

ACC Board Meeting Wednesday 19 November 2019

Venue: Skype

(Meeting commenced at 9.30 am)

	<b>Title</b>
	The meeting opened with a thought for the day by Phil Martin.
	<p>Welcome and apologies</p> <p><b>In attendance:</b> Sue Monckton-Rickett Chair (SMR); Chris Williams Deputy Chair (CW); Peter Barraclough (PB); Wien Fung (WF); Phil Martin (PM); Peter Roberts (PR) joined after lunch and Tony Ruddle (TR); David Sinclair (DS); Kathy Spooner (KS) – neither attended the Board only time</p> <p><b>Apologies:</b> Marlene Forsythe Gidharry (MFG); Helen Vipan (HP); Fiona Sherburn (FS)</p>
1.	<p><b>Minutes of the previous meeting and matters arising not covered on the agenda version on SharePoint.</b></p> <p>With no amendments the minutes were approved unanimously.</p> <p><b>Matters arising:</b> The criteria for Fellowships are yet to be completed. On page 4: Independent funeral directors nothing further has happened at present. KS suggests that we wait for New Year. This connection to be added to the list of potential partnerships.</p> <p><b>AOB:</b> PM raised the issue of BACP’s decision to lobby politicians regarding mental health provision. For discussion.</p>
2.	<p><b>Standing items</b></p> <p><b>Conflict of Interest:</b> Updated by SMR since last meeting. KS doing some training with CCTS.</p> <p><b>RAP: In KS report</b></p> <p><b>PSA Renewal:</b> In KS report</p> <p><b>Risk register:</b> Updated by SMR but no new items.</p> <p><b>Diversity &amp; Inclusion:</b> CW reported MOU still seeking a new secretariat when the current 3 year term comes to an end but continuity kept by Chair remaining in role. The comments we submitted to MOU were welcomed and felt to be valuable and helpful and raised our reputation. CW reported that he had met with the Bishop of Coventry on 12<sup>th</sup> November and gave a report on the meeting. SMR asked about the Diversity / BAME Forum. CW reported that there is no further action at this time. ACC is planning a survey to look at BAME students experience in training, which will be written in co-operation with a BAME student. WF would be interested in being part of this forum an ethnic minority perspective. The next Accord is concentrating on cultural diversity SMR had attended an Inclusive Church conference on Neurodiversity</p>
3.	<p><b>Chair report</b></p> <p><b>1) Lease and new property:</b> SMR reported that ACC are registered us with 4 estate agents and confirmed that December 2021 is the critical date as the landlords will then start developing the site. Timing, finances and location all requires action and prayer. KS said It would be preferable to avoid moving near the next conference in July 2021. We need to spread our enquiries to wider audience denominationally such as empty vicarages, etc.</p>

	<p><b>2) Staff &amp; management</b> Staff appraisals are all to take place on 11 December. A discussion was held with regard to staff contracts. SMR will discuss further with FS.</p> <p><b>3) Appointment of CEO update:</b> decision on revised date of advertising. It was agreed to do make the advert pre-Christmas and have closing date by end of second week in January with interviews to follow shortly after and various advertising options were discussed.</p> <p><b>4) ACCORD Plan &amp; Management.</b> A good meeting was had with Parallel our publishers, which had resulted in a better understanding of process. Themes have been planned for all of the editions to the 2021 conference. An appeal was made to board members to source contributors and for them to contribute and that included the editorial.</p> <p><b>5) DBS &amp; Safeguarding:</b> Simon Bass, Director Church Safeguarding has offered to write a policy for ACC as an organisation. The Board approved the proposal to appoint a Safeguarding Trustee. SMR to follow this up with FS to ask if she would take up this role.</p> <p><b>6) Archbishop Of Canterbury’s Mental Health Forum</b> – see report on partnerships</p> <p><b>7) Complaints:</b> There are 2 potential complaints, which are in the initial stages of seeing if a local resolution is possible.</p> <p><b>8) On going Action re Board process from Investigation Recommendations and PSA Renewal.</b> Items will be brought to the next Board meeting in advance of the renewal process.</p>
4.	<p><b>Project &amp; Strategy Update</b> Presented by SMR with acknowledgement that much is covered in other reports. It was agreed to defer this item to next meeting for fuller discussion. KS mentioned that work needed to be done on fundraising but that this was a key area that required decision making in the near future.</p>
5.	<p><b>Director of Counselling Proposals and Report</b></p> <p>KS presented her report highlighting the issue of workload, especially as she had been involved in training at Waverley Abbey College in the last few months. She believed that the situation would improve form now on but continuing to do some work in the training field was important to her role.</p> <p><b>1) Supervisor Requirements Schedule:</b> The proposals relating to the requirements for a supervisor were discussed. TR proposed that members be informed for consultation purposes before final implementation and the Board agreed in principle. SMR asked what proof would be required of a counsellor’s supervisor. This needs to be considered as to whether to include additional requirement in the audit. A point was made that if a complaint was raised, supervision may play a significant part in the investigation and so the level of training and experience of the supervisor’s may be important as to the quality of advice and guidance given. SMR asked regarding point 5 – and specialism in supervision. Agreed that this point needs amending to be clearer that it is about checking that your supervision is sufficient and appropriate. PB asked about point 2 and the idea of best practice being adding into wording was suggested at this point by WF. CW suggested that we look at other counselling bodies requirements for comparison.</p> <p>WF asked if we address counsellors with below par supervision – KS responded that this is picked up during the audit process, but we will look at if this needs improvement. <b>IAPT</b> – KS was commended on the quality of the letter and the issues it raised. She has answered their questions and they have subsequently requested to know where on our website it states we are willing to</p>

	<p>counsel people of all faiths or none.</p> <p><b>PSA's Conference on Duty of Candour</b></p> <p>KS presented her report and reflections and important contacts made at the training day with regard to ScopEd</p> <p><b>Review of ACC's Accreditation Process</b></p> <p>Some ideas about reflective practice are being considered to make the process more varied and increase effectiveness. However, no action will be taken until we have become aware of IATP requirements.</p> <p><b>CYP - Children's Conference</b></p> <p>The conference held on the previous Saturday in London was well received and comments were made how good it was to work with us from speakers.</p> <p><b>Accreditation</b></p> <p>2 new assessors appointed for accreditation and a further in the pipeline.</p> <p><b>Complaints Process</b> – PSA wish to wait for the whole new document before they make any comments. KS stated that the new process could be by March or at least be well in progress and out to review. A further report will come to the next Board meeting in 2020.</p> <p><b>Conference planning</b> – proposal to include the AGM in the next conference in Summer 2020 as part of a Training Day on Suicide/bereavement was agreed. This will be a paying event including the AGM. Member wishing to only attend the AGM must be able to do so.</p>
6.	<p><b>Director of Pastoral Care Proposals and Report</b></p> <p><b>Trainers Review Update &amp; Renewal of In-House Schemes</b></p> <p>Not all Train the Trainer attendees do not go on to be active Trainers. There are 20 now active trainers. KS asked about any comments were made as to why they did not continue. Various comments but it seems there is a reluctance to establish courses. DS thought that the change of financial approach would have helped and for some it has, but not for others it has not. CW asked if it was the lack of strong networks around them to encourage or help. DS replied this had not been mentioned. SMR suggested we needed a summary of feedback from the renewal interviews. She also asked if they did not comply with the contract would their service been ended and DS assured that this was the case.</p> <p><b>Conference Planning</b></p> <p>DS has contact with 4 volunteers to help with this and DS summarised their roles and contexts and all have relevant experience and all fairly local to Coventry. SMR asked if DS could put this into an email for information. DS responded he wished guidance whether to formally invite to the planning group to be held in the near future. The Board is happy for all to be invited and after the first meeting it will be clearer who will continue.</p> <p><b>RPCC Course</b></p> <p>An issue has arisen with a church stating that they do not wish to continue the course with the current trainer. DS is seeking to arrange an alternate. There is no suggestion of any bad practice on the trainers part.</p> <p><b>Workshops</b></p> <p>DS said that he is concentrating on the Depression course, which is being finalised and will be put out for review. SMR asked about the rate of completion. DS responded about the first creating a template that will lead to speedier finishing of the remainder. DS confirmed that it was still his aim to complete all the courses by the end of the year.</p> <p><b>Course Enquiries</b></p> <p>A church has made contact to potentially develop materials for pastorally caring for young people. DS has had contact with two folk who are willing to help, Andy Dufeu and Seamus Corcoran. KS mentioned that Nathan Jones is working with Roger Bretherton who is working on material for this age network as well. DS suggested gathering a working group.</p> <p><b>Website content videos</b> – a day is arranged to have a trial run for filming in December.</p> <p><b>Recognising Christian content of external course providers' courses</b> – DS preparing a paper for TDAC to consider on 27 November. It was again agreed that any assessment need to include reviewing the content of the course, the experience and training of those delivering the course.</p> <p>DS to Skype into the next TDAC meeting. CW asked for a summary paper as to how DS sees this developing prior to the meeting</p>

	<p><b>Sole Affiliates Complaints Policy &amp; Process for discussion at Exec High Level Marketing Pack – further work and due in December</b></p>
7.	<p><b>Director of Finance Proposals</b> (PR) joined us at this point.  <b>Finance Reports for September</b> were presented.  <b>Budget 2020</b> – TR asked about assumptions made concerning membership growth, as a risk factor need to be taken into account. It was confirmed that in 2019 there had been a similar net increase in membership despite those who have ceased practice. TR also asked about the contingency required and it was confirmed that this would still be in tact in 2020.  We need to have a mid-year review on how budget and funding is being affected by the level of membership and the changes in staff. The new contracts of employment for all staff and the restructure were made knowing that there was at least two years of funding available.  <b>Membership Fees</b> – after discussion the Board agreed scenario 2 with an increase of 5% in 2020. PR will complete all of the fee increase information for publication to the website  <b>Fundraising</b> – PR – said that further work to be done but the proposed budget makes this activity as essential one.</p>
9.	<p><b>Network Development &amp; Strategy</b> – Discussion &amp; Objectives  Postponed to next meeting due to the member leading strategy review being unable to be present.</p>
10.	<p><b>Sponsorships / Partnerships – Update &amp; Discussion</b>  KS said that Fegan’s CEO has contacted ACC again regarding areas of working together seeking to potentially start discussions again but no further progress.  SAIF possibility has gone quiet at present.  SMR presented the list of current or potential partnerships.  KS spoke about the proposal from WAC sponsorship of National Conference in some way, but acknowledged her conflict of interest. The Board felt the proposal had merit and encouraged the exploration further with sensitivity to our other affiliate training organisations.</p> <p>The basis on which we work with other organisations should be that any arrangement are</p> <ul style="list-style-type: none"> <li>• for mutual benefit</li> <li>• no compromise on our ethics and practice</li> <li>• consistent with our core purpose and values.</li> <li>• favour short term alliances and generally for specific events or projects.</li> </ul> <p>A formal risk assessment should be conducted for each partnership or sponsorship. This topic will be added to standing items for the Board to keep an oversight.</p>
11.	<p><b>Policy / Process Review</b>  <b>Review Schedule of Policies and Review Dates</b>  TR proposed we join the NCV, as a benefit to ACC and the various documents required. SMR to investigate.</p>
12.	<p><b>Dates for 2020 Board Meetings</b>  SMR to send out a list of potential dates for response.  January, March, June, September and November.  Board members to let SMR know days not available or any vacation dates already booked by email.  Meetings on Skype could be Fridays</p>
13.	<p><b>AOB</b> - We need to be more proactive of GDPR and updating our records.  PM issued a comment regarding BACP election manifestos to encourage the role of psychotherapy to be included. TR proposed we keep a watching brief on whether the BACP activity does affect the party manifestos. This was agreed by all.</p>