

ACC Board Meeting Friday 22<sup>nd</sup> July 2022

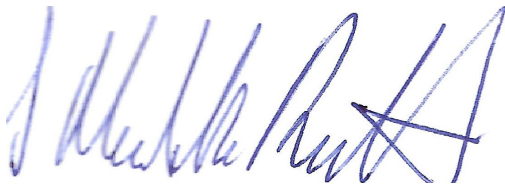
Venue: Zoom

(Meeting commenced 13.30)

	<b>Title</b>
	<p><b>Opening:</b> SMR led in opening thoughts.</p> <p>In attendance: Sue Monckton-Rickett Chair (SMR); Chris Williams Deputy Chair (CW); Tony Ruddle (TR); Peter Barraclough (PB); Peter Roberts (PR); Gathoni Hamilton-Foster (GHF); Phil Martin (PM); Gillian Stuart (GS) joined us to cover KS.</p> <p><b>Apologies:</b> Wein Fung (WF); Fiona Sherburn (FS); Kathy Spooner (KS). FS and SMR had a conversation and FS had decided to stand down from the Board due to work and time pressures. FS said however, that she was willing to continue to be consulted and assist if we needed advice on HR issues. The Board recorded a vote of thanks for all the work and support she has given to ACC.</p>
<p>1.</p>	<p><b>Minutes of the 20<sup>th</sup> June</b> Two minor amendments made in the Finance report</p> <p><b>Matters Arising:</b> PR mentioned that WF had spoken about team working and raised the question of taking this up. Andy Matheson (Moringa) had been recommended from Colley Raine.</p> <p>CW reported the person he had mentioned regarding RAP had a conversation with the Chair of RAP and are considering joining.</p> <p>ACCEnT group are going ahead with their planned gathering.</p> <p><b>AOB:</b> None declared</p>
<p>2.</p>	<p><b>Standing items</b></p> <p><b>a) Conflict of Interest:</b> No new conflicts reported.</p> <p><b>b) RAP/PSA – Under CEO update</b></p> <p><b>c) Diversity &amp; Inclusion MoU Update –</b> The legal action relating to the MoU was reported as discontinued. At the last PSA meeting they was discussion about risks that are identify for Registers should be considered in the light of Equality,Diversity and Inclusion. PSA was asked for more information, which is not apparently yet available. SMR reported that ACCEnT group led a forum last evening on racism that had 30 attendees and a variety of people contributed. WF had commented on the ACCEnT logo situation in his apology email. WF proposes a guideline on logos so that there is a corporate approach. The views he expressed at ACCEnT meeting were received and being considered by the group. The Board agreed that there needed to be a corporate policy on logos that is followed by all sub groups and forums. It was agreed ACC will have one consistent (the new agreed logo) and that this would be adopted by all groups, with the name / acronym of the group incorporated in some way. This would maintain a corporate identity, would mean that each group could be clearly identified as part of ACC. It was acknowledged and should be explained to the ACCEnT</p>

	<p>Group that ACC itself has in the last 6 months looked much more closely at logos and identity and realised the need for a policy that was consistent across all groups was needed. Agreed that SMR would inform ACCEnT of the approach.</p>
<p>3</p>	<p><b>CEO Report – presented by GS</b></p> <p><b>Memorandum of Understanding with Thailand in relationship with New Counselling Service (NCS)</b> as described in the CEO report. A group in Thailand (New Counselling Services Ltd) are asking for support in establishing an ethical framework. ACC will only act in an advisory capacity and one of the Thailand group is a member of ACC but the group itself is not. The Board made several suggestions for changes to the wording of the document . A revised version will be drafted.</p> <p><b>Introducing proof of I.D. on all professional memberships</b>  A minor change has already been made with regard to members making changes to their name so that evidence is required before approval of the change.  ACC to ask in future for a copy of ID as proof of identity for all professional memberships, as without doing so carries risk of people who have been removed from other registers simply changing names.  There is also an issue where someone may need to not be identified by a specific name due to a risk to themselves. This is noted on the database with both names. The PSA have been consulted previously on this issue and accepted it as a principle.  The Board approved this approach and change.</p> <p><b>Prayer &amp; Counselling – Scope of Practice for ACC Counsellors</b>  The Board agreed that this guidance is required but it was felt that more consideration of how it is worded is necessary for clearer definition. Training and working in relation to this area for counsellors could be training that ACC provides</p> <p><b>Staffing</b> – recent absences due to illness and bereavement have had an impact on the ability to cover or progress the website / database project. GS felt that well-being is an issue we need to keep under review. Regular in person staff sessions will be helpful in managing this. GS was encouraged to prioritise in order to alleviate the pressures if necessary in the work-plan.</p> <p><b>Pastoral Care Development</b>  GS shared proposed changes to the EPC and the intention of it becoming downloadable as well as or instead of a print copy. To continue the work and for other publications it was recommended that we purchase the professional version of Canva (publishing software). Board expressed appreciation for the work done so far and approval given for purchase.</p> <p><b>Newly Qualified Membership</b>  This membership is live and has been announced to all members and promoted to students and counselling affiliates.  We are yet to survey former students who choose not to become members of ACC.</p> <p><b>Other items in the written report were noted.</b></p> <p><b>GS reported that</b> NCS now recognise ACC Accreditation.</p>
<p>4</p>	<p><b>Finance – June Management Accounts</b>  PR shared the half yearly Management Accounts and outlined any significant variances. NHS scheme funding is still pending.  Stewardship have informed ACC that as a charitable company cannot file micro accounts online so that they have to be posted. PR and SMR will investigate.</p>

5	<p><b>Chair Report</b></p> <p>Conference was considered and some contingency ideas raised. At present we need about 40-50 more bookings to break even on current budget.</p> <p>We will welcome 5 new board members in September but it creates an imbalance in the number of Board members standing for re-election each year. It is proposed to seek a staggering so that some Board members serve a term of less than three years and to seek a change in the period of service to be 3 terms or 9 years, whichever is the greater, so that those who have on term reduced may if they wish have a later term extended to 4 years. Some current board members, due for re-election in 2025 – PR, PB, PM and CW agreed that they will only stand for 2 years for this term on office, thus balancing more the number due for re-election each year.</p> <p>PSA is doing a targeted review of our complaints process of and have requested information on 6 cases over recent years. SMR reported on current complaints being actioned.</p>
6	<p><b>AOB</b></p> <p><b>Date of next meeting:</b> 21<sup>st</sup> September on zoom 1.30 pm</p>



S Monckton-Rickett  
Chair

21/09/22