

ACC Board Meeting Wednesday 25 April 2018

Venue: Momus Boulevard

(Meeting commenced at 10.00am)

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

Apologies: Angie Petrie

Title

1. The meeting opened with a Mindfulness exercise by Richard Johnston, and a brief prayer.

TR explained that Angie Petrie has stood down from Board membership due to pressure of other commitments.

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

The minutes of the previous meeting in February were approved with amendment and that some items will be revisited during the report stage of this meeting. To add into the February minutes the idea of practice break helping members back into practice needs development.

3. **Standing items**

Conflict of Interest: TR declared them in respect of CEO and Chair and SMR about Finance Director for later in the meeting discussions.

RAP: PSA had asked us to consider diversity in our governance structure. The latest meeting suggested the appointment to RAP of Richard Needle, retired head pharmacist and ordained non-stipendiary Anglican minister. Age and gender profile of ACC is representative of membership. Board agreed Richard's appointment.

In future, under Audit Rap proposes:

1. Members will need to provide a referee to confirm their identity
2. A process to be developed for selection for audit to demonstrate that it is at random
3. We list people who have had their audit skipped for one year
4. How we follow up people who have not responded to audit.

Checks to be introduced to ensure that individual members correctly use the ACC logo.

A standard to be introduced when a member uses the title of Dr.

KS to find out if a change to audit of counsellor logs has been suggested and if one has been suggested, to bring this to Board for discussion and decision.

Investigate if Image Plus can automatically produce a random sample for audit each year.

Rate of audit set at 10% by February Board meeting.

Updated risk matrix was sent to PSA, and nothing to be added to the risk register.

4. **MOU update**

MOU group met on February 19. BPS is acting as the secretariat, with Lyndsey Moon as chair of the MOU group. Process for agreeing new members to be developed.

Meetings of the main group scheduled for May 30 and August 22.

There was a discussion at General Synod, where a member of the Royal College of Psychiatrists was pushing MOU1 as the only advance in thinking. MOU2 had not then been published.

CJW confirmed as chair of the Training and Curriculum sub-group. CJW expects to take minutes and chair the meetings. Support from ACC head office would be to circulate the minutes finalised by CJW and to circulate these, plus the dates of future meetings. KS offered to take notes at the meetings. Emails from group members about attendance at meetings to go via CJW because he will be familiar with the names etc and needs to know directly.

CJW waiting to receive points of action as chair of the Training and Curriculum sub-group.

Meeting at Speakers House is being coordinated by Stonewall. CJW respond to Ruth Hunt and attend this meeting if the MOU group thought it would be useful to have a representative.

5. **Discussion on LGBT+ issues in (trustee request)**

There was a discussion about the potential perception ACC appears to be taking on this issue through its advertising for Conference.

After debate the board recognised that ACC was fulfilling its commitment to MOU2 on the se important issues. That ACC has not changed its stance in any way. Various Board members spoke to the issue and gave reassurance about those providing the training having had personal experience.

We trust that the speaker will handle the issue sensitively and put the whole range of viewpoints across to an audience that makes their own choices.

The Board was happy with the approach at conference.

Important to manage this perception with clarity that ACC is facilitating counsellors in their practice by presenting a variety of approaches. ACC does not hold a discriminatory position on this issue.

When asked, we need to explain a therapy that directs a client down a particular route is not acceptable, that the counsellor facilitates them to make their own choice.

It is more difficult for pastoral Carers to address these issues because individual churches have their own perspective but churches need to be better informed.

TR: The message we need to give out to conference, to orgs and public if asked is that ACC recognises that our members hold a variety of views where members hold their own non-discriminatory perspective. It's about developing training so that counsellors can understand what the issues are and work with people.

When ACC became involved with the MOU it was about education, because ignorance creates fear. ACC is attempting to provide understanding of the whole landscape.

6. **Director of Finance**

The documents supporting the annual report for 2017 are with Stewardship.

ACC as a whole body had a £32,711 surplus in 2017, mainly due to conference. Including the networks, we had £100,000+ in total funds. This position is healthier than ACC has been for some time. Anticipate we will make a surplus again this year. ACC is in a stronger position than many charities because ACC has reserves above contingency. Sustainable growth in terms of membership and regular growing income streams are important.

RJ emphasised the importance of working with training organisations as they will provide new members.

TR: Manna, Barnabas, Philippi, and UCHM students become members of ACC. Spurgeon's, Waverley and LST encourage students to join ACC but also BACP.
KS: we send training colleges with information about ACC.

TR: thank you to SMR for the work she does on the finances.

TR proposed to accept annual report to go to the independent examiners. FS seconded.
Unanimously accepted.

Management accounts for end of March: deficit of £8,094 for YTD due to payment of register renewal. ACC is not growing as we hoped in our business plan. There is a long lead time from speaking/engaging with potential members and individuals joining as members. Expenditure is heavily weighted towards Q1 because of PSA renewal. Expect a £12-£13k profit on Mindfulness Days, so we expect to be in a positive position after May.

Cash position is closer to the desired position than we have been for some time.

Cash position:
£35k creditors – mainly Mindfulness Day delegates.
After contingency: £17,719

GDPR

Under the new legislation, SMR outlined ACC's position on acquiring and retaining details of members and non-members. This does not apply to information that is in the public domain.

Our biggest risk is historical data retained outside of the central database. We propose to email network reps proposing some fundamental changes in how they operate, including the central booking of all events. Board agreed to support the proposal by SMR – see Appendix.

TR: all Board members need to review the personal information they store.
Cost of IT developments that automatically include consent and feed into marketing costs
£1,500 + VAT.

For consideration: costs of scanning Accreditation audit and some other files.

7. Director of Operations and Communications

PW thanked Board for their contribution to the Swot analysis. It is intended now to do the same exercise with membership to discover the USP of ACC. This led to some discussion and for further information to be worked up by the Exec before implementing. The debate ranged over the methodology of free flow boxes versus set answers and the difficulty of analysing the former. Also it needed to be targeted at different groups through Survey Monkey.

Mindfulness Conference – what was the Board view on repeating this in 2020? The Board would support sponsoring again in a similar period if the planning group when they next met decided that was a route to go down. It was recommended that an evaluation sheet be used on the day as emailed surveys later tended to get a poorer numerical response.

Updating Accord is proposed and a variety of questions were asked for clarification. The caveat for the design is that while freshening the look of Accord, to remain colourful and to maintain a distinctive look. The autumn edition will be the 100th edition of Accord magazine.

ACC Midlands and Eastern England regions

Following the decision to split the Midlands from Eastern England, Lyn Smailes has become the head of the ACC Midlands Region. Colin Lamb has agreed to head up the ACC Eastern England region. In the next few weeks, Colin will move home to Lincolnshire, and will take up the role once settled in. MFG asked by whom and when this decision was made. TR replied that the Exec had made this decision in response to need and the offer of help forthcoming and it was in their remit to make such a structural change to benefit the members of ACC. The point was accepted that communication of such changes to all personnel was needed.

Momus Boulevard offices

The recent deluge due to burst pipes had fortunately not led to much damaged equipment but made working conditions very difficult with temporary abandonment of one office due to the amount water vapour being removed by dehumidifiers. A question was asked about the Landlord's responsibility and there appear to be insurance issues which they are seeking to resolve. ACC intend to make a claim to cover the damage and repairs necessary. The lease renewal is not being signed until this is all resolved.

Terms and conditions of conference bookings

ACC is planning to create a standard set of booking terms to be put onto our website to apply to all of the events that are booked through the website. The details are to be discussed at the next Exec.

Links with Premier Christianity

Following our earlier meeting with Premier Christianity, we are due to visit them again on May 1st. They are looking for a longer-term partnership of about five years. The common ground is providing content/information about pastoral care and equipping the church and its members. The next meeting with Premier would sketch out the aims of the partnership in more detail, while being optimistic yet realistic about the amount of resource we can supply.

8. Process to appoint Chair of Board, CEP, Director of Finance (if required)

FS spoke to her paper.

Chair of ACC recruitment process agreed with a timescale:

Job description to be circulated by May 11

Applications due by June 1

Interviews, if more than one candidate. Panel and candidates to agree date.

Prior to the meeting, TR gave notice in his report that will go out for AGM that he will stand down as chair at the ACC 2019 conference in February. SMR told the meeting that TR was the only one due for re-election this year. It was proposed and agreed that TR should stand for election to Board for a further three years.

Process for Chief Executive recruitment as an employee was agreed, with the aim of starting the process by September. Recruitment to be internal and external.

To explore dividing the role of Chief Executive if funds not available. FS to circulate job description between Board members. To be discussed at June Board meeting.

Process for recruitment to the role of Director of Finance was agreed. Three days a month for a period of three years on a renewable basis.

Proposals for processes to be found in Appendix C.

9. Director of Pastoral Care

The proposal for the three new categories of Spiritual Directors, Mentors, Coaches, and Chaplains was given a positive reception. Waverley Abbey College are about to launch their postgraduate diplomas in each of these areas, starting in September. The first entrants to the programme would be in September 2018 for pastoral care, and the first graduates in 2020. In the meantime, we would try to attract members.

We need to explore how these memberships can be added to the PCUK landing page of the website.

KS: we would need a business case around these different categories, and look at them individually. PSA have accredited a register of hospital chaplains, which means this category may be the fourth one in terms of priority.

DS needs to set out:

Specific criteria for acceptance

Application form

Ethical structure

Renewal process

Complaints process

As a qualified coach, FS offered to help with the criteria and code of practice for coaches.

Discussion of proposed introduction of dual ACC/PCUK affiliation for organisations carrying out counselling/counselling training/pastoral care at £129pa. Dual affiliates would agree to adhere to the ACC Code of Ethics and complaints procedure. DS and KS to discuss the various scenarios.

DS to attend launch of research into the church's impact on health and care project in London on May 16.

10. Director of Counselling

KS thanked Board for their support in agreeing the GDPR guidelines and spoke to the revisions needed.

Children of Faith conference on working with children in 2019: please could anyone with any experience to contact KS.

Similarly, if anyone knows people who are experienced in working with suicide, please contact KS.

KS recommended a root and branch review of the register application and renewal processes. To consider changing the register declaration to the effect that if anything material changes throughout the year, it is important to notify ACC straight away.

ScoPpEd project launched between BACP, UKCP and BPS headed by Fiona Ballantyne-Dikes. Board agreed for KS to write to raise concerns with the consortium in the hope that they respond positively and with PSA, hoping for their response, and to copy the other organisations that hold an accredited register of counsellors. Agreed to sign the NCS letter in addition to our own.

11. Executive Chair

Mindfulness Days: London is fully booked, and 196 for Leeds.

Conference 2019 has 11 bookings.

AGM on July 6th at United Church, Hyde, Cheshire. Programme: morning, how a Christian voice has helped shape equality and diversity via MOU, plus demystifying the language of LGBT. Afternoon to split into two sections for pastoral carers and for counsellors. Email on AGM to go out to members. Maximum for day is 80 people, including: CJW, PB, TR, SMR, DS, PW, KS to attend.

To advertise one vacancy as Angie Petrie has stood down and TR being nominated for a further 3 years..

Northampton Symposium on Mental Illness – DS agreed to attend.

12. **AOB**

Ian Stevenson of NHS Wales is interested in incorporating spirituality, health and wellbeing into NHS. Would like ACC to be involved in an Erasmus project around nursing, and to be part of a national organisation that meets four times a year.

Waverley Abbey have decided to go down the BACP route. KS hopes that students will continue to be offered the route of joining ACC.

13. Date of next meetings:

20 June – Skype

12 September – Momus Boulevard

21 November – Skype

23 January 2019 – Momus Boulevard