

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

Members:

Voting Members

Chair – Catherine Clarke (Independent)

Doreen Rowland (Independent)

Heather Churchill (Member of ACC, Representative of Counselling Profession*)

Richard Needle (Independent)

Non-Voting Members (ACC)

Registrar – Dawn Sherry

Board representative – Chair: Sue Moncton-Rickett

Executive Representative – Director of Counselling & Psychotherapy: 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 and the Chair of RAP (if still in post) will ratify the suitability of a candidate for membership of the panel, after a selection process managed by the Director of Counselling and Psychotherapy and the Chair, having due regard to the Membership Selection Criteria agreed in April 2018. 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 independent 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 voting member's appointment to the RAP will be for a period of three years. The voting 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 will be three voting members. The Chair of RAP will have a casting vote. In the event that a meeting is not quorate

for voting purposes any decision taken will be ratified at the next quorate meeting. At the RAP Chair's discretion, a Skype call can be arranged between scheduled meetings to discuss any significant issues that emerge and require input from RAP.

- 9) The Registrar will usually take the minutes and be responsible for circulating them.
- 10) The RAP will produce 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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