

ACC Board Meeting Wednesday 25 April 2019

Venue: Skype

(Meeting commenced at 19.00)

In attendance for Board only Time: Sue Monckton-Rickett, Chris Williams Tony Ruddle, Marlene Forsythe-Gidharry, Peter Barraclough, Fiona Sherburn ,

Opening

The meeting opened with a thought based on having a sense of God's purposeful presence of protection and movement and the need for the board to move together came across in the prayers

• Board Only Meeting

Purpose of the meeting is to continue the discussions concerning restructure.

• Potential candidates for the Board,

Before discussing restructure SMR informed the Board that there were 3 potential candidates for the Board, including a Finance Director. They have been interviewed and accepted but waiting for references as final step. It is hoped to finalise this so that they can attend the for June meeting and also hold their induction before that meeting

Any conflicts of interest have been declared and noted. The MOU was also discussed and all accepted it as the way to work in this area.

The chair of RAP (lawyer) had reviewed the lease for Momus Boulevard and advised it could be signed providing that we had confirmation from our landlords (PMR Construction Coventry Ltd) that they had the right to sub-let and they would carry out the repairs that were their responsibility in a timely manner. The likelihood is that we will have to move out before December 2021. Notice has to be given by 30th June in any of the next 2 years

ACC Restructure

Already decided

- all Executive members be employed
- that we seek to appoint a CEO
- that we retain the roles of Directors of Counselling and Pastoral care.

Documents of roles and Job descriptions had been circulated including an NCVO template for CEO.

It was agreed that

- The Job Descriptions of Counselling and Pastoral Care would be reviewed to ensure that they reflect fully the strategic element of the roles and an alignment of what is common to both roles.
- All Executive Director JD's require some expression of willingness to pick up other tasks such as deputising for CEO for example with Chair support or other aspects not normally in their own role.
- The Board needs to provide an outline of areas that can be used at appraisals by the Chair or CEO (when appointed) with each Director. There needs to be both qualitative and quantitative assessment.
- The CEO Job description was acceptable with minor changes to be made. The role does fit the requirement that being a Christian is essential. It may not be essential but desirable that they are a counsellor, but must have a good understanding of counselling and pastoral care.
- All roles need to have a person specification
- the organisation was too small for both CEO and Ops Director. There was general agreement that the CEO role would actually incorporate the Ops activity and responsibilities.
- the Communication role was no longer required. The other Exec Directors and the CEO when appointed are more involved in communications and Accord
- a timetable for the changes will be produced