

ACC Board Meeting Wednesday 20th November 2020

Venue: Zoom

(Meeting commenced at 9.30 am)

	Title
	<p>Welcome given: SMR opened with a Reflection</p> <p>In attendance: Sue Monckton-Rickett Chair (SMR); Chris Williams Deputy Chair (CW); Tony Ruddle (TR); Peter Barraclough (PB); Peter Roberts (PR); Phil Martin (PM); Marlene Forsythe Gidharry (MFG); Fiona Sherburn (FS); Kathy Spooner (KS); Wien Fung.</p> <p>Apologies: Helen Vipam (HV).</p> <p>WF has asked to take time out of Board duties. It was agreed by all for WF to stand down for a period and to notify the Chair of when he wished to return.</p> <p>FS left the meeting at lunchtime to fulfil important work commitments</p>
1.	<p>Minutes of the 23rd September were approved...</p> <p>The minutes were approved without amendment.</p> <p>Matters Arising: PR reported the annual accounts were submitted on time.</p> <p>Notification of AOB: PM asked if we could consider reducing Board days to half day. PB asked if we could insert more short breaks. Others agreed.</p>
2.	<p>Standing items</p> <p>a) Conflict of Interest: KS has been asked to provide some teaching for On-Line Events. SMR and KS both spoke at Doors of Hope on 17th November for which they would be paid a small fee.</p> <p>SMR reported that she has been appointed Chair of the Interim Support Scheme Panel that has been created in response to the Church of England Independent Inquiry into Child Sex Abuse (IICSA). The panel hears claims for interim support for survivors until they are able to access the full redress scheme. She is not representing ACC, but her role within ACC may be mentioned in relation to this.</p> <p>PR reported that his wife is a counsellor with Crossline.</p> <p>b) RAP / PSA New member of RAP - Fiona Steven attended a meeting to consider and has accepted the appointment.</p> <p>c) Risk Register (included in 09)</p> <p>d) Diversity & Inclusion – The Forum will be included in 07 when Leroy Harley and Gathoni Hamilton-Foster join. CW said a MOU meeting is due on 30th November. ACC continues to be involved in Place To Be Forum and in early 2021 there will be a meeting for Training Organisations to look at diversity in training curriculum. ACC Training Affiliates will be invited to join this meeting.</p> <p>SMR and KS have met Aileen Alleyne, who could offer a training days for staff and Board called based on the theme of “Encountering the Other’ (unconscious bias training) and also training days for members in 2021.</p> <p>The board agreed for the training to go ahead</p> <p>e) Sponsorships & Partnerships</p> <p>Global connections partnership is moving forward to train their members next year.</p> <p>KS reported having a positive conversation with the new CEO at Waverley Abbey. Proposal to offer reduced fee for students to become student members of ACC. They are also looking at a certificate course for Christians trained in secular courses to look</p>

	<p>at faith / spirituality and counselling, which ACC could be involved with.</p> <p>KS had met with new Principal of LST and ACC will continue to build the relationship.</p> <p>Uptake on of Online Events and the cost r is well below expected.</p> <p>SMR reported on involvement in the Catholic Bishops Conference - Social Justice and Covid-19, which has led to a contact who will encourage people to look to ACC for Christian counselling and also advertise ACC events within the Catholic Church.</p> <p>SMR reported attending the Covid-19 Mental Health Campaign Partners, which includes other professional bodies and organisations involved in mental health and are seeking to get government commitment to funding the support of mental health.</p> <p>KS reported on Restore, which provides consultancy, networking and support. KS had been asked to look at some of their documents and has explored whether they might provide assistance to ACC affiliates. The Board agreed that conversations should continue.</p> <p>f) Policy Review Policies fall into 2 groups – internal and external. SMR is lead on internal and her aim is to bring all up to date by end of 2021, FS has worked with Simon Bass on safeguarding policy, which will be presented to the Board Meeting in 2021. Simon may be able to offer training for the Board - FS will explore with him. FS will look at some of the outstanding HR policies. SMR will provide PR with some policy templates that she has prepared for other organisations. KS suggested that the Customer Care policy might be left for the new Head of Member Services. The TDG are asking for some new policies / guidance for counsellors on specific issues.</p>
3.	<p>Chair report</p> <p>Corona Virus Response – written report submitted and accepted.</p> <p>CEO & HMS recruitment – Job advertisements etc., have been sent out to all members and advertised by Christian Vocations and Christian Jobs.</p> <p>Agreed process CEO and Head of Members Services interviews.</p> <p>Membership Statistics – Counsellor membership and Friends have increased but PCUK membership has decreased slightly and Affiliates static. Agreed that we will be more able to see the effect of Covid-19 after the January peak of renewals.</p> <p>Complaints – report presented. For one complaint an independent investigation is to be carried out.</p> <p>No formal complaint relating to a journalist will be submitted, but ACC will investigate.</p> <p>Memorandum & Articles of Association</p> <p>The changes required by Stewardship and other changes have been considered by David Ware (solicitor) who has submitted a process and fee basis on which to do two phases of this work.</p> <p>PB declared a conflict of interest as he knows David personally.</p> <p>A full discussion was held on a number of fronts but a proposal was put that we request Stage</p>

	<p>1 to be completed. PB did not vote. The fee for phase 1 was agreed.</p> <p>Agreed that for the fee for the larger review proposed that we do check rates of other solicitors to be sure that we have clarity about what work is included.</p> <p>Office Move – informed staff about moving to a virtual office. They understood the rationale but the responses was mixed. We will continue to engage with them</p> <p>Landlords agreed to move our lease end date to 30 June 2021 provided that we hand in notice before 31/12/2020. They have also proposed that they be allowed to look for another tenant and if able to move in before 30/06/2021, they would give ACC one months’ notice and we would not be liable for rent beyond that date.</p> <p>The proposal was passed and the owners need to draw up a new legal agreement but we need to highlight that our ability to vacate the property may be subject to Covid regulations and this needs to be agreed with the landlords.</p> <p>CCSS – report submitted. Agreed that scheme close at end of January for taking new referrals. Organisations, who have promoted the service be provided with links to ACC FAC and other useful resources. The service could be restarted if the pandemic worsened.</p> <p>Fellows</p> <p>These proposed names were unanimously agreed. SMR to write to them all and include in Accord</p>
4.	<p>Finance Director</p> <p>October Management Accounts & Cashflow</p> <p>Membership fees, Gift Aid, and RPCC Levy and donations all above budget</p> <p>Savings on salaries due to non-appointments, travel, and office cost.</p> <p>Cash flow still positive but expected to decrease in be November / December.</p> <p>PM noted that the financial position will change significantly when we have new staff in place and that these considerations were included in the Budget for 2021.</p> <p>Budget 2021 including 2021 Fees & salary proposals</p> <p>PR presented the papers and discussed.</p> <p>MGH asked about the apparent lack of investment in Pastoral Care support. As a result of discussion it was agreed to add Pastoral Care development with a figure of £2000.</p> <p>KS left the meeting in order for the Board to discuss Budget 2021 and salaries.</p> <p>Further discussion held about PCUK support – the CEO and the Head of Membership services would support PC members. The Board agreed a 2021 Budget. The board recognised that flexibility would be needed to consider in how Pastoral Care will be developed going forward when the CEO is in post.</p> <p>Staff pay awards agreed.</p> <p>PR brought to the meeting the fact that Chris Monkton-Rickett and SMR are providing a retreat on behalf of ACC. Agreed that they will be paid £300 for the event in-line with other trainers . The Board approved this payment (SMR did not vote) based on the fact that the retreat was an event that generated income for ACC and was also being provided to staff and volunteers free as a resource for them. CMR and SMR are experienced retreat leaders and have provided similar days at ACC events.</p>
5.	<p>Counselling</p> <p>Discussed OCN training accreditation and licencing of ACC as the umbrella for Affiliates.</p>

	<p>Meetings to be held with OCN.</p> <p>PSA Review – a meeting is being held on 9th December when it is hoped further information will be shared.</p> <p>KS reported that our renewal requirement will be met on time.</p> <p>ScoPEd – there is a current draft framework but now that it is a collaborative exercise further work is required for all to be able to agree it. ACC are involved in this process.</p> <p>On-Line Events – Agreed to extend the offer to members for a further 3 months to 31/03/2021 if Online Events will agree to this.</p> <p>Spiritual Framework – Heather Churchill has completed this. ACC will look at how to best use the framework for members. It will be a joint ownership, meaning that neither party can change the framework without mutual agreement. ACC will draft an agreement. It was hoped that other professional bodies will see it as a useful document for working with people of any faith. It will be offered to the wider counselling world.</p> <p>The Board asked that thanks be conveyed to Heather for the generosity of her sharing this with us.</p> <p>FAC Update – still to be tested before making it go live. Investigating is being done regarding the use of mail chimp.</p>
6.	<p>Pastoral Care</p> <p>SMR has had 2 meetings with Regional Trainers. As a result they are asking for quarterly meetings to share and support each other. We have groups wanting to do the RPCC.</p> <p>MGH and SMR are holding a Forum to engage with all PCUK members on 10 December.</p> <p>Global connections – work has begun again on developing the adaptation of the RPCC for member care.</p>
7.	<p>Forum - at 14.00 Gathoni Hamilton- Foster (GHF) and Leroy Harley (LH) joined</p> <p>They reported on the Forum are planning a 6th monthly report in January and then an annual report in July 2021. Addressing what they hope to achieve for counselling as a profession – and at meeting on 27th November expect to create a vision statement.</p> <p>The Forum space has felt warm and accepting and enabled them to work well together. As a result everyone saw it a long-term group. It is a journey in which we all need to accompany one another to attain real change and to ensure that momentum does not diminish as time passes.</p> <p>The current thoughts of what the Forum would like to see changed in ACC are:</p> <ol style="list-style-type: none"> 1. Representation on ACC Board – in future meetings others may attend for them. 2. Pleased that Forum members had received the job adverts for review before being published and this encouraged the feeling of inclusivity. 3. Sub groups working on the various aspects they seek to address. One is particularly about the dislike of the acronym BAME. 4. Desire involvement on Conference and how they can help. Input into the worship to create a fusion of diverse contributions. 5. Looking for help to introduce other ACC members from ethnic backgrounds to join the Forum. <p>SMR asked if ACC could have for Winter Accord a brief article and also put out an email to members to encourage interest..</p>

	<p>KS – said that Paulette Peters is part of the Conference Planning Group and is looking at worship and another Forum member is now on the planning group. Connection also made to NAZ (an organisation that works to address sexual health in the BAME community).</p> <p>PSA have asked ACC for comment on Black Lives Matter so KS requested the Forum reps to provide information or suggested comments.</p> <p>To capture ‘making history’ (project) interviews to promote what is happening now.</p> <p>SMR reported the ACC Board is taking up training on unconscious bias</p> <p>The Board welcomed the work they are doing.</p>
8.	<p>Risk Register</p> <p>PM has prepared the new Risk Register and added all of the risks from the previous register – updating work will continue</p>
9.	<p>Board Training & Board Meetings 2021</p> <p>Length & Frequency – Agreed to meet every month for shorter period and cover regular items one month and projects etc. on the other.</p> <p>Monday mornings 9.30-1pm and on Friday afternoons 1.30 till 5pm.</p>
10.	<p>AOB - Covered above.</p> <p>Date of next meeting: January 18th morning 9.30pm till 1 pm and The Forum to be invited to every other meeting including this one at noon.</p>