT's Human Resources capability as part of the review of BAAT structures agreed at its 2018 AGM

- In the discussions following the panel’s report, Council acknowledged that BAAT has developed into a dynamic organisation with flourishing business activities that support and overlap with its services to its membership. This will require ongoing attention to BAAT’s structures, including its governance structures. The actions above are intended to fulfil BAAT’s current needs and to support further development

The draft statement and how it will be circulated to members will be discussed in the Elected Members section (see point 17.2 below).

3.1.3. Complaint about the conduct of the AGM. A response, agreed by Council, has been sent to the three BAAT members who submitted a letter of complaint about how one section of the AGM was Chaired.

3.1.4. Arts Therapies apprenticeships. The Trailblazer group met on 6 September. The final draft of the standard for apprenticeships has now been submitted, with costings to be sent in November.

4. Vice Chair’s report - Nicki Power

Nicki had sent her apologies prior to the meeting.

5. Chief Executive Officer’s report - Val Huet

5.1. BAAT office. Val is covering the work the Director of Operations at present now that Mary Rose Brady has left; this means her workload has increased considerably. Simi Valecha will be leaving soon to develop her art therapy work. BAAT staffing and recruitment will be discussed in the Elected Members section.

5.2. Diploma in art therapy with children. Miriam Usiskin will join BAAT in January 2019 on a one-year contract as course leader. She will work with BAAT one day per week.

5.3. International Art Therapy Practice Research Conference. The conference will run from 11 to 13 July 2019 and the deadline for the call for papers is 15 October. Val will be meeting with American Art Therapy Association (AATA) officers to do further planning when she attends the AATA AGM in November.

5.4. BAAT Research. An error was made by the NHS Trust when costing Val’s time on the RCT on arts therapies groups with mixed diagnoses. The amount of funding for the projects is much lower than anticipated, which will affect how much time Val can spend on it. The project is due to start in March 2019.

5.5. Financial report. The report was circulated to Council as part of the meeting pack. BAAT is running with a small surplus, although much of that money is allocated to cover ongoing BAAT expenses, such as the production costs for IJAT Inscape.

5.6. Newly qualified survey. There was a good rate of response to the survey. It shows people are working around 25 hours per week, mostly in several part-time posts. These tend to be a mix of art therapy work (including self-employed) along with generic mental health roles. Val suggested Council review the issue of self-employment, particularly with regard to new HMRC guidelines on who is assessed to be self-employed and who should be on PAYE.

Action 1: BAAT to contact Unite the union about self-employed status and how it can help members with this issue.

Action 2: Val and Council to look at how BAAT can develop workshops for newly-qualified art therapists aimed at preparing them for the realities of the workplace.

5.7. Clever Together. BAAT will collaborate with Clever Together to launch a national discussion for all Allied Health Professions on World Mental Health Day (10 October) about how they would like to be working with people with mental health issues.

6. General Data Protection Regulations (GDPR) and BAAT Regional Groups and Special Interest Groups e-mail communications

6.1. GDPR and Regional Group / SIG communications with members. BAAT is looking at how the GDPR affects the ways in which Regional Group and SIG co-ordinators can use the contact information given to them. Governance needs to be developed on this as group co-ordinators could be reported to the Information Commissioner's Office (ICO) if a member of the group complains that their data has been misused.

Action 1: Tim Wright and Val Huet (along with the Communications Strategy group of Claire Louise Leyland, Caryl Sibbett, Frances Walton, and Richard Whittaker) to produce a draft GDPR and Regional Group / SIG e-mail communications document to bring back to Council.

Action 2: Richard Whittaker to find out what the legal situation is if an art therapist in private practice ignores a request by a client to see their clinical notes.

7. Update on scoping for new board structure - Val Huet

7.1. Report to Council on board structure and BAAT constitution. A report was circulated as part of the Council meeting pack. Val gave an overview and explained the underlying aim was to develop a competency model for people who serve on Council.

7.2. First steps to developing a competency framework. Val suggested that initially three specific positions would benefit from being appointed to against a competency framework that ensured postholders had relevant knowledge and experience:

- Honorary Treasurer: with a background in finance to contribute a high level of financial governance and safety for BAAT
- Company Secretary: responsible for ensuring meetings, AGMs and general BAAT business to achieve a high standard of governance
- Human Resources: with the expertise and experience to help Council navigate staffing and governance issues, including conflict of interest

These posts would be open to lay members and non-executive directors (appointed for a specific period of time and with a time-limit on their overall tenure on Council). This could bring the views and ideas of a diverse range of stakeholders on to Council, providing a broader overview on issues facing the profession.

7.3. Further development of roles and responsibilities. Val emphasised the importance of formalising the process so that BAAT members are informed and can contribute to it. All the roles within BAAT - including honorary posts such as Council members, Regional group

and SIG co-ordinators, President and Vice-President, along with the paid BAAT officer and administrative posts - could be subject to review.

Action: Val and Tim (with help from Emer Douglas and Liz Ashby) to draft a document to circulate to progress this and report back at the next Council meeting. Council will then decide on BAAT's communications strategy for this.

8. Update on conflict of interest and whistleblowing policies - Tim Wright

A draft set of guidelines for each policy was circulated for discussion as part of the Council meeting pack. Tim gave an initial overview and then the main areas of the guidelines were discussed. It was agreed that Council members could further review the guidelines through e-mail discussion and making track changes to the documents.

Action: Tim to complete the draft policies (including comments / track changes from Council members) and submit them for ratification at the next Council meeting.

9. Newsbriefing - Susan Carr

Copy is being received for the next issue which is due to be published in December.

10. IJAT Inscape - Susan Carr

10.1. IJAT Inscape report. A report by Alex McDonald and Susan Carr, joint Editors of the journal, was circulated as part of the Council meeting pack. Susan highlighted the following points:

10.1.1. Manuscripts in production. There is enough copy for the entire 2018 volume, with 14 manuscripts currently in production. Over the period 18 September 2017 to 18 September 2018 the article 'reject' rate has been 67 per cent, up from 50 per cent in the previous year.

10.1.2. IJAT Inscape co-editors. Three new associate editors (Jamie Bird, Liz Ashby and Sue Holttum) have been interviewed for the journal and a fourth (Joy Chong) is to be interviewed on 25 September. Lex Bagust is to be IJAT Inscape's photo editor.

11. Service user involvement - Ami Woods

Ami had sent her apologies and her report was circulated in the Council meeting pack.

12. BAAT Website and Social Media - Alex McDonald

Alex had sent her apologies and her report was circulated in the Council meeting pack.

13. Regional Groups and Countries

13.1. Regional Group Network Co-ordinator. Jayne McConkey said she will be reporting on this at the next Council meeting.

13.2. Scotland. Alison Wren (BAAT Scotland Officer) reported that the BAAT Scotland AGM is scheduled for the end of September, with the aim of recruiting a Chair and Vice-Chair.

Currently, the group consists only of Alison and the Regional Group co-ordinators. BAAT's 2019 AGM will be in Edinburgh and it is hoped to promote BAAT Scotland at this event too.

13.3. Wales. The post of representative for Wales is currently vacant.

13.4. Northern Ireland. Caryl Sibbett had sent her apologies for the business section of the meeting. Jayne McConkey updated Council that the MSc in Art Psychotherapy training course at Ulster University will be starting this Autumn.

14. Special Interest Groups

14.1. Art Therapists Working with Loss (formerly Creative Response). Anna Green reported on the SIG's study day on 4 April held at the Royal Marsden hospital. Its next study day will be on 12 October on the theme of gender and sexuality in palliative care. Michele Wood attended the BAAT AGM and promoted the SIG on the stand it had there. The SIG continues to grow and has 172 members at present.

14.2. Self-employed, Independent and Private Practice (SIPP) SIG. Michael Scott reported on behalf of the SIG. Its online group is working well and is sharing referrals, research outcomes, etc. The next SIPP-SIG meeting to be held outside London will be at Leeds in 2019. The SIG has formulated extra categories for the BAAT Workforce Survey and its members have requested that they be added to it.

Action: Tim Wright will contact all the SIGs to encourage representatives to attend the SIG group meetings held prior to Council meetings, as only one person was present today.

15. Dates of the next Council meetings

1 December 2018
16 March 2019
18 May 2019 (AGM)
22 June 2019
21 September 2019
7 December 2019

16. Any Other Business

16.1. Microsoft 365. Richard Whittaker said a 'test drive' can be done on this system to see how it works, as Regional and SIG groups are now seeking an alternative to Google groups.

17. Elected Council members

Caryl Sibbett joined the meeting on conference call for the Elected Members section.

17.1. Update on BAAT staffing - Val Huet

Val circulated a confidential report proposing changes to BAAT office staffing to make the current workload more manageable now Mary Rose Brady (Director of Operations) has left and Simi Valecha will be leaving. The proposals were as follows:

1. increase the working days per week for Alex McDonald (Social Media and Advertising Officer) from 3 to 4 days and of Abimbola Badiora, Finance Officer, from 2 to 3 days
2. keep the CEO (Val) on 5 working days per week until after the International Art Therapy Practice Research (IATPR) Conference in July 2019
3. use the money saved from the vacant Director of Operations post to pay for a new Administrator post. This person will provide 1 day per week admin. assistance to Val and deal with the bookings and other admin. work for the IATPR conference

Action: Council voted to approve these proposals.

17.2. Conflict of interest: draft statement for BAAT members - Tim Wright

There was a discussion on how the statement should be circulated to members. It was decided that it should be included in the minutes of this council meeting as part of the Chair's report to council (see point 3.1.2 above).

Action: Tim and Val to draw up a portfolio of policies and procedures to be reviewed and, where necessary, updated. These policies to be given a review date so that there is a continuing process of review and update.

17.3. Summary report on grievances against Catherine Stevens - Richard Whittaker

Richard reported on his investigation of the grievances that Val Huet (CEO) and Alex McDonald (Social Media and Advertising) had raised against Catherine Stevens, as a Council member / Director of BAAT and therefore in the role of their employer.

1. Alex and Val had made Richard aware of how much the conflict of interest allegations (raised at the 2018 AGM) had affected them and their work for BAAT.
2. Richard had invited Catherine Stevens to participate in the grievance process, but she had not responded to any of the e-mails he sent her. Richard had made it clear that he was seeking to find a way to reach a resolution between Alex, Val and Catherine.
3. Richard could not proceed with the grievance procedure without contact or involvement from Catherine, the person who the grievance was against. His focus had therefore been on how BAAT can support Alex and Val.

17.4. Summary report on grievance investigation: next steps - All

Richard Whittaker opened this section by summarising the situation: Catherine Stevens, a former Director of BAAT, has made allegations about BAAT and its staff in a public forum that have negatively affected two employees, leading them to initiate a grievance

procedure. The conflict of interest allegations she made have proved to be unfounded on investigation. She had been invited to participate in an investigation into her allegations and the grievance procedures taken out against her but had refused in both cases.

Council members then discussed concerns about Catherine Stevens's conduct as a Director and BAAT member. Tim Wright proposed that she be invited to an Extraordinary General Meeting (EGM) on 27 October 2018 at which she would be able to respond to the points Council had identified. The following two actions were agreed:

Action 1: Richard Whittaker to write to Catherine Stevens [REDACTED]

18/09/2020 Correction: This statement is incorrect; the grievances were not upheld.

Action 2: Tim Wright to write to Catherine Stevens to invite her to the EGM on 27 October to answer concerns raised.

17.4. Any Other Business - All

1. Caryl Sibbett told Council the British Association for Counselling and Psychotherapy has brought in new guidance about peer relationships in organisations. Its guidelines could provide a useful model for BAAT to use.
2. Val Huet made Council aware of a complaint made to BAAT against an art therapist in private practice. She referred the complainant to the HCPC.