

**The Association of Christian Counsellors (ACC)
Register Advisory Panel Governance Document – April 2019**

Members:

Voting Members

Chair – Catherine Clarke

Lay Member – Doreen Rowland

* Professional Lay Member – Heather Churchill

Registrar – Dawn Sherry

Non-Voting Members

ACC Board representative –Chair: Sue Monckton-Rickett

Executive Representative – Director of Counselling: Kathy Spooner

[* The inclusion of a professional member was agreed with the Accreditation Team of the Professional Standards Authority in 2017 when the new Register Advisory Panel was being recruited.]

1. Terms of reference:

- 1) The Register Advisory Panel (RAP) reports to the Board of ACC.
- 2) The Board of ACC will appoint lay members to the RAP after a selection process managed by the Director of Counselling and Psychotherapy and the Executive Chair, having due regard for these selection criteria. Any changes to the personnel appointed to the RAP will be notified to members of ACC.
- 3) The Chair of the RAP will be one of the lay members with suitable skills. The Chair is responsible for scheduling meetings, setting the agenda, and requesting reports to be presented at the meeting. The Chair is responsible for preparing an independent report on an annual basis that will be submitted to ACC's Board and will form part of the Professional Standards Authority annual accreditation renewal reporting.
- 4) The lay appointments to the RAP be for a period of three years. Members may be re-appointed after this time for a further period of three years at which time they stand down.
- 5) Expenses are covered at a reasonable rate.
- 6) Voting and non-voting members (or an agreed substitute) will normally be required to attend all meetings.
- 7) ACC Board and Executive representatives, members of staff and stakeholders may be required to attend when requested to do so by the Chair of the RAP.
- 8) The RAP shall meet not less than three times in each year. A quorum shall be three voting members.

- 9) The Registrar will usually take the minutes and be responsible for circulating them.
- 10) The RAP shall confirm an agreed written record of each of their meetings, of which a redacted version excluding confidential information will be published on the ACC website.
- 11) The RAP will review these terms of reference on an annual basis.

2. Purpose and Tasks of the Register Advisory Panel

Summary

- Review and approve the standards of ACC's Register of Counsellors: that it complies with the ethos of 'right touch regulation' and specifically the standards and requirements for accredited voluntary registration as agreed by the Professional Standards Authority (PSA)
- Ensure equity of access to the Register
- Ensure quality of registration processes including the application process and maintenance of training standards
- Ensure quality of counselling audit processes to include CPD, supervision and safe practice policies
- On an annual basis (in September or thereabouts) to review a summary of audit activity and outcomes which will be provided to the RAP by the Registrar
- Provide advice on the management of individual complaints relating to fitness to practice ensuring that they are dealt with consistently and objectively in line with the current ACC policies
- On an annual basis to identify, review and evaluate risks as they apply to the Register
- On an annual basis to submit a report for ACC's Board and for the Professional Standards Authority (PSA) on the work of the RAP
- When notified by the Chair of ACC of changes to the current regulatory system, the RAP will consider the impact on ACC's register and advise accordingly
- Support public engagement activities

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