

Notes of the RAP Lay members only meeting
Friday 1st August 2014
5 15 pm
Church on the Way
Bradford

Present

Fiona Sherburn (chair)
Charan Sarai
Phil Vaux

- **Welcome**

Fiona welcomed everyone to the meeting, which was the first RAP lay members only meeting.

- **Lay member advice to Executive**

The lay members discussed and carefully considered the issue raised by the AVR team regarding a disclosure by an individual.

The panel considered the information provided by the individual concerned and agreed that: -

- It would be appropriate for the individual's registration to be renewed
- No further investigations into the incident is necessary
- Given that the individual has been complaint free for three year and the nature of the complaint the incident should not have to be disclosed again
- That the incident should not affect the individual's ability to apply for and be granted membership of the register.

The lay members said that they would be happy to review ACC's DSB policy if the executive would find this helpful.

Fiona agreed to formally feedback to Amanda the lay members suggested advice in relation to the specific query and discuss whether it would be helpful for the lay members to review the DSB policy.

- **Proposed Work Programme 2014/15**

The members proposed the following as a suitable work programme for 2014/15 and agreed to table this formally at the September RAP meeting: -

- Proposing sanctions for the complaints policy and procedure
- Supervision – audit of processes
- Risk matrix – audit of risk management processes

It was agreed that the lay members would review the complaints procedures of other counselling bodies to bet a better understanding of the types of sanctions applied in response to complaints and the criterion used.

- **Risk Matrix**

The meeting discussed the risk matrix. It was felt that it would be useful for RAP to discuss the matrix in more detail at the September meeting.

Fiona to add it to the agenda for RAP.

- **Agenda Items for September 2014 RAP meeting**

The lay members asked for the following items to be added to the agenda: -

- Update of accreditation process
- Work programme proposal
- Risk register
- **AOB**

No further items were tabled for discussion

Fiona thanked everyone for their contributions and closed the meeting

Actions Log

August Lay members meeting

Action	Lead	Deadline	Comments	Completed
Lay members offer to review the DSB policy	Fiona	End August		
Review the complaints procedures of other counselling bodies to get a better understanding of the types of sanctions applied in response to complaints and the criterion used.	All	End August		
Draft agenda for Sept meeting	Fiona	14 th August		