

ACC RAP MEETING Minutes

Sutton Surrey

Friday 22nd September 2017

1.00pm – 4.00pm

Attendees

Independent.

Catherine Clarke, Chair RAP Panel

Doreen Rowlands, Lay member

Heather Churchill, Lay member

ACC

Tony Ruddle, Chair ACC

Kathy Spooner, ACC Director of Counselling

Apologies

Dawn Sherry, ACC Registrar

1. Introductions & ways of working

TR gave a brief history of ACC, how it achieved accreditation by the Professional Standards Authority and summarised its position today with regard to overall number of counsellor members and the challenges involved in persuading all counselling members to join ACC's accredited register by the end of 2017. From 2018 all counselling members of ACC will need to be on the ACC's register.

Each member of the panel introduced him or herself and said something about the skills and expertise they could bring to the panel. There were variously: impartiality, acquired knowledge and expertise in ethics and in setting professional standards, know-how about counselling training and practice, and knowledge of the development and functioning of ACC.

Heather Churchill declared a potential conflict of interest as a senior accredited counsellor with the bacp and a continuing involvement with them on ethical issues.

It was agreed that any unresolved differences or conflicts would be recorded carefully in the short form minutes of the meeting. RAP recommendations arising from these conflicts will be brought to the ACC Board. In the case of disagreements between ACC Board and the recommendations of the RAP then the Panel may take the issue to the PSA.

It was agreed that whilst the panel was establishing itself it would be valuable for TR, Chair of ACC to continue to attend.

A question was raised as the financial position of ACC given that all its current counselling members have not yet joined the register. It was decided that the panel needed sight of the accounts in order to fulfil the responsibilities outlined in the ToFR.

Actions

TR to create a sub directory in the ACC's SharePoint Drive and set-up security access to this directory for members of the RAP.

TR to place relevant documents in this subdirectory including the original ACC submission to the PSA outlining how ACC proposed to meet the standards set by the PSA. This document also refers to the formation of RAP and its purpose and responsibilities. Also to include the most recent ACC account statements.

2. Notes of last meeting and matters arising

The notes of the meeting were accepted as a record made by the former chair of ACC. There was a point of clarification raised on number **5 Approvals**. It was explained that at the last meeting clarification had been sought by KS as the new Dir. of Counselling with the ACC that the current processes whereby exceptions to the normal route of joining the register were appropriate, rather than what may have been implied ie that the RAP were approving membership applications. There may be exceptional exceptions that do need to come before the RAP panel and an example was given (the JE case).

There was an agreement going forward that the notes from RAP meetings would include decisions and actions.

3. General update on ACC

KS spoke briefly about the strategy work that is in progress with the aim of securing a viable financial future for ACC. The strategy is conceptualised as "Reaching Wider & Going Deeper" which represents a number of different ways in which we hope to increase membership, enhance our reputation and produce new products. It is believed that these objectives can be progressed within the existing capabilities of ACC technical and business infrastructure. The issue of capacity was discussed (i.e. limited people and financial resources) and the importance of conducting feasibility studies and prioritising work acknowledged.

TR spoke about the challenge of succession planning, particularly given the limited budget for staff.

The campaign to get existing counselling members to join ACC's register was also mentioned during the meeting.

4. Discussion and Agreement of TORs

It was unclear as to the origin of the TOR's which had been circulated in draft form prior to the meeting. It may be that they originated with the ACC's register application to the PSA and they may also have been drafted by the previous RAP chair Fiona Sherbourne.

Action KS to check back to the original ACC PSA register application to check whether RAP TOR were specified and how these relate to the current draft/

There was some discussion about the precise meaning & application of the bullet points "set, monitor & audit processes for CPD and supervision" and "advise on current regulatory system"

It was agreed that a revised terms of reference should be produced with the following amendments:

1)

"set, monitor & audit processes for CPD and supervision" will become "On an annual basis monitor and audit processes for CPD and Supervision". As a point of clarification the monitor and auditing of processes refers here to having oversight of ACC's internal management processes that determine how monitoring and auditing of counselling members are carried out; rather than having oversight of the actual outcomes of the *live* monitoring and auditing of counsellors. At present this is formulated by the accreditation committee, which sits under the Dir of Counselling.

Action KS to provide details of the monitoring and auditing processes for CPD and Supervision

KIV ACC's accreditation committee will be done to one member of staff from December, which in effect makes it non viable unless we can recruit members to it. There is a proposal to collapse the accreditation committee into the Training and Development Group. KS will continue to try to recruit to the committee as is in the hope of retaining it. However if it is not possible the role of the TDG needs to expand to include accreditation team responsibilities.

2) "advise on current regulatory system" will become "When notified by the Chair of ACC of changes to the current regulatory system, the panel will consider the impact on ACC's register and advise accordingly"

Action TR to advise the PSA accreditation team that both KS and TR receive all notifications of change.

Challenging TOR statements: There was some discussion about the requirement to "ensure equity of access to the register" and to "support public engagement activities". Neither are straightforward to achieve.

Complaints Management: There was a question about ACC's current complaint process and it was explained that these are documented, available on the website and should be read with the Indicative Sanctions Policy. If any panel member has an issue accessing these please contact. KS

It was agreed to review the TOR on an annual basis.

Action KS to update the TOR with the agreed changes and to recirculate.

5. Discussion of work programme for the year ahead

KS gave brief description of work that needs to be achieved as part of the annual re-accreditation process between ACC and the PSA. All work is documented on the strategic plan and when it has been agreed the section relating to the register will be put in the shared drive for the panels review.

Action KS to make the plans available once agreed.

Also there is a high level task to achieve the final stage of transition to the register. For example some of our web site instructions will need to be amended, as will automated letters.

6. **Discussion and update of risk register**

TR explained that there are two risk registers within ACC. One refers to ACC as a standalone organisation which is called our 'internal' risk register and captures risks and mitigating factors for our organisation. The other is one that is submitted to the PSA as part of their annual renewal process. This register is required and its intention is to capture the global risk to counselling practice in the UK and then to assess where ACC are in relation to that global risk on an annual basis. This is the one that the RAP is asked to review

Action TR to place the current risk register in the SharePoint directory for panel members to access.

7. AOB – None. All agreed it had been a good inaugural meeting.

8. DONM – 12th January 2018 1pm – 4pm