

ACC Board Meeting Wednesday 21 February 2018

Venue: Momus Boulevard

(Meeting commenced at 9.30am)

In attendance: Sue Monckton-Rickett, Tony Ruddle, Phil Weare, Peter Barraclough, Marlene Forsythe-Gidharry, Richard Johnston, Fiona Sherburn, Helen Vipan.

Apologies: Chris Williams, David Sinclair (via Skype if required) Kathy Spooner, Angie Petrie.

The meeting opened with thoughts by MFG based around Ecclesiastes 10:1 taking the key word of reputation.

Minutes of the previous meeting and matters arising not covered on the agenda version on SharePoint.

The minutes of the previous meeting in December were agreed.

Standing items

Conflict of Interest no new declared.

Updated risk matrix was agreed for submission to PSA. The issue of governance was raised, particularly in respect of affiliated organisations and complaints. ACC needs to develop processes to ensure that the required governance is present as they might have the potential for a major impact on ACC's reputation.

RAP appears to be working well.

Finance and Data Protection

The financial elements for 2017 are due to go for audit at Stewardship, Independent Examiners, next week.

Surplus of £32k, of which £34 is attributable to the national conference. Aside from conference income, a small deficit is predicted.

Will take considerable effort to achieve strategic plans, including an increase of counselling membership by 100 and increased PCUK courses.

Mindfulness conference in May is expected to make a £5k surplus.

Unknown is AVR annual renewal fee, which is likely to increase because based on membership numbers.

Final accounts to be presented to next Board meeting in April, in advance of the AGM in July. SMR and TR need to write their reports before the April Board meeting.

Report to next Board meeting about GDPR.

Director of Pastoral Care presented by TR in DS absence

DS's report was accepted and noted that there were no direct proposals for discussion.

Publicity for events such as the one in Sunderland need to be no later than 5-6 months in advance of events. DS to check on numbers of Bethany congregation who are booking this event.

Romania will continue to run the RPCC course, though not under the PCUK banner. The Board requires the Director of Pastoral Care to reassure it about an acknowledgement that the material, when it is continued to be used, will acknowledge the provenance of the material from PCUK. SMR to try to find a suitable model from the work carried out with Neighbourhood Chaplaincy.

It is recommended to have a formal process for closing down relationships – suggestion that this might be put into the initial agreement.

The Board recognises that the programme of 2-hour seminar workshops will not be passed on to trainers before they have been rendered in a format suitable for delivery. Would DS like to consider how suitable trainers, who are not RPCC trainers, could be licenced in some way, providing additional coverage and raising the profile of PCUK?

Director of Counselling presented by TR in KS absence

There were delays managing the changes to the register and database due to issues at the IT provider. Most of the changes have been carried out and the Head Office team will be in contact with the members who have yet to join the register.

Practice break policy – the suggestion was made: could we add value to ACC membership by helping members back into practice. This idea requires further development.

Conference planning: a programme has been finalised, letters of agreements are being sent to speakers. The foundations of marketing are being laid, on the website, database and in Accord magazine.

Conference sessions covering LGBT issues to be handled with sensitivity. We have an obligation to put on this training for counsellors' clients in line with our agreement to MOU2. Agreed that there would be a Board member present in the LGBT sessions to help to frame any debate about increasing professional understanding and capacity to provide counselling rather than a theological discussion.

Request made for Board members to input or provide useful contacts for a LGBT film project. Significantly more information was required before agreeing to this – such as cost etc.

New terms of reference for RAP were agreed (see bold text below). And therefore, the ACC Ethics & Practice document to be amended.

- ☑ The Board is invited to discuss the proposal by RAP (3.4 in Director's report on file) of extending the time allowed for clients/third parties to raise a complaint against a counsellor or an affiliate organisation from two years to three years post the ending of a counselling (or with affiliates employee) relationship. A decision as to agree/disagree or request further information/research is required.

This was approved

- ☑ The Board is invited to note the recommendations (in 3.5 in Director's report on file) to comment if desired, but to defer final recommendations and decisions until the new Training, Development and Accreditation Committee {TDAC} have had a chance to consider the proposed changes to the audit process. The Board's views will be valuable input to this discussion. [The TDAC is a combination of the Training and Development Group and the Accreditation Committee

because the Accreditation Committee is down to only one member. The next meeting is scheduled for the 28th February]

The Board gave its general agreement but looks forward to the final document.

- ☑ The Board is invited to note the revised T.O.R for RAP.

Agreed.

- ☑ The Board is invited to note the criteria for membership of RAP and the potential to use this as basis for similar recruitment. The Board is invited to discuss how best to recruit to RAP (ideally one or two new appointments considering protected characteristics to balance the all-white female membership.)

The Board agreed recruitment of new members in the hope of addressing this imbalance. The Board also made it clear it welcomes diversity and equality in all its committees and panels but recognises for some they have to be drawn mostly from our membership and so reflect the membership as currently composed. It also made the point that it is always important to accept the best candidate through any application and interview process rather than any potentially unfair quota system.

- ☑ **The Board approved the GDPR proposal presented and so to advise members of the actions to take to be in line with the new legislation. KS's GDPR document to go onto ACC website when ready.**

At this time the Board upheld the maintaining of affiliate membership separately for pastoral care and for counselling organisations. The Proposal to consider a membership category for training individuals and a separate category for training organisations to give them access to ACC and be part of ACC was accepted. Membership criteria and code of access and fees to be looked at. Either a Board member would volunteer or someone outside of the Board could take on the role of 'Affiliates Tsar'. KS to consider suitable candidates for the role.

At the next Board meeting (to be face-to-face) to discuss strategic topics, e.g. Affiliate membership etc. Proposals by directors to be brief, with a short explanation.

AGM fixed for 6 July at United Church of Hyde, Manchester. Training planned for the day includes Chris Williams on clarifying what the MoU means for professional practice, and Jason Pelp. DS is considering training on pastoral care. Publicity to begin mid-March. To tie in with project plan for AGM.

Suggestion made for programme:

Morning: general session on Mental Health for LGBT for all delegates (with 10 minutes on the MoU)

Afternoon: separate sessions for counsellors about MoU and how do pastoral carers work with LGBT

Directors to supply Exec Chair with anything they would like to be incorporated into the Annual Review document before mid-March.

Agreed to hold a one-day conference on working with young people and the proposed topics in the Director's report. To be held ideally 2nd week of October 2019 (avoiding half-term holiday). The board noted the intention to take the opportunity to consider a training curriculum for counsellor's working with young people.

Request for a Board member to volunteer to be the UK representative on ACC-Europe. **No offers at present.**

Director of Operations and Communications

Marketing

Phil spoke to the key points from the SWOT analysis completed by Board members. This analysis will be the foundation for a marketing approach that is an evolving plan. A composite of all of the responses to the SWOT form was requested, and PW agreed to circulate this to Board members.

Update on members joining the ACC register

The state of play as at the week of the Board meeting was given, broken down into whether the counselling members had indicated they would join the register, would not, or could not be contacted. The campaign to persuade them to join the register would continue, and if members did not wish to join the register, we would try to persuade them of the benefits of Friends membership.

Midlands and East England region

Progress was reported on splitting the region into two, with a regional rep being recruited for the Midlands (Lyn Smailes) and one being sought for Eastern England (Colin Lamb to be approached).

Momus Boulevard

It was reported that the landlord is preparing documents for a 12-month extension to the lease.

Meeting with Premier Christianity

On March 13th, Sue, Kathy and Phil will be meeting with Premier Christianity with the aim of working together in future, including providing content and ideas for Premier across their print, radio and digital platforms.

Executive Chair

The Board members accepted the Executive Chair's reply to a letter of concern by a member regarding the MOU involvement of ACC.

Data Protection report on potential actions required by Sue Monckton-Rickett for ACC/PCUK and by Director of Counselling as to how to advise members of their responsibilities. **All proposed actions to be implemented prior to 25th May.**

Systems upgrade: Phone system upgraded – improved broadband and internet upgraded – reviewing need for a new router to maximise gain from these successful installations.

Database reporting to Check the Register: The Board approved the Removal of publishing member's information regarding other Accredited Registers and professional organisations. This was based on inconsistent reporting when member's filled in renewal form online regarding descriptions and failure to report when they ended membership of other organisations in a timely manner. It was agreed to keep this under review as to whether providing standardised expectations of how to name other organisations (e.g. no abbreviations and reporting of changes in specific timeframe by going on line and updating their record. Even if this were the case with the latter unless it was immediate the Register could still feature incorrect information and so on balance to keep our Register accurate this change is currently for the best.

ACC Kenya – Partnership Agreement signed and agreed on 14/02/2018

AOB

None

Board only time

The Executive Chair raised the issue that time was passing rapidly towards when he will stand down. While a Chair might be found from amongst the board, an election would still be necessary. The matter of CEO was more difficult but SMR commented that we might be in a better position to assess if or how

many days could be financed later in the year but there were no guarantees that this is possible. There was full discussion on how to meet ACC's need for a future Chair and CEO. It was agreed that FS would draw up some appropriate governance procedures that could be reported to the next Board and then implemented.

The involvement of Biblical Counselling UK having a workshop day at the ACC Conference in 2019 was raised by a Board member who had concerns. In the light of others being absent and the Director of Counselling not able to put her case directly it was subsequently agreed to hold a special skype meeting later. To get a fuller agreement on this matter. The outcome of that meeting was to continue as planned but adding to the brochure that the Biblical Counselling UK model as an intensive form of discipleship clearly falls as a ministry within Pastoral Care.

Date of next meetings:

25 April – Momus Boulevard

20 June – Skype

12 September – Momus Boulevard

12 November – Skype

23 January 2019 – Momus Boulevard