

ACC Board Meeting Wednesday 27 March 2019

Venue: HQ Coventry plus Skype

Meeting commenced at 9.57 am

- **In attendance for Board only Time:** Sue Monckton-Rickett (Chair), Chris Williams (Deputy Chair). Tony Ruddle, Marlene Forsythe-Gidharry, Peter Barraclough and Fiona Sherburn ,

Apologies: Helen Vipan.

Joined later after Board Only: Phil Weare, David Sinclair, Kathy Spooner.

- **Opening**

The meeting opened with a thought based on Proverbs 3 v 5 – 6 - we bring our skills and intellect to our Board role but ultimately we seek God's ways

- **Board Only Meeting**

Various elements of restructuring were discussed

The board agreed to continue with interviewing all five potential new board members

- **Minutes of the previous meeting and matters arising not covered on the agenda**

The minutes of previous meetings: 23rd January and 7th February were approved with amendments:

- 23rd January: Under Conference in Director of Counselling Report change Michael Armanyous to Renos Papdopolos.
- 7th February : Remove vacation after FS name.

Standing items

- **Conflict of Interest:** None. Declared. Agreed that when a recorded item is no longer applicable the details should be moved from the Current to the Previous tab so that a historical record is maintained
See APSE later in minutes.
- **RAP:** Meeting in May – items later in Board report.
- **PSA Renewal:-** Annual review submitted and awaiting response.
- **Risk register:** SMR had updated this up since the last meeting. This included GDPR with extra staff support to ensure all is in place before deadlines reached. The Exec will assess the priorities the risk register and proposing mitigating actions. If issues arise in Board or Exec meetings that affect risk such changes should be recorded and any mitigating action suggested or taken to meet that risk.
- **MOU:** Two meetings have taken place and a report was presented. Notice was given of the Bishop of Coventry group working on guidance "Living in Love and Faith". It was suggested that we contact the Bishop as we are based in Coventry and offer to be involved. A MOU2 conference is proposed in November 2019 or at latest by July 2020. ACC has also been engaged with a forum looking at Diversity issues including gender imbalance and ethnic minority groups and counselling. It was agreed that this standing item will be changed to be Diversity and Inclusion to incorporate a wider remit.

Director of Finance Report

- Draft Annual Accounts for 2018 were presented the annual account, which are due to be submitted to the independent examiners. It was confirmed that the accounts include funds held by the networks and that some have their own bank accounts (historically). It was agreed that a review of the financial arrangements for the Networks will need to be undertaken at some point.
- Both the draft annual accounts and the Budget for 2019 have been presented to the PSA
- February Management accounts show that expenditure is £1,534 over budget but this is mostly due to salaries being backdated to accommodate pay increases previously agreed. The surplus before conference as at end of February is £5,245. Conference surplus is expected to be £39k after all expenses have been paid

Charity Commission update regarding Complaint

The Charity Commission had asked for and been provided with more information regarding the issue raised with them, including a paper explaining the situation, the recommendations of the investigator and RAP and actions and decisions so far taken. No response had been received.

It was agreed that no further action would be taken until any guidance from the Charity Commission had been received.

Project Overview

A Chart of all Key Projects was presented showing target dates, project owner and status. It will form part of the Executive report to the Board and be accessible to the Board between meetings. It will enable the Board to see progress, workload and deadlines.

MGH asked how does this relate to a broader strategy and programme over a wider timeframe i.e. how do we cross-reference to the strategy document and our longer term goals. It was agreed that a document will be produced for the next meeting showing progress against the 2017 strategy document. SMR commented that all projects also need to be contributing towards the actions coming out of the rebranding work

Director of Counselling proposals and report

- Complaint - ACC has received a letter of concern about an affiliate. Some general anonymised information about the complaint was shared. In the current complaints policy and process there is no direct reference to affiliates, but this will be addressed in the review of the complaints process.
- The Collaborative of Registers would like us to survey our members as to how many of them work in the NHS. The Board agreed to this but wanted to use this as an opportunity to conduct a wider survey including ethnicity to provide information for the Place2be Forum. Some suggestions were made regarding the topics for the PSA annual conference. Processing complaints; does the PSA have a written policy on how it deals with complaints against itself.
- Conference feedback 2019 was very good. 40 % were present for the first time. The Board were invited to give personal feedback on the seminars that they attended
- ACC Conference 2021 A group needs to be formed to undertake the management process of Conference and shared responsibilities as it is an immense amount of work.
- ScoPed: We made a response and BACP have not yet responded to the concerns raised or publicly acknowledged them.
- CYP Day Conferences Venue for London has been booked. Still to confirm venue and dates in Leeds
- CAMIL Project - on-going discussions
- Ethics and Practice Statement and Faith Document review to commence in Early May 2019.
- Audit for Supervisors is underway with TDAC and will go to RAP in May.

Director of Pastoral Care Proposals and Report

- SMR raised a question about all training materials being reviewed. DS has asked the PCUK Champions MFG and Chris Webster to review the materials from a “trainers / users” viewpoint. DS reported there is 1 currently ready and another 5 or 6 underway; another dozen or so will follow some, which have to be written from scratch. SMR pointed out that there are two different processes
 - 1. Is for trainers to provide feedback about materials from the trainer’s viewpoint
 - 2. is about quality control and standardisation to ensure ACC/PCUK material is maintained at a high quality. A process for approval had been agreed at the January Board meeting. MGH will be part of the “review as a trainer” process but would consider whether she wants to cover both aspects.

It was agreed that a house style need to be agreed and have commonality for all presentations. PW to provide industry standard understanding of font, colour, etc. DS to create a template for use in Pastoral Care courses and presentations which may then be adopted across other areas.

- Help is needed in setting up and staffing the stand at the **Elim Leader’s summit 13 – 16 May 2019**.
- Someone is needed to attend **The Filling Station Conference in Scotland 21-27 July**. DS will research the accommodation available and TR may be able to attend.
- **Association of Pastoral Supervision and Education (APSE):** DS provided a paper which he will present to APSE exploring how the two organisations might work more closely together. This involves a spectrum from simple support of APSE administratively by ACC (at a cost) to some form of integration. Further consideration can be made from the outcome of this meeting. MFG asked DS if he was currently on the Board of APSE. DS confirmed this and SMR said that this should be noted as a conflict of interest and recorded in the register. DS to record in register

Director of Operations and Communications

- The lease on the current premises runs out on the 22nd April. Our understanding is that the business is under control of two new owners who now rent the building from the original owner (and his holding company) so we would be subletting. The lease offer presents a risk regarding notice periods, break clauses and the length of the lease, which are extensive in time and cost. Attempts at negotiation on conditions that are more favourable have stalled. It was agreed to seek a source of legal advice about the signing of the lease and its terms and to plan in the longer term plan for new office space or premises.
- ACC Interactive: Feedback was shared by PW. It was agreed to circulate the Image+ ideas and quotes for comparison with the interactive proposal and future discussion to take place.

Chair Report

- The appointment of new Board members: need to identify the gaps before making any more approaches and must avoid any conflict of interest in such approaches. Before approaching any one as a potential Board member, Board and Exec members must inform SMR of who they are, any pre-existing relationship and what are their abilities, skills, expertise and experience. Potential gaps IT, legal, marketing and communications.
- Board asked for suggestions for the AGM training theme and 2021 Conference theme on.
- SMR will represent us at ACC Europe this year but consideration needs to be made about how we continue this relationship.

AOB

- MFG raised the issue of our need to have another look at fundraising strategy.
- TR asked what response is like to the 9-5 campaign presented at Conference. SMR stated that so far 12-15 commitments but it has yet to be published to the whole membership.

Date of next meeting:

- Friday 21st June by Skype