

ACC Board Meeting Wednesday 19 September 2019
Venue: HQ Coventry
(Meeting commenced at 9.45 am)

Item No	Title
1.	Thought for the day by MFG Change and based on Psalm 46. Recognising the risks of change fatigue.
2.	<p>Welcome and apologies</p> <p>In attendance for All of Board Meeting: Sue Monckton-Rickett Chair (SMR); Chris Williams Deputy Chair (CS); Marlene Forsythe Gidharry (MFG); Tony Ruddle (TR); Wien Fung (WF); Fiona Sherburn (FS); Peter Roberts (PR); and Phil Martin (PM).</p> <p>Apologies: Peter Barraclough (PB); Helen Vipan (HP); David Sinclair (DS)</p> <p>Joining by Skype for items 1 to 8 Kathy Spooner (KS)</p>
3.	<p>Minutes of the previous meeting and matters arising not covered on the agenda version on SharePoint.</p> <p>The minutes of previous meeting were corrected: Section 9 in 2nd to last paragraph to be added the words 'to develop a full proposal for course assessments and endorsement'. Section 4 (top of page 2) add 'd' to standar.</p> <p>The minutes were then approved unanimously.</p> <p>Matters arising: To complete copies of declaration of eligibility today before leaving.</p> <p>Item 6: A cheque and letter were sent to finalise the final recommendation of the independent investigation and this has been acknowledged with thanks by the recipient.</p> <p>Item 7: KS reported no further progress but Image+ has not yet come back with costings as per the scope agreed at the last meeting. It was agreed not to proceed further until we have funding in place. Implementation of changes to the requirements for CPD and insurance submissions for renewals has been completed and notified in Accord. It was agreed to still ask new registrants to provide evidence of insurance certificates.</p>
4.	<p>Standing items</p> <p>Conflict of Interest: Board members reported updates to the Conflict of Interest Register</p> <p>Conflict of Interest for this meeting</p> <p>TR declared a conflict of interest in the item on Fellowships.</p> <p>RAP: Meeting in May – items later in Board report.</p> <p>PSA:- KS reported that she has been dealing with the issue of ACC membership being accepted by IAPT. PSA is supportive of our position that ACC accredited members should be accepted. A representative of IAPT has agreed that ACC could be assessed for this purpose. Responses from IAPT are still to come, but the PSA plan to write to NHS England and the Health Department on this issue.</p> <p>Risk register: The risk register was reviewed and the amendments to actions noted.</p> <p>MOU: A meeting is due on 30th September to be attended by CW. A document written by Pamela Gawler-Wright had been circulated to ACC Board, ACC now needed to provide some additional wording to address the comments made. Agreed CW would draft a response and share with SMR and KS prior to the 30th September.</p>
5.	<p>Director of Finance Proposals (PR)</p> <p>July Management accounts were presented with a forecast for 2019.</p> <p>The major variances on income were noted as:</p> <ul style="list-style-type: none"> • Membership fees below budget mainly due to the phasing of renewals throughout the year • Increased gifts and donations to ACC. <p>The variance in total is approximately £7k below budget, but this is an improvement from previous months.</p>

	<p>The major variances on expenditure were noted as:</p> <ul style="list-style-type: none"> Executive salaries is lower than expected due to no Operations Director at present and while we seek a CEO. We were notified that the staff member of temporary contract is now extended to February. The current forecast deficit is £21k for the year, but this is before a £40k surplus on the national conference and forecast £7k surplus on the CYP Conferences. The CYP conferences are low in bookings creating a negative effect at present. <p>Cashflow: Comparing June and July the position has improved with a forecast of £51.8k above contingency.</p> <p>Fundraising: Two papers were provided of a meeting held with a fundraiser outlining their proposal. The Board agreed that this kind of work would be very helpful, but we should widen the net to compare with other companies offering a similar service. Agreed that we need to look at what potential projects would be attractive to funders and also the potential to approach universities to look for students needing a final year placement for a marketing degree.</p> <p>MFG suggested that before further meetings we need to scope out the questions and ideas to present so that we know what we are looking for in a fundraiser. Board to explore contacts for potential fundraisers. PR to look for potential fundraisers and then have conversations with Exec to make recommendations and move towards a fundraising strategy.</p>
6.	<p>Project & Strategy Update</p> <p>Presented by SMR with acknowledgement that it had not been updated recently, but many of the projects are covered in other reports.</p>
7.	<p>Director of Counselling Proposals and Report</p> <p>Complaints Process</p> <p>KS presented her report and we moved to proposed new Complaints procedure and the papers distributed KS addressed the questions raised by the board concerning</p> <ul style="list-style-type: none"> the role of Chair or CEO the process of early / simple resolution, which was being referred to as mediation in the current process the management of low risk minor complaints the appropriateness of formal mediation being offered as an outcome the role of the assessment panel following an independent investigation <p>KS agreed to edit the document in-line with the discussion and also to discuss with the PSA the issues raised. It was acknowledged that the new process may bring more complaints, but that would be managed. KS will ensure that all staff are fully aware of the new process once finalised</p> <p>Transfer of Accredited Supervisors</p> <p>It was agreed that transfer route for Accredited Supervisor from another Counselling organisation would be implemented in line with transfer of a counsellor process.</p> <p>Fellowships</p> <p>Fellowships revised criteria discussed according to the paper presented. It was agreed to accept KS recommendations on process by those entitled to vote (i.e. conflict of interest noted for TR). The agreed benefits would be if a fellow is continuing to practice in any of ACC's professional membership categories they will continue to pay full fees but anyone who is not practising or ceases to practice will be offered free lifetime friends membership.</p> <p>The list of current Honorary fellows and fellowship was confirmed.</p> <p>The proposed list of people to be awarded with fellowships was agreed with the addition of Bill Merrington</p> <p>Practice Break</p> <p>It was decided to remove the requirement of CPD during a practice break. The paper supporting this was approved.</p> <p>Equivalence Proposal</p> <p>The equivalence proposal was agreed and accepted to be put into practice.</p>

	<p>SAIF The proposal was discussed and the potential benefit for both ACC and individual counsellors was explained, which would include counsellors being paid for sessions via a scheme contributed to by funeral directors and ACC could be paid to administer the register of counsellors to be drawn on.</p> <p>CYP Conference Update The numbers at Leeds are low. Premier Radio are going to further advertise. All Board members were asked publicise both events</p>
8.	<p>Director of Pastoral Care Proposals and Report was received in absentia and noted.</p> <p>Assessment of PCUK Courses Discussed the summary of a proposal for assessment of pastoral care courses. It was felt that it was not appropriate to use the PCUK Framework for Good Practice as the basis of assessment and agreed that any assessment needed to contain the content of the training, the experience of the trainers and the length for which a course is approved for. DS to provide the criteria for evaluation and review and come back to Board. Suggested that MFG be invited to a TDAC meeting to provide her expertise and advice.</p>