

ACC Board Meeting Wednesday 23rd January 2019

Venue: Skype

Meeting commenced at 10.00am

In attendance: Sue Monckton-Rickett, Tony Ruddle, Peter Barraclough, Marlene Forsythe-Gidharry David Sinclair, Kathy Spooner.

Apologies: Phil Weare , Fiona Sherburn, Helen Vipan, Chris Williams

Opening

The meeting opened with TR giving a reflection on John 1: the focus of our faith and the faith we have for the future of ACC in dependence on God's provision and resources.

Minutes of the previous meeting

The minutes of the previous meeting in November 2018 were approved with one amendment of the day of week it was held i.e. Wednesday to Thursday.

Matters arising not covered on the agenda

- Automatic upload of new annual fees structure that failed to work was accepted by Image+ as their responsibility. Image+ had compensated for this by providing some support time.
- TR is waiting for a response from Image+ on whether an interactive page in Wolf can be created and the potential cost. Contact will be made to say we need this assessment by end of February 2019. In addition it was reported that an app linked to any interactive website/page proved to be too expensive to pursue.
- SMR confirmed that a temporary member of staff's contract had been extended to end of May.
- At Conference there would be a specific feedback form for ACC Interactive, which would include asking whether members would be prepared to contribute towards the funding.

The minutes of the Board meeting held by Skype on 5th December will be reviewed and agreed at the meeting to be held on 7th February.

Standing items

- **Conflict of Interest**
 - SMR presented two future payments to a connected body WINGS Connexions Limited as outlined in paper presented. Board Members (excluding SMR)– approved Conference payment and payment for Chelmsford Diocese Training the Trainers. It was noted that the fee being paid to WINGS Connexions Limited by ACC was less than the PCUK standard amount of £30 per hour of face to face training, due to WINGS Connexions Ltd stating they wished to make a donation towards ACC/ PCUK.
 - It was confirmed that Executive members who provided training at Conference did so as part of their role.
 - It was proposed by MFG and agreed that policies and procedures need to be documented of how we remunerate board members and this should be one of the documents agreed to by all board members.
 - TR declared that Pathways should be removed from the Conflicts of Interest Register against his name as he is no longer the coordinator or a counsellor for this agency.
 - David Sinclair – declared a conflict of interest due to his role in working as a counsellor for his previous organisation. SMR will circulate the register again to all board members for them to provide updates to SMR

Risk Register

The "RED" high risk items were reviewed and updated. Items 27 and 29 were updated.

The following was agreed:

- progress against the RED items should be a standing item at each board meeting
- there should be a specific board meeting / time to review the entire register. TR will send out an e-mail asking the Board to review the register and come back with comments to SMR. The register will then be reviewed in full at a meeting convened for that purpose.
- all issues raised at board meetings, which involve or raise a risk should be considered for adding to the organisational risk register

Items raised from Risk Register

- Items 27 -29 Need to develop a policy and process for the potential involvement of volunteers. MFG would be willing to this in 2nd half 2019

- Finance Director – re-advertise with Global Connections, ICAEW, Conference, e-mail to all members, ask other organisations if they could publicise for us.
- Potential to change to CIO - DS will talk to charity solicitor he knows about performing the service for us and report.

Pastoral Care Report

- MFG – asked about review of training materials and the discussion included considering the review of presentations made by ACC / PCUK representatives
It was proposed and agreed that:
 - All presentations / training materials are reviewed and edited by an appropriate second person.
 - Board should have access to all on-going (not one off presentations) training material and comments will invited within a reasonable period of time. If there a significant issue identified by a board member they should notify the author immediately and if no agreement is reached it should be notified to board.
 - DS will provide link for access to the RPCC material to HB can provide access.
 - SMR will ensure that all board members have a copy of an EPC and DQR
 - Training materials will be accompanied by an overview –aims, learning points, scope. MFG – will see if she can provide a template used by her church.
 - SMR will create a log of presentation and training materials – stating when prepared, when presented / released, author, reviewer and approval date
- Concern had been raised about an exhibitor at an ACC Conference, as they may be potential competitors and DS had been approached by another organisation with regard to pastoral care training that we may have concerns about. This led to a conversation about how we engage with other organisations and agreed that:
 - Need to review the terms and conditions of being an affiliate.
 - We keep conversations open with various organisations, but part of our assessment of developing a deeper / more formal relationship must include a review against our ethos / ethics and practice.
- Informed that Blackburn Diocese no longer want to use the RPCC. DS will talk with them about the decision and encourage to continue relationship.

Director of Finance – report

- SMR made her report and it was accepted as a draft indication of end of year and will be updated when the final figures known.
- It was agreed that we need to deliver training days in the Autumn on the topic of children / counselling/ mental health etc. SMR has approached Methodist Central Hall Westminster as a venue, and TR will approach a church Grantham
- SMR suggested that we launch a fundraising campaign “9 to 5” inviting people to “for 9 months to commit to giving £5” will be launched at Conference and then will whole membership. SMR will draw up information and launch it
- SMR stated that as part of the PSA Annual Renewal we have to report our financial position. We will be reporting a loss for the year but our reserves are above contingency and we can report that 2019 will be a surplus.

Director of Counselling report

- As part of the PSA Renewal we will need to provide an update of our response to the recommendations of the Complaint Investigation namely:
 - Review external complaints process
 - Preparing trustees and induction
 - Conflict of interest well understood
- KS reported that the number of renewals for Register members in the December / January period was very high and with the holiday period caused a backlog. She will look at whether can change to even out numbers.
- Supervisor entries on FAC. This proposal in the counselling document report was agreed subject to: working towards accreditation should be stated as being “desirable”
- The board agreed with the principle of reducing the accreditation requirements for those who apply within 12 months of being audited. KS will work on a process and requirements
- Conference: TR suggested that we record all plenary sessions. KS to inform Pete Bennett to add this requirement and to check with Michael Armanyous and SMR ask John Bowis for permission. KS distributed Board roles and responsibilities for conference
- SCOPED document. Agreed that board will read and feed all comments to KS who will collate for circulation. KS check if a deadline and set an appropriate deadline for board response.

Board only time – Executive Chair and Deputy Chair (elect) leading

- **Appointment of Trustees**

The document produced by TR was reviewed

It was agreed that it formed a basis for development but required:

- Need to amend 'board members' to Charity Trustees / Company Directors
- Agreed a limitation of 3 terms, but will be implemented going forward from next election of current board and all new board members. It will not be applied retrospectively i.e. the terms served to date will not be counted.

MFG stressed the need for potential board members to have a really realistic view of what was expected so it was agreed that

- TR would write a summary document of the key commitments and this would be made available when nominations papers are issued
- The Chair / Deputy Chair will contact all nominees and discuss the role before they confirm wishing to stand for election
- TR will prioritize the list of documents to be read.
- Going forward the Chair will meet with all new board members (skype / face to face) as an induction process

MFG – will send details of a book called The Effective Board Member: What every board member should know which looks at wider aspects of boards and may be useful for all of the board.

AOB

None

Date of Next Meeting

7th February 2019