

ACC Board Meeting Wednesday 21 June 2019

Venue: HQ Coventry

(Meeting commenced at 9.30 am)

	Title
1.	<p>Welcome and apologies In attendance: Sue Monckton-Rickett (SMR) (Chair), Tony Ruddle (TR) [by Skype], Peter Barraclough (PB), Fiona Sherburn (FS) , Chris Williams (CW) (Deputy Chair) [by Skype], Peter Roberts (PR), Philip Martin (PM), Wien Fung (WF), Helen Vipan (HV), David Sinclair (DS), Phil Weare, (PW) Kathy Spooner (KS). Apologies: Marlene Forsythe-Gidharry (MFG)</p>
2.	<p>Devotion: Galatians 3 v 26-28 was read by SMR with a reflection on Jesus as the one for everyone and inclusion..</p>
3.	<p>Minutes of the previous meeting and matters arising not covered on the agenda version on SharePoint. The minutes of previous meetings: 27th March were approved by those previously present. Matters arising not covered later in meeting: None. AOB called for: All items covered n later agenda.</p>
4.	<p>Standing items: Conflicts of Interest: SMR had updated this between meetings and asked individuals not to delete items in the file but to move them to the “Previous” tab so that we keep a complete record. CW mentioned ‘The Way in Centre’ formally closed yesterday so that could be removed as a current item. New members had notified SMR previously, but two small corrections were made. There were no conflicts of interest declared for this meeting. SMR to make all of these updates. All Board responsible for informing SMR of any changes. RAP: Will be dealt with Director of Counselling report. Risk register: The Board reviewed the risk register and the items that had been updated. The following were added</p> <ul style="list-style-type: none"> • A new property must be found to be moved into before December 2021 as it is likely that the owners are selling by a fixed date and will not renew the lease <p>It was agreed that an annual timetable needs to be created for appraisals to ensure that they are performed each year. FS agreed to review the current documents and the process</p> <ul style="list-style-type: none"> • A “Declaration of Eligibility to Act as a Trustee” document was given to all current Trustees to sign. • Agreed that the “Outside and Conflict of Interest “ and the “Internal Risk Register” should be password protected with everyone having “read-only” access, but all changes should only be made via SMR / CW. SMR to add passwords. It was agreed to review any risks involved in using sharepoint. • Agreed that policies should be reviewed again from a GDPR perspective. FS said that she would be happy to assist <p>Diversity & Inclusion. CW reported that the MOU group had made no further headway as far as the planned conference. Continue to seek our liaison contact with the Bishop of Coventry guidance and the “Living in Love and Faith” - CW will move this forward. A document was provided by Pamela Gawler Wright as a draft of how to approach people on certain issues. KS, SMR and CW have reviewed this and made change suggestions. Will be circulated to the Board for comment. There will be an article in Summer Accord based on the recent membership survey on the profile of counsellors and that it does not represent a reflection of the general population. Research is being carried out by Place2Be through a forum involving the major counselling organisations. CW is the ACC representative on this forum</p>
5.	<p>Director of Finance This will be the last report of SMR as Finance Director. TR proposed a vote of thanks for SMR and all she had accomplished in this area throughout her years of office. This was heartily endorsed by all.</p>

	<p>Draft Report/ Annual Report</p> <p>SMR presented the draft Annual Accounts prepared, which have been sent to the external examiners for approval.</p> <p>The impact of the annual conference on finances was discussed and a variety of ideas were shared including other models of training and income generation for ACC. All ideas depend on local member's enthusiasm to put into effect.</p> <p>It was agreed that there needed to be a sub group to review and consider networks and the way forward. HV will lead the group with others being: KS, DS, PM, WF - ideas to be fed in by all others.</p> <p>SMR explained how the network finance works.</p> <p>The annual report was approved by the board.</p> <p>April 2019 period end accounts were presented by SMR</p> <p>SMR reported that we had gratefully received some funding from 3 Trusts.</p> <p>It was reported that as at 30 April there was a Surplus of £ £27.2k after the Conference had been taken into accounts and ACC funds currently stand at £48.1k above Contingency</p>
6.	<p>Charity Commission & Confirmation of Action from Independent Investigation</p> <p>CW reported that the Charity Commissioners decided that the complaint and investigation outcome did not meet their requirement to declare it a significant incident. The Board confirmed its earlier decision of 7th February 2019 with SMR proposing and PB seconding and all in agreement to follow the recommendation of the independent investigator. SMR will action.</p>
7.	<p>Project & Strategy Update</p> <p>An update of the document of the 2017 Strategy Document was presented by KS including observations and issues. The limiting factor continues to be funding over and above operating costs and areas already underway.</p> <p>KS as part of this section also presented doc 8.3 Coaching & Mentoring. The Board were asked to consider the website upgrade that may be needed to move some items forward. The Board considered 3 options for improvement and agreed on the most extensive would be most be best subject to funding being available. A fuller business case would be created including potentially adding in a mobile app functionality.</p>
8.	<p>Director of Counselling proposals and report</p> <p>1. The Board was informed of the recommendations of the PSA in its recent annual review of ACC.</p> <ol style="list-style-type: none"> I. ACC should consider developing guidelines for its registrants about whistleblowing and duty of candour. II. ACC should consider adding the consequences of non-compliance with CPD into its CPD policy III. ACC should clearly document its procedure for early resolution of complaints within its policies and procedures <p>ACC has also committed itself to these further commitments by March 2020</p> <ul style="list-style-type: none"> o Set out the competencies of counselling practice that integrates Christianity and counselling o Re-write Ethics & Practice guidelines and review counsellor guidance documents o Re-model and update the PSA's ACC risk matrix o Update ACC' knowledge base (why and how counselling works & the relevance of Faith) o Implement the supervision definitions for Find a Supervisor o Update all complaints processes and documents so that they are clear and consistent <p>Questions were received and answered on supervision (best practice) guidance</p> <p>2. A proposal to make changes to the annual renewal of registration to remove the requirement to upload CPD and insurance certificate. The PSA have confirmed this change would not be seen as not being compliant with our original commitment or compliance with their standards.</p> <p>The board considered the value of the process and that given the small number of queries that have</p>

	<p>needed to be investigated with regard to CPD and insurance , it considered that removing the requirement to upload documents would not increase any risk to ACC or public safety. The Board therefore endorsed this proposal.</p> <p>3. Review of Complaints procedure – the Board agreed the principles of the procedure</p> <p>4. Children & Young People’s Conference – Board congratulated Kathy on the programme. Board were asked to notify the office of any contacts to promote the conference and also to promote it as widely as possible themselves.</p> <p>5. Ethics & Practice Review – a discussion was held about the suggestion to change the Statement of Faith. The “churches together” statement was generally well received, but no decision was made about any definite proposal to change. This will be considered when more detailed review work has been carried out.</p>
9.	<p>Director of Pastoral Care Proposals and Report</p> <p>A proposal regarding training courses with Christian content recognition with history, background and future way forward was made. Discussion held that any assessment needed to be more detailed to avoid the risk of criteria being applied inconsistently and courses being given PCUK approval without adequate assessment.</p> <p>The Board agreed that before we review any courses there must be a very clear proposal of:</p> <ol style="list-style-type: none"> 1. kind of courses we are reviewing with regard to pastoral care? 2. what are we reviewing – Christian content, technical content, both? 3. criteria for reviewing courses? 4. renewal of approval policy? 5. pricing structure? 6. how do we mitigate the risk of courses being claimed to be approved by ACC /PCUK which are not/ deviate from the approved content. <p>DS to inform current enquirers that the process is being reviewed and that we cannot approve any courses until this is completed.</p> <p>DS to work with TDAC to develop a full proposal for course assessments and endorsement.</p> <p>Fundraising: DS to arrange a meeting with a fund raising company that he has had contact with.</p>
10.	<p>Chair Report</p> <p>1. ACC Conference 2021</p> <p>The Board approved the proposal that theme for the 2021 Conference should be based on Galatians 3 v 28 and to have diversity for at least part of the Conference considering some of the protected characteristics in the 2010 Equality Act of age, disability, gender, race, religion or belief, and sexual orientation and how they relate to counselling and pastoral care. SMR asked for board members to consider being part of a Conference Sub-Group as the workload needed to be spread. It was acknowledged that KS had done a fantastic job in planning, co-ordinating and managing the 2019 Conference, which was great success, but this was too much responsibility for her to repeat in 2021.</p>
11.	<p>AOB - None</p>
12.	<p>Policy update & Approval</p> <p>Postponed due to time.</p> <ul style="list-style-type: none"> • Grievance Procedure • Board Recruitment & Induction <p>SMR asked all Board members to review the policies and notify her of any questions / comments, so that any revisions could be made before the next board meeting where the policies would be presented for approval</p>