

In attendance: Tony Ruddle (TR), Executive Chair; Sue Monckton-Rickett (MSR), Vice Chair; Peter Barraclough (PB), Fiona Sherburn (FS) Helen Vipan (HV); Chris Williams, (CW); Marlene Forsythe- Gidharry, (MFG); David Sinclair, (DS); Kathy Spooner, (KS)

Richard Johnston – Joined the meeting via speaker phone for the first part of the item 5. Apologies given for the remainder of the Board meeting.

Apologies: Phil Weare (on Vacation), Frances Ryan (prior work commitment)

Title

1. The meeting opened with a prepared devotion from PB with Psalm 111.12, 10; Amos 3:7; 2 Corinthians 10:3-5 & meditation on quotation from Rainer Maria Rilke on *living the questions*
2. **Minutes of the previous meeting and matters arising not covered on the agenda version on SharePoint.**

The minutes of the Board meeting which was held on the 20th June 2018 were agreed as correct record of the meeting.

Matters arising

PB had a conversation with his local M.P. Louise Hague, raising a concern that implementing a ‘ban’ by statute on reparative therapy is potentially problematic. Also arguing that legislation is unnecessary with regard to counselling and psychotherapy because of the MOU agreement.

CW – general consensus of the MOU group (the majority, rather than all) is that going through a legislative route would be counter-productive.

Action

TR to circulate to the Board and Exec. only a link to the Parliamentary Bill: Counsellors and Psychotherapists Regulation and Conversion Therapy which is due to have its second reading on the 26th October 2018.

3. **Deputy Chair Role**

FS reported that there had been one application for deputy Chair: CW.

The process that has been agreed to manage the recruitment of Board members was enacted.

HV, SMR, FS & TR (as the previously appointed sub panel for recruitment) met by phone to review CW’s application, which they found more than matched the role specification. They therefore recommended that CW be appointed as deputy chair effective from the time that SMR takes up the Chair of ACC role (planned for February 2019).

The Board unanimously approved the appointment of CW as deputy chair.

At this point RJ joined the meeting firstly by Skype. Due to technical reasons the Skype call was ended and RJ joined the meeting via speaker phone to participate in the first part of the discussion under item 5.

(Meeting moved to item 5 on the agenda at this point)

4. **Standing items**

Conflict of Interest:

SMR has circulated by email the Conflict of Interest Register prior to this Board Meeting. All Board & Exec. Members’ are requested to review their entry and to send additions and amendments to SMR by the 21st September.

RAP:

Nothing reported under RAP. The next meeting of the RAP is scheduled for November 9th.

Risk Register:

The risk register has been circulated by SMR via email prior to this Board Meeting.

Actions

- i) Board and Exec members to review the register, including the scorings, and report back to SMR with any suggested amendments prior to the next Board Meeting.
- ii) Following a suggestion from FS, SMR will add a *date last reviewed* column so that there is a record of reviews taking place, (especially valuable to record that a review has happened, when no changes resulted from the review)
- iii) Formal review of the risk register to take place at the next Board meeting. To add as an agenda item.

5. Mindfulness Discussion (chaired by CW the newly appointed deputy chair).

A complaint has been received by ACC relating to the National Mindfulness Day events. The Board agreed that the complaint should be managed in accordance with ACC's published process: Complaints Procedure for those made against ACC, its Board or Committees.]

6. Director of Finance – Proposals and Report

SMR – conference bookings are healthy, and we can expect to make a reasonable surplus. Can expect another peak before the end of October early bird.

7. ACC Interactive Demo – and any notes or actions from this

Dave Cooper & James North – came to give the Board a presentation on a web application that they have built as a demonstration of what they believe will be valuable for ACC and our members. They have called the application "ACC Interactive" as a working title.

Dave Cooper is the Counselling Network Champion for ACC and has had it on his heart for some time to produce a 'living' system for members and other users. James North is a counselling student, has his own website development business, and like Dave has donated his time free to ACC to build the prototype.

A hand out was distributed to all present.

As background ACC interactive was inspired by ACC's Reaching Wider and Going Deeper strategy.

DC/JN believe that they can have something live to launch for the February conference. However this will require ACC's input in terms of resources, and also the development of an agreement as to how ACC Interactive will be maintained and developed further.

Key features:

- Moderated membership and content
- Public and closed forums for members to contribute to and for discussion threads to develop.
- Opportunity to link (plug –in) to external sites and applications for wider interaction e.g. with book sites to bring in key data to support book reviews; to survey monkey; and to twitter, Facebook and You Tube.
- Calendar function for events, which can optionally link to a member's calendar that they have on their phone/pc etc. Events can be colour coded and also 'tagged' as can other content, to create dynamic links between pieces of information.

- User interface designed around the concept of 'call to action' buttons that will encourage users to browse and drill down into information
- Within limits can be bespoke to ACC
- Supports a local network structure to allow members to connect with one another.
- Can link to ACC's website, but is an alternative rather than a replacement to it. However, as and when we wish to we can for example bring the content of Accord onto ACC Interactive which allow for the categorisation of the articles etc.
- Can add labels to members, e.g. ACC Board, Director of Finance, - to add credibility and weight to the 'thread' contributions made by ACC staff/trustees
- Opportunities to promote ACC through the website and to potentially move to selling products

Discussion

DC and JN re-iterated their willingness to work as volunteers to get a system up and running for the ACC Conference. However then we will need to have an agreement in place as to the support and maintenance of the system.

DC and JN need ACC resource to guide the design of the live system.

Costs so far if JN and DC were charging for the development of the prototype demonstrated today are in the region of £15-£20K. This is at the low end of the commercial cost of similar websites. These projects can very quickly become expensive.

SMR/TR – stated that coming from this demonstration, and assuming that ACC Board are willing to explore further with a view to going ahead with the development, there are two pieces of work.

The first is the effort required to get the system up and running. DC and JN will need to work with us to identify the resources / time frame needed from ACC and themselves to go live for the launch date and what the scope of the launch will be. Also we all need to be very clear as to what DC and JN are willing to do for free and what needs to be paid for.

The second is that required to ensure that the system is maintained and developed once it has gone live. There are likely to be different options available which need to be discussed and decided upon.

All agreed that there is a need to find a way for a fair reasonable reward for DC and JN when their voluntary contribution has run its course.

Next steps/following actions

DS, KS, DC, JN – to meet to put together a business case and some scoped options for development and support.

Present these to the Board for approval.

In completing the above we need to be mindful of time frames.

Board gives thanks to JN and DC for the time and effort that has already been invested in this application. Also the Board has a positive response.

8. Director of Pastoral Care proposals and report

DS presented his report for information and comment.

PB – noticed that ACC are pursuing contacts with Derbyshire diocese

DS – commented that Pauline Anderson is the person pursuing this.

9. **Director of Counselling proposals and report**

ACC's Register – KS explained exploring options to open up a restoration and a *historic qualification* route to the register.

FS – due consideration needs to be taken in the restoration route of members who have taken a practice break, but have chosen not to retain their membership. A process by which they can have a supported return to practice would be beneficial.

SMR – the historic route needs to be distinguishable from the 'experience route' that was offered to existing members prior to December 2017. Some members choose not to take up this offer. There may be an issue if we are being seen to re-open this route.

The Board stated that they are happy for KS to proceed with formulating these proposed new routes, in discussion with ACC's Accreditation committee and with the PSA's Accreditation Team. To keep the Board informed of progress.

Supervision guide – the Board agreed to include a recommended minimum supervision for students and for supervisors.

TR – suggested that in the detailed notes students can be reminded that opportunities provided for group supervision on their training courses can contribute to the supervision hours.

DS – suggested that students also be reminded in the detailed notes that fortnightly supervision can be very helpful when they are starting out on their placements.

10. **Conference**

TR – could all Board members who have not booked in to the ACC conference and training event through him please get in touch to let him know when they are intending to come (even if this is provisional at the moment).

Attendance by Board Members at the Conference – Saturday evening to Monday close is free for Board members. If they want to attend the training part on Friday to Saturday there will be a cost. Also there is a requirement to select the training events they want to attend. Please do this all through TR.

Prayer Rota

The following members volunteered to lead prayers at the National Conference: CW, PB, KS. Please note that this will involve getting the key to the chapel the night before.

ACC CPD training days

The Board agreed that ACC could hold CPD training days on topics that are relevant to counselling members. They agreed the proposed trial with Kay Lawrence on suicide training.

11. **Executive Chair**
on behalf of Operations and Communications

Facebook and Twitter

TR requested that all Board members create a link to the ACC face-book page and also like the Twitter page as this increases its presence.

MGH – stated that not all members of the Board want to belong to FB or twitter and would want to resist the pressure to provide content when they have ambivalent feelings about the world of social media.

TR confirmed that although Board members are expected to contribute to the work of ACC, this is voluntary and should exclude activities that members feel uncomfortable with.

Accord

Board having quickly viewed the latest version of Accord was favourably impressed.

Complaint Notice

TR reported that there has been a complaint made against one of our members to the BACP. He has been in contact with the counsellor concerned and offered him/her support. The outcome of a preliminary hearing by BACP to determine whether the complaint is accepted as a true complaint is awaited.

House move

TR – wanted to let the Board know that when his home move takes place (scheduled for the end of September) he may be without the internet for a while.

12. **Updates of Deputy Chair Role and Director of Finance Role**

The deputy chair role is now resolved with the appointment of Chris Williams which all members present at the meeting warmly welcomed.

FS – reported that she is working with SMR to finalise the job description and person specification. There are already some potential interested parties and other contacts offering solutions.

Discussion on the CEO Role

There was not time in the meeting to discuss the CEO role, however it was felt that this discussion could safely be held over to the November Meeting. TR confirmed that there was still no budget for a CEO.

13. **MoU update**

CW – Organisation Training Group met in August just prior to the main group meeting. The meeting was chaired by CW, and minutes produced in a timely manner and circulated to the main group.

MOU main group are considering absorbing the work of the training sub group into the work of the main group. There will be another meeting of the training sub group so that they can respond to the main group suggestion. Iggy Moon, chair of main group expressed some reservations at this proposal as she felt the sub group was a helpful think tank.

The meeting had a presentation from and a supporting paper circulated by a visiting Buddhist group. Their concern is about practices undertaken in religious settings, and are calling for the provisions of the MOU to be extended to include the banning of conversion attempts through religious practices related to prayer etc.

CW has contacted Home Office representative about potential funding of training initiatives related to recent research paper and government response. The funding has not been determined yet.

Also there has been notification of the second reading of a Bill relating to counsellors and psychotherapists and conversion therapy. TR with the agreement of CW will circulate details of the Bill to members of the Board (for Board only)

14. **AOB**

Date on CEO proposal?

Events have overtaken this discussion today time wise, and as above proposals will be on the agenda for the next meeting. The financial position is one determiner as to options going forward, as are the planning workshops currently taking place amongst the exec to scope out the work needed to grow ACC and to design an organisational structure that can support this growth.

Branding meeting

Branding workshop was held during the summer with a company recommended to us by Peter Kerridge of Premier Radio: Howell Penny. The workshop was attended by CW, MGH, DS, PW and KS, and there were some very good outcomes.

As a follow up SMR DS and KS met yesterday to attempt to define at a high level the projects and other work streams needed to achieve these outcomes and further ACC's strategy. There is a follow-up meeting scheduled for the 2nd October with whole exec, to continue the work with a view to working out a high level project plan, identifying keen dependencies and determining the first steps for moving forward.

The outcome of these meetings will be shared in the form of a proposal to the Board in the November meeting

Date of next meetings:

The dates below are to be reviewed to ensure that all Board members, including the newly elected FR will have a fair opportunity to attend.

TR will send out a doodle poll for November.

Previously scheduled to be:

21 November – Skype

23 January 2019 – Momus Boulevard