

**British Psychotherapy Foundation
Audit and Risk Committee**

**Briefing pack for applicants
Closing Date: 11 November 2024 at 17.00pm**

Contents

British Psychotherapy Foundation message to candidates

About the British Psychotherapy Foundation

Essential criteria

Time commitment and term of office

Remuneration and expenses

The recruitment process

How to apply and submit your application

Ineligibility criteria

Data protection

Annex A – Terms of Reference

Annex B – The Nolan principles - the seven principles of public life

Chair of the Board of Trustee message to candidates

Thank you for your interest in applying to serve on the British Psychotherapy Foundations' Audit and Risk Committee. We are seeking to appoint two new members to the Audit and Risk Committee (ARC), one member will have accounting and financial analysis experience while the second member will have experience with Office of Students registration.

The ARC provides a means of independent assurance and objective review of financial systems, financial information, information data security, risk management systems, governance arrangements and internal control mechanisms. The ARC ensures that assets are safeguarded, the risk of illegal or improper acts is reduced and confidence in the objectivity and fairness of financial reporting is increased.

All of these assurance systems ensure that the bpf can maintain and develop its strategic goals to provide high quality psychotherapy training and clinical practice.

Yours sincerely,

Professor Jean Knox

Chair of Board of Trustees

About the British Psychotherapy Foundation

The British Psychotherapy Foundation (bpf) is a membership and psychotherapy training organisation. The bpf was formed in 2013 when three London-based psychotherapy training organisations decided to amalgamate and streamline their training offerings.

The bpf contains three associations: the Psychoanalytic Psychotherapy Association (PPA); the British Jungian Analytic Association (BJAA); and the Independent Psychoanalytic Child and Adolescent Psychotherapy Association (IPCAPA), each of which offer qualifying training in their specialism or psychotherapy tradition. The trainees and graduates of these trainings are members of the bpf.

Academic qualifications are also offered by the bpf and include the Doctorate in Psychodynamic and Psychoanalytic Clinical Practice, run in partnership with Exeter University, the graduates of which also become professional members of the bpf, and the MSc in Psychoanalytic Understanding of Human Development, run in partnership with Birkbeck University. Short courses offered include Infant Observation courses, analytically oriented reading groups, and post-qualification trainings.

bpf's training offering is being extended via initiatives such as the newly developed Foundation course with a focus on providing a career-long, start to finish journey for our trainees and members.

In addition to training and membership, the bpf aims to educate the public about psychoanalytic theory and practice and aims to have influence over social policy to increase access to intensive, psychoanalytically informed psychotherapy.

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 currently has 778 members, comprising 416 qualified members and about 362 trainee members. It is a member of the British Psychoanalytic Council, through which individual members are regulated to practice.

The Board established an Audit and Risk Committee in June 2023 to provide a means of independent assurance and objective review of financial systems, financial information, information data security, risk management systems, governance arrangements and internal control mechanisms. Thus, ensuring that assets are safeguarded, the risk of illegal or improper acts is reduced and confidence in the objectivity and fairness of financial reporting is increased.

The Chair and the Chief Executive are now inviting applications for two new members to join the Audit and Risk Committee, which meets five times a year.

Candidates should have an interest in work of the bpf, particularly the most vulnerable in society.

Essential criteria

The successful candidates will be able to demonstrate:

- a track record of operating at a senior level in a high-profile organisation
- understanding of the role of an Audit and Risk Committee
- knowledge of corporate governance arrangements
- ability to challenge rigorously and debate constructively
- strong communication and inter-personal skills
- genuine interest in the work of the British Psychotherapy Foundation
- expertise in financial accounting and analysis
- experience of either working for the Office for Students or working with an organisation seeking to register with the Office for Students.

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

The successful candidates must abide by The Nolan principles – The seven principles of public life (attached at Annex C).

Time commitment and term of office

Meetings are held four times a year with members attending brief pre- and post-meeting private discussions. An additional meeting is generally scheduled to consider the bpf's Annual Report and Financial Statements, when the Head of External Audit representative is invited to join the pre-meet.

Members 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 take place online or at 37 Mapesbury Road, London, NW2 4HJ.

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

Audit and Risk Committee members do not receive a fee but are eligible to claim reasonable expenses for travel incurred on the British Psychotherapy Foundation business, on production of a valid receipt.

The recruitment processes

The closing date for applications is **11 November 2024**. Interviews are expected to take place on a date to be advised via Microsoft Teams.

Further details about the format will be provided to you in advance.

It is essential that your statement of suitability gives full but concise information relevant to the appointment, clearly demonstrating how you meet each of the essential criteria.

The Recruitment Panel will consist of Jeremy Stockwell, ARC Chair, Frances Gillies, CEO, and David Ryan, Director of Corporate Services

The Panel will assess each application against the essential criteria and decide who to invite for final interview.

How to apply and submit your application

To apply, please send to vacancies@bpf-psychotherapy.org.uk by the deadline of **17:00hrs, on 11 November 2024**:

- 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:
David.ryan@bpf-psychotherapy.org.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
- 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.

Annex A: Terms of Reference

[Terms of Reference - Audit & Risk Committee 25.10.2022.docx](#)

Annex B: Current membership of the Committee

The Audit and Risk Committee comprises of a chair and four members

New posts

Annex C: The Nolan principles - The seven principles of public life

Selflessness

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