

Wednesday 21st September 2022

Venue: Zoom

(Meeting commenced 09.30)

	Title
	<p>Opening: Chris Williams led opening thoughts and prayers</p> <p>In attendance: Sue Monckton-Rickett Chair (SMR); Chris Williams Deputy Chair (CW); Sean Charlesworth (SC), Gathoni Hamilton-Foster (GHF); Sharon Hastings (SH), Jim MacRae (JMR), Janet McNish (JMN) Phil Martin (PM); Christine Pinder (CP), Peter Roberts (PR); Kathy Spooner (KS).</p> <p>Tony Ruddle (TR) joined the meeting part way through</p> <p>Apologies: Peter Barraclough (PB); Wein Fung (WF)</p> <p>As this was the first time that Board Members elected in July were attending a meeting, each board member introduced themselves and said a little about their experience, their work in counselling / pastoral care etc.</p> <p>SMR commented on how there were so many different life skills brought together and how God had equipped each person in ways that we may never have imagined - it was really great to have new people with fantastic skills, and so many experiences to bring</p> <p>KS emphasised the Board's role to challenge, to ask difficult questions, to not feel shy and of bringing things up, and that this is an environment in which we should all be able to speak freely and openly and obviously with respect for one another.</p>
1.	<p>Minutes of the 22nd July</p> <p>One minor amendment- Under apologies, the last sentence should read. "It was agreed."</p> <p>The Minutes were approved</p> <p>Matters Arising:</p> <p>CW said that there have been conversations with someone that he had suggested for RAP and they may well be joining that group. He is a retired solicitor, a trustee for another Christian organisations. So he is familiar with governance and charities. He has met with the Chair of RAP and will be attending next RAP meeting next week.</p> <p>KS clarified the role of RAP for new Board members.</p> <p>KS said that the agreed amendments had been made to the MoU for working with the counselling organisation in Thailand relationship and the revised document had been sent to them.</p> <p>The issue of Board training was discussed. It was agreed that with new board members and a bigger board, we needed to re-look at the board training required, but to allow time for t new members to get established and then for 2023 look at a board training programme.</p> <p>AOB: Items raised</p> <ul style="list-style-type: none">• Garfield Western Foundation grant.• Ugandan. Developments• Board Meeting Dates for 2023
2.	<p>Standing items</p> <p>a) Conflict of Interest:</p>

SMR explained the Register of Conflict of interest and Outside Interest Register and asked all new boards members to provide her with any details.

SMR also asked if there were any conflicts of interest relating to agenda items for this meeting.

CP and SH declared that they are counsellors working on the NHS Counselling service, which is on the agenda. PM also declared that he acts as Case Manager for the Service.

CP also declared that she had provided pastoral support for a party in a complaint

SMR confirmed that the items on the agenda re the NHS will just be an update and there will be no detailed discussion about individual complaints - so no conflicts of concern

b) RAP/PSA – Under Chair update – Targeted Review

c) Diversity & Inclusion MoU Update

CW said that there were 3 items:

- A report that he had prepared
- MOU Group briefing on conversion therapy
- a statement by the PSA on conversion therapy.

CW explained how the MoU Group and the Diversity and Inclusion Coalition operated and ACC's role in them.

Racial equality is the current focus of the Diversity and Inclusion Coalition, which is developing a toolkit or those involved in training counsellors. It should be reviewed by Coalition members before it gets launched and would be sent for review by organisations ie. ACC ACC would ask the Ethnic Tapestry group and the Board to review.

ACC Ethnic Tapestry had held its first in person meeting. The group has been in existence now for two years and they asked the Board to consider how it had changed as a result of the input from that group.

It was confirmed that the use of Ethnic Tapestry rather than ACCEnT had been discussed and that the Board were happy with the proposal. It would be confirmed if this had also been discussed with group.

A discussion concerning the Ethnic Tapestry logo confirmed that at the last Board meeting it had been decided that there needed to be 1 logo that every group / membership stream in ACC would use. This has been communicated to Ethnic Tapestry and SMR has also explained how the Board had come to that decision.

CW said that the Ethnic Tapestry video for the ACC Conference was in progress.

SH asked how as a board we look at issues of inclusion. Is there a standing item on the agenda about inclusion in its broadest terms.

SMR said that currently under the Diversity and Inclusion section in the agenda we look at the MoU, Ethnic Tapestry and the Diversity and Inclusion Group, and a member of Ethnic Tapestry usually attends every other meeting. However, it was agreed that the Board needed to do more to consider inclusion in all that we do i.e. decisions, policies, actions, etc.

CW explained that the MoU Group document was prepared for a meeting with members of parliament that had been postponed. There may also be a summary produced that could be circulated by all of the organisations if they wished to. .

CW said that he had sent to the PSA a proposed amendment to their statement about the MoU and included the words "demonstrates an assumption" which had been originally acknowledged

	<p>by the PSA, but which they had excluded from their statement. The PSA have acknowledged the omission and thanked CW for correcting it.</p>
<p>3</p>	<p>Chair Report</p> <ul style="list-style-type: none"> • PSA <p>SMR explained the information that had been conveyed by PSA following the Targeted Review and what would be the actions that ACC needed to take, although the Outcome Letter had not yet been received.</p> <p>SMR explained how current complaints would be processed, given that the PSA conditions included re-instating the previous complaints policy, until a new one had been reviewed and approved by the PSA. ACC had discussed the process of determining the best way to deal with current complaints with the PSA.</p> <p>It was agreed that the Board needed to develop an action plan of how to address the issues and meet the PSA conditions.</p> <p>SMR said that once we receive the PSA Outcome Letter ACC will more clearly know the actions that are needed and be able to form a plan that will be submitted to the PSA. ACC will need to look at how this situation arose and what needs to be addressed in terms of governance to ensure that a similar situation does not occur. This would involve the Board, RAP and the management team and would be treated as a learning process.</p> <p>It was felt that it was important to engage the PSA in the plan in terms of discussing with them ACC proposed actions so that we are assured that the final plan will meet the required level of response.</p> <p>It was agreed that:</p> <ul style="list-style-type: none"> ❖ KS would write a paper for the Board on ACC’s membership of the PSA ❖ once the PSA letter has been received there may be a need to form a subgroup of board members willing to take part in developing that action plan. <p>Conference</p> <p>SMR asked Board Members to continue to publicise the conference. Board members would be asked to assist with various activities and she asked them to confirm attendance.</p> <p>The issue of unfilled places and how this could be addressed was discussed. It was agreed that no new actions would take place other than increase publicity and monitor bookings.</p> <p>SMR said that after the conference an assessment would be made to determine the viability for the future.</p> <p>Name Change</p> <p>SMR said that The Scottish Charities Office had approved the change, it is still to be approved by Companies House and then it can be approved by the Charity Commission. She emphasised that the organisation will still call itself ACC.</p> <p>She also confirmed that the PSA will be informed about the name change and assured that it doesn't change our core activity of being a register of counsellors and that counselling is still in the title.</p> <p>SMR said that the Chair of RAP had raised whether that name change has any implications upon ACC listed objectives as a charity. SMR had provided some rationale to all Board members as to why it does not. There was however a need to review them and ACC’s Articles and Memorandum</p>

	<p>of Association, which would be an action for next year. A solicitor had been approached about this work previously.</p> <p>It was agreed that there was no immediate issue, but a review was needed.</p> <p>The name change will be officially announced once all of the approvals had been received probably in an e-mail communication to members, explaining the reasoning and rationale and informing them of the changes that they will need to make to their websites, documents, etc. Also if any members wanted further discussion, that would be fine.</p> <p>NHS Counselling Service</p> <p>SMR confirmed that an invoice for further funding had been submitted, which should mean that the service is funded until about March 2023. All counsellors and case managers would continue to be paid and some funds would be allocated to ACC centrally.</p> <p>KS said that we should minute the quality of the counsellors and those who administer the NHS scheme, which has been shown by the NHS wanting to continue the scheme.</p>
4	<p>Finance</p> <p>PR said that at the end of June we changed our accounting system from SAGE One. The new system is on the iCloud, which means that multiple users can access it. This has been a lot of work for ACC finance staff.</p> <p>PR shared the July Management Accounts and explained the principles of ACC accounts for new Board members.</p> <p>He highlighted the key variances to budget.</p> <p>A concern was that Accord is costing significantly more than budget due to the cost of print and paper increasing significantly since the beginning of the year. This is something that will need to be looked at for the future.</p> <p>Bank charges are significantly above budget due to bookings for the conference.</p> <p>Work with our fundraiser Colley Raine has been paused until we see if any of the bids have been successful and we review the fundraising potential. We have just received a grant from a Trust.</p> <p>It was expected that the Conference surplus would be less than budgeted and a major expense is the website development in 2022.</p> <p>PR shared the Cash Position as at the end of July and said that the position at the end of August is similar and explained the various aspects of General and Restricted Funds.</p> <p>He also explained the level of contingency and the expected income and expenditure for the remainder of the year.</p> <p>A discussion was held about ways to increase membership numbers including ways to attract students, as well as register members, improve our marketing, although the new website, logo, name etc. needed to be embedded before we launch any significant marketing activity.</p> <p>KS also explained that ACC had launched a new newly qualified membership that is discounted and is proving to be quite popular. There are also forums for new counsellors around things about good practice, starting a practice etc. We have also talked about providing a sort of mentorship scheme for newly qualified members. The idea being that to really support them and help them to grow their practice.</p> <p>Other ideas of how to support and encourage membership, gift aid, legacies, marketing resources, and promotion in Christian media were discussed</p> <p>The potential impacts of the costs of living crisis were discussed and identified as:</p>

	<ul style="list-style-type: none"> • the printing of Accord • other services that we are buying, although these are few • people's ability to give and pay membership and attend training • the impact on staff and salaries
5	<p>CEO Report</p> <p>Newly Qualified Counsellors.</p> <p>The reduced cost of membership for the first year and has proved very popular and brought in new registrants. Membership is continuing to grow but slowly,</p> <p>The first forum with new members would be next week. Some of the HO team will attend and also other experienced counsellors and we will explore what the need is. We are looking at setting up support groups for counsellors similar to the support groups for pastoral carers. We are exploring this next week with a group of about 20-25 counsellors who are interested.</p> <p>There was a discussion about the difference between these groups and counselling peer support groups.</p> <p>KS highlighted other forums, which tend to be just open zoom meetings which are free to attend for example domestic violence, the Churchill Framework, SCoPEd, etc. For newly qualified counsellors we will have ones on topics that are relevant for them, for example setting up in private practice, note and record keeping, confidentiality, etc.</p> <p>In addition there are other groups like the CYP, Couples Counselling.</p> <p>New Membership Stream</p> <p>The Benefact Trust, who have already made a grant for pastoral care work also have Transformation Grants, for Christian organisations wishing to transform themselves. We are hoping that the expansion of our membership streams would be sufficiently transformational for them to qualify. A survey seems to be supportive of expanding membership categories and having a national directory of for example Christian coaches and spiritual directors. Our new system is being built to accommodate new membership streams.</p> <p>Pastoral Care</p> <p>There is an away day on 1st of October, to bring together the people training RPCC and DQR, people involved in building the pastoral support groups, people involved in redesign the courses to look at a new structure for the future.</p> <p>The RPCC course has been redeveloped into a six sessions course with the possibility of developing a part 2. A survey that we conducted showed that there is a great need in churches for training and for training targeted at pastoral carers working with particular issues, so looking at developing more short training sessions.</p> <p>We have also met with another Christian organisation to look at collaborative work or at least mutual support.</p> <p>The new I.T. system also gives us is an opportunity to sell more products, related to skills in pastoral care and counselling as downloadable PDFs, etc.</p> <p>IT system rebuild project</p> <p>KS provided an update on progress with regard to development, testing and updating content.</p> <p>Staffing</p> <p>This is a very busy time for the team with the conference, the new system and the PSA targeted review. An assessment of resources needed and priorities will be made.</p> <p>SCoPeD</p>

	<p>The framework is completed and was published in January 2020. There was an enormous amount of dedicated work to put the framework together and the organisations worked very well together. On-going work is looking at how counsellors move through the different columns, including entry points, accreditation and recognising training from different bodies.</p> <p>KS said that she had suggested that the Chairs of all the boards to discuss the project and some of these tensions. SMR confirmed that the Chair of BACP had met with each of the Chairs individually with the intention of drawing together a meeting of all of them, but it had not happened yet. KS said that she would raise this at the next meeting.</p> <p>Research Project</p> <p>KS said that out of a meeting of members in Northern Ireland an idea has come about, to do research into the practices, experiences and skills of Christian counsellors. So a group will start this piece of work.</p> <p>SMR expressed her thanks to KS for all that she is holding and working on and that we always need to keep in perspective that other organizations have teams of people working on each project, whereas we have a team of people that works on everything.</p>
6	<p>AOB</p> <p>Goldfield Western House Trust have given ACC a grant. There is quite a lot of flexibility about how the money can be used, but it has to be spent within a year and they require specific reporting. The bid included quite a few items of our work, including marketing. KS said that she would share the letter with SMR and PR.</p> <p>Uganda and Kenya</p> <p>SMR explained that the RPCC has been trained in Uganda for about a year and ACC had financially supported the work to some extent, along with the work in Kenya. In Uganda the course has been taught to a group of women who lived through the revolution in Uganda, many of them suffering trauma including their children being abducted to join the Lord's Resistance Army and being widowed. These ladies are now providing pastoral care to others who have experienced trauma. The next project, which starts this week, is in the prisons in Uganda to teach prisoners how to pastorally care for each other.</p> <p>SMR said that she would be making a short zoom interview to play at Conference about the work and it was agreed that the videos would be put on the website with the permission of the participants.</p> <p>Board Meeting dates</p> <p>SMR asked Board members to think about the frequency, length, dates on-line/ Zoom format for Board meetings, including thinking about time for Board training.</p> <p>She said that she would circulate a document for everyone to complete with their availability.</p> <p>Date of next meeting: 11 November 1.30pm on Zoom</p>

S Monckton-Rickett
Chair
11/11/2022