**British Psychotherapy Foundation**

**Board of Trustees**

**Briefing pack for candidates**

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**Chair of the Board of Trustee message to candidates**

Thank you for your interest in contributing to the British Psychotherapy Foundation’s Board of Trustees vacancies. We are seeking to appoint two new lay members to the Board of Trustees, which provides a means of independent assurance and objective review of strategy, performance, risk and voice. The Board of Trustees sets the strategic direction of the bpf, monitors and evaluates performance and set policy and voice.

Yours sincerely,

**Professor Jean Knox**

**Chair of Board of Trustees**

[The British Psychotherapy Foundation](https://www.britishpsychotherapyfoundation.org.uk/)

**About the British Psychotherapy Foundation: History and organisation**

The British psychotherapy foundation was set up in 2013 through the merger with three former small psychotherapy training bodies: British Association of Physiotherapists, Lincoln Clinic and Centre for Psychotherapy and the London Centre for Psychotherapy.

The merger presented a rare opportunity to consolidate the strengths and resources of the different organisations but, equally, to create a unique, single professional body able to offer training in four psychotherapy disciplines: psychoanalysis, psychoanalytic psychotherapy, Jungian analysis and child and adolescent psychotherapy.

Reflecting this unique mix of disciplines the bpf itself today consists of three associations: the Independent Psychoanalytical Child and Adolescent Psychotherapy Association (IPCAPA); British Jungian Analytic Association (BJAA); and the Psychoanalytical Psychotherapy Association (PPA).

The bpf overall is led by a Board of Trustees who are largely elected by the body's membership including the Chair of each of the associations. The Board also provides for a small number of lay/external trustees to be appointed. These provisions were enabled in a revision to the charity's original Articles carried out in 2019.

Today the organisation is one of the UK's leading training providers and membership bodies for people working in intensive psychoanalytic psychotherapy, Jungian analysis, and child and adolescent psychotherapy. It has about 550 members, comprising 400 qualified members and about 150 trainee members. It is a member of the British Psychoanalytic Council, through which individual members are regulated to practice.

**Vacancies**

We are currently seeking members to become trustees. The ideal candidates will have a strong commitment to the bpf’s mission and values.

**Essential criteria**

The successful candidates will be able to demonstrate some aspects of the following:

* understanding of the role of a Board of Trustees.
* ability to challenge rigorously and debate constructively.
* strong communication and inter-personal skills.
* genuine interest in the work of the British Psychotherapy Foundation.
* knowledge of safeguarding practices as determined by the Safeguarding Adult Board and Charity Commission experience.

We particularly welcome applications from women, disabled and Black, Asian, and Minority Ethnic [BAME] candidates.

The successful candidates must abide by The Nolan principles – The seven principles of public life (See Annex A)

**Time commitment and term of office**

Meetings are held quarterly with members attending brief pre- and post-meeting private discussions.

Trustees may be contacted between meetings via email or telephone, on a limited basis and only as strictly necessary.

Meetings are scheduled one year in advance and dates will only change in exceptional circumstances. Attendance is recorded and published as part of the annual reporting cycle.

Meetings primarily take place online via teams.

The initial term of office is three years, subject to performance. Members are not employees of the British Psychotherapy Foundation. The British Psychotherapy Foundation has discretion to renew the appointment at the end of the first term of office, subject to consistently good performance. There should therefore be no assumption of automatic reappointment.

**Remuneration and expenses**

The Board of Trustees members do not receive a fee but are eligible to claim reasonable expenses for travel incurred on British Psychotherapy Foundation business.

**The Recruitment process: How to apply and submit your application**

To apply, please send the following to [vacancies@bpf-psychotherapy.org.uk](mailto:vacancies@bpf-psychotherapy.org.uk) a CV of not more than two A4 sides;

* a supporting statement of not more than two A4 sides, setting out how you meet the essential criteria – ensure you refer to the guidance in this document;
* Equality and diversity monitoring form;
* Registration of Interests form (please note the section on conflicts of interest and due diligence below).

To arrange an informal discussion about the role please contact:  
 [francesgillies@bpf-psychotherapy.org.uk](mailto:francesgillies@bpf-psychotherapy.org.uk) or [jeanknox@bpf-psychotherapy.og.uk](mailto:jeanknox@bpf-psychotherapy.og.uk)

**Conflicts of interest and due diligence**

* If you have any interests that might be relevant to the work of the bpf, and which could lead to a real or perceived conflict of interest if you were to be appointed, please provide details in your application. If you have queries about this and would like to discuss them, please contact vacancies@bpf-psychotherapy.org.uk
* A DBS check will be undertaken by the bpf.
* As part of our due diligence checks we will consider anything in the public domain related to your conduct or professional capacity. This will include us undertaking searches of previous public statements and social media, blogs or any other publicly available information. This information may be made available to the panel, and they may wish to explore issues with you should you be invited to interview.

**Ineligibility criteria**

You cannot be considered for this appointment if:

* you become bankrupt or make an arrangement with creditors;
* your estate has been sequestrated in Scotland or you enter into a debt arrangement programme under Part 1 of the Debt Arrangement and Attachment (Scotland) Act 2002 (asp 17) as the debtor or have, under Scots law, granted a trust deed for creditors;
* you are disqualified from acting as a company director under the Company Directors Disqualification Act 1986;
* you are on the Sex Offenders register.

**Data protection**

The bpf is committed to protecting the privacy and security of your personal information and does so in accordance with data protection law including the General Data Protection Regulation (GDPR). All the information you provide will be used to proceed with this appointment listed in this information pack and in the case of diversity monitoring, information may be anonymised and used solely for monitoring purposes.

**Equal Opportunities**

Appointing high-calibre people from diverse backgrounds with relevant skills, knowledge and experience to the boards of our public bodies will help us to ensure that our work is more effective, resilient and accountable.

We are committed to equality of opportunity. We aim to promote equal opportunity whereby no one suffers unfair discrimination either directly or indirectly, or harassment, on grounds such as race, colour, ethnic or national origin, sex, gender identity, marital status, disability, sexual orientation, religious beliefs or age.

We positively welcome applicants from all backgrounds. All public appointments are made on merit following a fair and open competition.

We guarantee to interview anyone with a disability whose application meets the minimum criteria for the post. By ‘minimum criteria’ we mean that you must provide us with evidence in your application which demonstrates that you generally meet the level of competence required for each criterion, as well as meeting any of the qualifications, skills or experience defined as essential.

**Board of Trustees Terms of Reference**

**Purpose**

The bpf is a company limited by guarantee. Its Directors are jointly and severally responsible for the overall control and strategic direction of the bpf, in accordance with the Memorandum and Articles of Association (the Articles) and other relevant legal and regulatory requirements and the principles of good governance.

**Membership of the board**

1. The Board of Trustees is responsible for the recruitment and appointment of Trustees.
2. Board appointments will normally be made for a three-year period. Board members can be reappointed for successive three-year terms up to a maximum term of 10 years in line with good corporate governance.
3. The quorum necessary for business to be done at a Board meeting is a third of the Trustees subject to a minimum of three and where one third does not produce a whole number the quorum shall be the next higher whole number. A Trustee shall not be counted in the quorum at a meeting in relation to a resolution on which he is not entitled to vote.
4. Decisions will primarily be taken by consensus, but any member of the Board may request a vote. Should the vote be tied, the chair of the meeting shall have the casting vote.
5. The Board may set up Committees and specify which Trustees should serve on those Committees and whether co-opted should be asked to serve. The Board may also delegate any of its powers to a committee. A maximum of two co-optees can be admitted at any time.
6. Those Trustees previously elected or re-elected at the AGM shall not be required to retire as Trustees until the third AGM. Each of these Trustees shall be classed as Trustees elected.
7. At the third annual general meeting after their last election or appointment a Trustee (other than any co-opted Trustee), shall retire. He or she shall be eligible for re-election or re-appointment provided that no Trustee may continue to serve after six years in office without a period of at least a year out of office, unless on the recommendation of the Board the Trustee is elected or appointed for one further consecutive term of a maximum of three years. After a minimum of five years out of office a Trustee may be elected or appointed to the Board as if for the first time.
8. No person under the age of 18 may be appointed as a Trustee.

The Board will be fully compliant with the Charity Commission guidance on good corporate governance for Small Charities, Equality, Diversity & Inclusion Act 2010, and all statutory and legal requirements.

**Format of meetings**

* Board meetings will normally take place quarterly. Any Trustee may call a directors’ meeting by giving not less than seven working days’ notice of the meeting to the Chief Executive & Corporate Services team.
* Meetings can take place in person, by videoconference/ conference call or a combination of both. The meeting Chair will decide on the format of the meeting. Committee business may also be conducted by email provided that the quorum is met.
* The staff shall provide papers for consideration by the Directors not less than five working days before each meeting.
* There shall be a written record of each meeting, agreed by the Directors at the subsequent meeting. A summary of decisions made at each Board meeting will be published on the bpf website.

**Duties and Authority**

The Articles set out the charitable objectives and the activities it may undertake to deliver those objects and the powers and duties of the Trustees. The Trustees must exercise their powers in strict accordance with the Memorandum and Articles and should also endeavour to reflect best practice in governance.

In summary, the roles, and responsibilities of the Trustees, as members of the Board, are as follows:

* To always act in the best interests of the bpf, in accordance with the Articles of Association.
* To protect and sustain the assets and resources ensuring solvency and effective management of the bpf.
* To ensure personal familiarity with the Articles, other regulatory and legal requirements in accordance with their duties Trustees.
* To ensure compliance with all legal and regulatory requirements relevant to activities, for example in relation to health and safety, employment of staff, money laundering and the proceeds of crime, and data protection.
* To agree the vision and strategic direction of the bpf arising from the strategic plan and business plan & budget.
* To take responsibility for the appointment and ongoing oversight of the Chief Executive and to ensure that any duties delegated to the Chief Executive do not impinge on those of the Board.
* To monitor the bpf performance and delivery.
* To ensure that minutes are kept recording the key issues and the decisions of meetings of the Board and any Committees.
* To ensure that there is effective system if internal control are in place to monitor and review regularly the bpf financial management and risks.
* To ensure that appropriate records relating to accounts and financial matters are maintained in the required manner and that they are independently audited and filed appropriately.
* To ensure that effective risk management & disaster recovery is in place and are reviewed on a regular basis.
* To ensure effective investment strategy is in place to maximise the return on investments.

**Co-opting**

* The Board can elect to co-opt a member for a fixed period, with the agreement of Board of Trustee under the following circumstance:
* Where this is a requirement for a member with specific skills and experience to advise the Board.

**Time commitment**

Members commit to attend meetings, at which attendance is recorded, and then published as part of the annual reporting cycle. Board meetings will normally take place quarterly.

**Location**

Meetings take place mostly online and occasionally at the British Psychotherapy Foundation at 37 Mapesbury Road, London NW2 4HJ.

**Disqualification for appointment**

There are circumstances in which an individual will not be considered for appointment.

They include:

* people whose basic level Disclosure & Barring Check (DBS) returns details of offences that would preclude the applicant from working in organisations whose core business is with or on behalf of children, young people, and vulnerable adults.
* people who have received a prison sentence or suspended sentence of 3 months or more in the last 5 years.
* people who are the subject of a bankruptcy restrictions order or interim order.
* in certain circumstances, those who have had an earlier term of appointment terminated.
* anyone who is under a disqualification order under the Company Directors Disqualification Act 1986; anyone who has been removed from trusteeship of a charity.

**Conflicts of interest**

* Trustees/ Directors are required to declare any conflicts or potential conflicts of interest on an annual basis; these will be recorded on the register of interests.
* If a Trustee/ director identifies a potential conflict arising from an agenda item or paper at a forthcoming Board meeting, this should be flagged in advance with the Chair or the Chief Executive. The Trustee/Director may be asked to leave the meeting or not participate when the item is discussed. In some circumstances they may also be excluded from accessing relevant papers.

**Reporting**

The minutes of Board are formally recorded and, when agreed, are posted on the bpf website.

**Attendance**

The Chief Executive & Director of Corporate Services attend all meetings, as well as on occasion a representative from the External Auditor and Investment Managers.

**Date of Next Review May 2025**

**Annex A: Nolan Principles**

**Selfishness**

Holders of public office should act solely in terms of public interest.

**Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

**Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

**Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

**Openness**

Holders of public office should act and take decisions in an open and transparent manner Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

**Honesty**

Holders of public office should be truthful.

**Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

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