

ACC Board Meeting Monday 20th June 2022

Venue: Zoom

(Meeting commenced 13.30 am)

	Title
	<p>Opening: TR led the reflection</p> <p>In attendance: Sue Monckton-Rickett Chair (SMR), Chris Williams Deputy Chair (CW), Tony Ruddle (TR), Peter Barraclough (PB), Peter Roberts (PR); Wein Fung (WF) and Gathoni Hamilton-Foster (GHF). Kathy Spooner (KS); Sharon McLean – ACCEnT representative Apologies: Phil Martin (PM) Fiona Sherburn (FS)</p>
1.	<p>Minutes of the 25th May One correction was made to a spelling error. Matters Arising:</p> <ul style="list-style-type: none"> • KS said still awaiting PSA response to issue of complaint information sharing protocol – will be discussed at the next meeting of the collaborative. • No further correspondence on legal matters, although we are aware of other counselling bodies being subject to similar correspondence. • Membership Statistics – the work to encourage memberships is ongoing and the newly qualified membership is hoped to be ready in the next 2 weeks which will benefit newly qualified and our affiliates’ students. • Complaints – after consulting the PSA on handling a specific complaint, they responded that they do not look at individual issues but will be reporting back as part of the annual process and are likely to do a targeted review of our complaints process. • Kenya & Uganda – a meeting is planned for tomorrow to discuss how the training might be rolled out online in Uganda. GHF offered support after the meeting and explained some of the reasons of how costs associated with supply of projector and laptop escalated. • SMR had reported back to ACCEnT regarding our logo policy. The group were going to contact Yineng Hart , as they understood that she has to be involved in any further decision/development of the ACCEnT logo. • SCoPED – SMR & KS reported that the Comms event went well and the feedback poll was generally positive. There were some negative comments on social media, but no new arguments emerged, and no evidence provided as to why phase 2 of SCoPED should not be progressed. <p>AOB: None</p>
2.	<p>Standing items</p> <p>a) Conflict of Interest: No new conflicts reported. b) RAP/PSA – Under CEO update c) Diversity & Inclusion – An educational toolkit is expected to be delivered in September.</p>
3	<p>Chair Report</p> <p>Conference: The need for the Conference to be financially viable and ways to promote bookings were discussed including promotional videos by trainers, social media paid advertising and promotion, direct contact of members to encourage booking, encourage current attendees to recommend the conference to their friends and extending the early bird deadline by a few weeks and/or introducing another period of discounted ticket prices. These will all be considered both from a practical viewpoint and not unfairly disadvantaging people who have already made their booking.</p>

	<p>AGM: The annual report was received and SMR & Yineng Hart were thanked for how well it read and how good it looked.</p> <p>Board Recruitment : 5 applicants had come forward and all but one had been interviewed and the last would be later this week. None were barred from being Trustees.</p> <p>The issue of time availability was being explored in the interviews and SMR gave a brief description the reasons that candidates had given for standing, which included: valuing the uniqueness of ACC, wanting to make ACC better known, facilitating wider networking, supporting the growth of the organisation and being willing to raise challenging issues and difficult questions. SMR confirmed that ACC only has a minimum number required, no limit and so it would be the Board decision about the number of new members to have elected to the board.</p> <p>It was acknowledged that Increased numbers would potentially increase costs for in person meeting and impact on team dynamics, but it would also increase ACC’s Trustee strength for the future, including succession planning and increase diversity in a number of ways.</p> <p>It was suggested that the Board should carry out an exercise to identify differing skills and styles to help with team building and how we work together to maximise the benefit to ACC.</p> <p>It was unanimously agreed that all 5 could be elected provided the last interview is similarly positive and they have members support at the AGM.</p> <p>The required paper work for the AGM will be issued by the end of the week.</p>
4	<p>Finance – Review and Approval of Annual Report</p> <p>PR presented and referred to the annual report. He was grateful to Stewardship for the suggestions and comments made by the external examiner, which included help with VAT reporting.</p> <p>PR highlighted on Page 17 the notes regarding the NHS fund, drawing attention to the transfer of funds from our restricted fund to the general fund. This had been agreed with Stewardship and a satisfactory explanation of the accounting for the scheme had been provided. The remainder remains in the restricted fund until next year.</p> <p>A good year for income but aware also that the expenditure also increased in some areas by significant amounts.</p> <p>PR highlighted that there will be a deficit in 2022 due to increased expenditure and the strategic investments currently being worked through.</p> <p>CW proposed the acceptance of the 2021 Annual Report and PB seconded and it was agreed unanimously.</p> <p>The Board proposed a vote of thanks to PR and Keith Payne (ACC bookkeeper) for the careful and hard work to bring the final version to approval and for the work done throughout the year.</p> <p>PR highlighted some key facts for the current year management accounts and the potential financial pressure at year end, which may mean some contingency funds being needed. It was highlighted that the current society pressures and reduced commitment elsewhere post pandemic is impacting many organisations.</p>
5	<p>CEO Update</p> <p>RAP – KS commented that the majority of the current panel members will need to stand down in 2023 as they have already renewed and will have served for 6 years, which risks not having a RAP. Advertising over the last couple of years has brought no interest. RAP members have stated they are willing to stand for a maximum of another 3 years (as is currently allowed for the Board) with the intention of using that time to consider an alternative structure for independent scrutiny of the Register or whilst new members are actively recruited. This amendment to RAP’s terms of reference needs the agreement of the Board. KS had spoken to the PSA and they had shared how other Registers manage this requirement.</p> <p>It was agreed unanimously that RAP membership could be increased for a further 3 years to a maximum of 9 years, to provide time to review the role and structure of RAP going forward.</p>

CW believed he has one person who may be interested in joining RAP. KS will share with CW the ToR and role description.

Centre / Admin Hub

- **IT System Rebuild Project** update was provided .A monthly project progress report has been put in place and this was shared with the board. CW requested that a summary be incorporated as part of the report.
- **New Logo and Name** All the Branding information has been agreed and provided to the IT providers. There may be some further work to produce a composite logo for registered counsellors (ACC + PSA logos). We will introduce the proposal to have a new logo to members at the AGM and conference.
- **NHS Expanded Service** - The service was up and running on the 1st June thanks to SMR and wider team. There is as yet only a few referrals. The NHS contact is keen to meet with us monthly so that they can monitor take up and adjust their communications accordingly.
- **Conference** – was reported by SMR in Chair Report. A review of the future of a National Conference will be undertaken after it is held. KS has had conversation exploring with Waverley Abbey and LST to consider a one day conference on an academic approach e.g. “new thinking in integrating Christianity and Counselling’. There is enthusiasm by all partners to move forward regarding this proposal.
- **Complaints Policy** – now on website
- **PSA Review** - The PSA’s Annual Check was submitted on the 23rd May, and we are awaiting their response which is expected on 21st June.
- **New Qualified Membership** - We are hoping to launch this service in week beginning 20th June. There will also be an open forum for graduating students to promote the new membership and offer advice and support as they transition from being a trainee. We are yet to survey former students who choose not to become members of ACC.
- **Fund Raising** - KS, PR and SMR met with Colley Raine representative to discuss a bid to the Benefact Trust for a Transformation Grant. KS will be working with Colley Raine to prepare a draft and then meet with our account manager at the Benefact Trust to review the draft submission. It is hoped that we will have something ready by September. Otherwise the plan will be to pause any new fund raising bids by Colley Raine in order to see whether the ones that have already been submitted bear fruit. KS will send an email confirming this.
- **Accord:** Having an editor in place has meant that the time taken to put together an edition are considerably shorter and Accord will be published this quarter ahead of schedule.
- **Pastoral Care**
 - **Developing Quality Relationships (DQR) course** - has been refreshed and adapted it so that it can be used on ZOOM. As a 2- 2.5 hour course it in a very short introduction to establishing caring relationships. One set of trainers will be delivering the course their own church as a trial, and then as a paid event to a church in London.
 - **Pastoral Support Groups Training – Rebadged as “Caring for Ourselves”** - The latest PSG group training began on 16/06 and has 13 attendees. Renaming the course as “Caring for Ourselves” seems to have attracted more people and feedback from the first session is good.
 - **Resourcing Pastoral Care Course (RPCC) Update** - Work on revising the RPCC as a “Foundation Course’ in pastoral care has begun The plan is to reduce the current 10 sessions to 6, and to have as a general introduction course that can be accessible to the ‘all’ involved in caring for others in a Christian setting.
- **PC-UK Overseas** - SMR and KS meeting with ACC Uganda to discuss challenges with rolling out the course in the area where there is most need.
- **SCoPEd** – a summary of the meeting on June 10th was provided in terms of outcomes.
 - Impact Assessment - A preferred supplier has been appointed and the first scoping workshop is scheduled for the 4th July.

	<ul style="list-style-type: none"> ○ Technical Sub Group – to determine entry points and progression through the columns. The first meeting of this sub group is due to take place in week beginning 20th June. Gillian Stuart and Rosie Tringham (one of the lead assessors) will be attending.
6	<p>ACCEnT – Sharon McLean</p> <p>SM was invited to raise any issues and she commented that this was the first time she had attended to representing ACCEnT. Sharon gave an update of a recent open forum led by Leroy Harley ‘Black Men Don’t Do Therapy’. The event was well attended and worthwhile with experiences shared and views gained. Another Forum is planned to discuss aspects of racism and prejudice and its effect. This will be led by LH and WF and it was suggested that it would be good to have a female member of ACCEnT taking part to give the concept of exploring how racism impacts differently on different genders.</p> <p>ACCEnT are working on some promotional materials which set out the aims / areas of interest for the group. These are concerned with:</p> <ul style="list-style-type: none"> • Policy • Representation • Training & Development • Social Media • Outreach • Exploring Racism and Spirituality <p>KS explained that setting up different social media groups for ACCEnT and other ACC groups (CYP and Couples) is beyond administrative and management capacity at the moment – but would want to encourage all groups to use the main ACC Facebook members page. KS said that the intention of the new website would be to have members pages dedicated to ACC groups, including ACCEnT, to list contacts and resources etc, but we would also welcome general news and blogs from ACCEnT for the website.</p> <p>SM reported that her husband recently attended a conference where themes of power explored in relation to different African and Caribbean expressions of Church Leadership. SMR asked if he would be willing to write an Accord article on this subject.</p> <p>Next month brings the 2nd anniversary of ACCEnT’s founding in July and an in person event is planned</p> <p>A number of topics are in process of being set up with an interest in long- term focus on spirituality within ethnicity. Other communities’ struggles have brought awareness of the wider issues such as those for the Chinese and Hong Kong communities and the need to invite them to become part of ACCEnT.</p> <p>SM said that 3 members were proposing to come to the AGM.</p> <p>SMR asked SM to remind the group of having regular items in Accord, with the next deadline being 5th August.</p> <p>Sharon was asked to encourage ACCEnT members that is was helpful and very positive for ACC to have such an on-going relationship.</p>
7	<p>AOB</p> <p>Date of next meeting: 22nd July on zoom 1.30 pm</p>

S. Monckton-Rickett
Chair
22 /07/2022