

ACC Board Meeting Friday 23<sup>rd</sup> April 2021

Venue: Zoom

(Meeting commenced 1.30pm)

	Title
	<p><b>Opening Reflection led by Peter Barraclough – based on an imaginative exercise</b></p> <p><b>Welcome &amp; Apologies</b>                      In attendance: Sue Monckton-Rickett Chair (SMR); Chris Williams Deputy Chair (CW); Phil Martin (PM); Marlene Forsythe Gidharry (MFG); Peter Barraclough (PB); Gathoni Hamilton-Foster (GHF); Fiona Sherburn (FS); Peter Roberts (PR).</p> <p>Kathy Spooner (KS)</p> <p>Fiona Sherburn (FS) joined part way through the meeting</p> <p>Gathoni Hamilton-Foster (GHF) left the meeting part way through due to a power failure.</p> <p><b>Apologies:</b> Tony Ruddle (TR) Helen Vipan (HV) and Wien Fung (WF) still on break.</p>
1.	<p><b>Minutes of the 22<sup>nd</sup> March 2021</b></p> <p><b>Corrections:</b>                      Date of meeting corrected to Monday.                      GHF did not attend                      Next meeting should just say Friday                      Finance Report Page 4 second para “be on budget” should be changed to “exceed the budgeted loss of £26k by approximately by £11k”                      Standing Items – PB “mentioned the assumption” should be changed to PB “questioned the assumption”                      Subject to these changes – the minutes were unanimously approved</p> <p><b>Matters Arising:</b></p> <p><b>Complaint</b> – SMR reported on the current  <b>PB</b> – sent Leroy Harley the article in Accord and has been passed to ACCEnT. SMR also said that responses had been invited in Accord.  <b>ACCEnT Forum</b> – SMR asked CW to raise at the next meeting how the group propose to engage with ACC HO about developing a plan and practical steps for actions. KS asked for AGM training proposal to be raised as a priority and also to think about contributions for the On-Line Conference in November. Agreed that we cannot provide a budget until we know what the proposed actions and plans are.</p> <p><b>Notification of AOB:</b> OCN Recommendation</p>
2.	<p><b>Standing items</b></p> <p><b>a) Conflict of Interest:</b> SMR said that she needed to catch up with GHF to add any potential conflicts.  <b>PR</b> has added one – Sarah Raine will be working with the Fundraising Group, she is the Managing Director of Colley Raine Associates and PR’s daughter –in-law is a director of the company.  <b>SMR</b> reported that the CofE Interim Support Scheme for Survivors of Abuse had now moved out of Pilot stage and into a permanent panel that will exist for a long time. SMR will be one of the Panel Chairs.</p> <p><b>b) Diversity &amp; Inclusion / MoU:</b>                      CW reported that MoU Group Webinar on the Legal Ban of Conversion Therapy was an open event and ACC members did attend. Webinar included – reporting of historic conversion therapy</p>

	<p>incidents, statements by survivors, Q&amp;A, importance of not ignoring transgender and Alicia Kearns MP gave a good rationale for why legislation is needed and the need for protection for “whistle-blowers”, who may highlight concerns about practices.</p> <p>PB questioned the effectiveness of legislation given that the MOU group has never pressed for this. CW responded that sometimes having a law acts as a deterrent. SMR said that the problems exists outside of those working under professional code of ethics. CW and SMR confirmed that the MoU Deputy Chair had asked about running a forum on faith issues and conversion therapy- they have said that ACC would be happy to take part but that it should include all faiths not just Christians. SMR reported that she, KS and CW had met with members of the Government Equality Office – who provided reassurance that government had been looking at the legislation for some time, that they were interested in faith implications and seemed to understand that the issues would be more within churches, etc. rather than counselling practice. Emphasised the need for education about church being a safe place and providing guidelines for how to help people with sexuality / gender issues – the Equality Office members asked if ACC would be interested in developing education and we have said that we would engage. Other faiths have been involved with the cabinet office and we also raised that it may be a cultural issue as well as faith. There will be a need for the government to clearly explain legislation.</p>
<p>3.</p>	<p><b>PSA Strategic Review</b></p> <p>SMR highlighted the key issues that had come out of the strategic review.</p> <p>The letter received from the PSA on 31<sup>st</sup> March was very unclear about the financial implications of the government ceasing to fund the Accredited Registers programme for 2021-22. This became clear at the meeting on 21<sup>st</sup> April with PSA.</p> <p>The PSA have stated that 2021-22 fees need to be paid by quarterly instalments starting July 2021 and the minimum fee of £10,000 will be what ACC has to pay (taking into account the overlap of accounting periods).</p> <p>AR Collaborative (ARC) members are concerned about the progress that has been made by the PSA and the lack of strategic vision. ACC have signed a letter to the PSA from ARC raising the issues. ACC as a body also has to confirm it’s intention as to whether it wishes to renew for 2021-22</p> <p>The counselling and psychotherapy bodies that are AR members also met and have drafted a letter stating the specific concerns of this profession relating to equity, recognition and risk and asking for a meeting with the government to highlight the role of our professions and public safety especially. There was a discussion about the concerns</p> <p>It was agreed that we respond to the PSA saying that we do intend to remain within the AR programme, that we will pay the fee for 2021/22, asking that this be done in quarterly payments, but we will raise the issues that have been included in the draft letter plus the point raised that that many of our counsellors work as volunteers / low cost services and so we try to keep our fees to members as low as possible.</p> <p>It was agreed that we sign the final version of the letter from the counselling and psychotherapy bodies.</p>
<p>4.</p>	<p><b>Risk Register</b></p> <p>PM presented the new Risk Register that has been compiled by PM, SMR and KS. It took a significant time but this process has been important in terms of understanding the organisation and the risks. PM explained how the risk register worked and asked all Board members to look the register and become familiar with it..</p> <p>KS explained that her action plan incorporated the actions identified on the risk register. SMR said that our discussions at the Board and the decisions made need to always consider risk and the risk register should be updated. We need to have change control with any changes going through PM and KS and that we create a new version each time it is updated.</p> <p>SMR asked all board members to review the register to:</p> <ul style="list-style-type: none"> <li>• identify if there any risks that they feel have been missed and to notify KS</li> <li>• identify the actions that have been allocated to them and plan how they will be implemented.</li> </ul>

	<p>On a periodic basis we will review the register at a Board meeting and assess our progress against actions.</p> <p>KS explained that this is a very different register to the PSA risk register, which is about risks to the profession, whereas the ACC risk register is organisation specific</p> <p>SMR suggested that the review Ethics and Practice may be should start with looking at what are the counselling risks and building / adapting the ethics and practice to address the risks. KS agreed and that is why a group has been established called the Risks and Ethics Committee. KS confirmed that the PSA register is also reviewed by the Board.</p> <p>SMR confirmed that the internal Risk Register will be stored in the 2021 Board Papers. SMR thanked PM for his help on this.</p> <p>CW asked if we should refer to this document in the AGM. SMR said that we should probably use it to highlight the key actions that we have achieved and will be working on. SMR said that in the annual report we have to report on our risk management and FS, PR and PM suggested that we could include some additional KPIs about risk in our 2021 annual report.</p>
5.	<p><b>Work Plan and Priorities / Staff Update</b></p> <p>KS explained the changes in staff:</p> <ul style="list-style-type: none"> <li>• The new Head of Membership Services (HMS) on Monday 26<sup>th</sup> April and this role had resulted in the need for an organisational restructure which would be taking place in the near future. KS highlighted that the new roles and structure would in time be significant resources to look at developments and strategic improvements.</li> </ul> <p>PM suggested that we provide a “Who’s Who” on the website for office staff. KS agreed</p> <p>KS presented the Work Plan and Priority List, highlighting the large workload both in what we do on a regular basis and our aspirations. She also said that we rely heavily on the loyalty of our office staff and we need to always be conscious of maintaining their motivation.</p> <p>KS highlighted the priorities:</p> <ul style="list-style-type: none"> <li>• Website / database improvements and redevelopment – which could only be completely achieved when resources could be identified.</li> <li>• Continuing engagement with SCOPED – takes a lot of time, but it has massively raised awareness of ACC in the professional world and it seems to be a key development with the NHS and PSA</li> <li>• Re-writing Ethics and Practice, which is now very old and does not reflect changes in the profession.</li> <li>• Improve Member Service</li> <li>• Maintaining Open Forums, PDG and Affordable CPD is a great benefit to our members so encourages them to remain and also to tell others about ACC. Some people have said how much this has changed their view of ACC and made them feel much more that they belong to a valuable organisation.</li> <li>• NHS Counselling Service – if we are able to continue to fund it we should. It is part of our Christian service, provides paid work for our members and raises our profile within the NHS</li> <li>• Support Network for PCUK members, and the biggest need is for support outside of their work place / church. A pilot scheme starting in June and this may become a key benefit of membership that we can advertise to those attending RPCCs. Also want to provide more CPD for pastoral carers.</li> <li>• New Membership Categories to continue to be explored</li> </ul> <p>PR and FS thanked KS for providing a focussed document.</p>
6.	<p><b>Computer Minds</b></p> <p>Agreed that we would no be pursuing the website / database development work</p>
7.	<p><b>AOB –</b></p> <ul style="list-style-type: none"> <li>• <b>Updates to Articles &amp; Memorandum of Association</b></li> </ul> <p>SMR said she will follow up with David Ware about progress.</p> <ul style="list-style-type: none"> <li>• <b>OCN</b></li> </ul> <p>KS explained that we currently have 3 training affiliates using OCN via ACC. We carried out an exercise,</p>

	<p>which showed that the processing of OCN costs ACC and we do not recover sufficient funds from the Affiliates. OCN have increased the requirements for ACC and Affiliates. A meeting was held with the three Affiliates to discuss continuing with OCN.</p> <p>It has been agreed that ACC would continue the service for two more years (2021- 22 and 2022-23). ACC will run off the all courses during that time and then cease to operate an OCN service. At the appropriate time we will give notice to OCN.</p> <p>Board approved the decision to take this plan of action.</p> <p><b>Approval of Payments to Board Members</b></p> <p>PR proposed that SMR and Chris Monckton-Rickett should be paid for training work via their company WINGS Connexions Ltd. They had delivered a retreat at the end of March, which had been well attended and were due to deliver a CPD day on Traumatic Grief, which they have delivered at the last ACC National Conference.</p> <p>It was agreed to pay the proposed fees are in-line with other training days and the events will not be held unless they are profitable for ACC.</p> <p>SMR did not take part in the discussion or vote.</p>
8.	<b>Date of next meeting: Monday 24<sup>th</sup> May 9.30 -13.00</b>