

ACC Board Meeting Wednesday 23<sup>rd</sup> September 2020

Venue: Zoom

(Meeting commenced at 9.30 am)

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|    | SMR led a reflection reading Psalm 23.  |
|    | <p><b>Welcome given:</b><br/> <b>In attendance:</b> 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); Kathy Spooner (KS); Wien Fung joined meeting at 11.10 am.</p> <p><b>Apologies:</b> Fiona Sherburn (FS); Helen Vipan (HV).</p>  |
| 1. | <p><b>Minutes of the 27<sup>th</sup> July</b> were approved without amendment.</p> <p><b>Matters Arising</b><br/>                     Everyone has now completed their statement of eligibility<br/>                     Memorandum and Articles of Association review - waiting for the solicitor assessment of how much work is needed.<br/>                     Sanctuary - there is no further movement at present on this.<br/>                     Safeguarding policy ready by mid-October.</p>  |
| 2. | <p><b>Standing items</b></p> <ul style="list-style-type: none"> <li>a) <b>Conflict of Interest:</b> PM has left The Oaks so can be removed.</li> <li>b) <b>RAP / PSA (included in 06)</b></li> <li>c) <b>Risk Register (included in 09)</b></li> <li>d) <b>Diversity &amp; Inclusion – (The Forum will be included in 07)</b><br/>                     A Place to Be meeting is today.<br/>                     There is a further BAME Forum meeting on Friday this week.</li> <li>e) <b>Sponsorships &amp; Partnerships</b><br/>                     On-line events now available for all our members with ACC paying for access it until the end of the year.<br/>                     Trans World Radio - SMR recording a series of programmes on Faith and Mental Health due to be broadcast later this year or early 2021 on their station and YouTube.<br/>                     Global connections work was slowed down due to Covid-19.</li> <li>f) <b>Policy Review</b><br/>                     All Board members have a link to policy directory and Board members have been assigned to review specific policies.</li> </ul>                    |
| 3. | <p><b>Chair report</b></p> <p><b>Corona Virus Response</b> - SMR gave an update paper detailing status of the various issues progressed and still under way.</p> <p><b>Membership Statistics:</b> Encouraging that Registered Counsellor And Student Membership and has grown. Awareness of ACC is increasing and those joining are saying it is because they wish to be identified with a Christian organisation. TR thanked the team on behalf of the board for the hard work being put into creating relationships that continue to bear fruit.</p> <p><b>Complaints</b> – SMR presented the statistics detailing cases. 4 currently open but 2 are awaiting response to the outcomes.</p> <p><b>Office Return</b> – A full discussion around the issue of moving to a virtual office was made - opportunities, agility, drawbacks, impact on staff and the potential for greater creativity as well as savings.</p> <p>Agreed to move a virtual office, managing this with due diligence overtime, planning now all that is required to make it possible, discussing with landlords. Staff to be kept informed and any potential impacts monitored.</p> |

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|    | <p><b>CCSS</b> – This has been well received and a success. Agreed that the scheme continues until the end of January 2021 rather than end at the 6 months previously agreed.</p>  |
| 4. | <p><b>Finance Director</b><br/> <b>August Management Accounts &amp; Cashflow</b><br/> Membership and Student membership numbers and donations have brought increased income. Due to staff vacancies and working remotely we have lower expenditure resulting in a surplus and the forecast Cashflow is very healthy.<br/> PR forming a fundraising working group. Email to members asking if anyone has experience and consider being part of the fundraising group<br/> Annual accounts have been submitted to Companies House, OSCR (Scottish Charity) and the Charity Commission to fulfil our legal requirements.<br/> SMR asked us to record our thanks to PR. CW added that it had been a great transition from SMR to PR.</p>   |
| 5. | <p><b>Investment Proposals Part One</b><br/> PR introduced a special Cashflow to provide financial understanding of proposals and forecasts for the next 2 years based on a variety of scenarios.<br/> These enabled the Board to see potential decisions on staffing, FAC and additional services.<br/> SMR and KS explained each of the Investment Proposals and KS left the meeting for decisions to be made.</p> <ul style="list-style-type: none"> <li>• <b>FAC Proposal –Quote and Specification</b> – Questions were answered satisfactorily. The Board agreed to have Image implement this proposal.</li> <li>• <b>Marketing / Promotional Staff</b> – The Board agreed to the proposal to contract a member of staff on the basis of regular review.</li> <li>• <b>Accord On-Line</b> – The Board agreed to have Parallel provide the Flicker Book online version as well.</li> <li>• <b>Structure and Staff Proposals (Board Only)</b><br/> The Board agreed the recruitment of a CEO and a Head of Membership Services. The Pastoral Care Director role will be reviewed over the next 12 months.<br/> The board acknowledged that the workload of KS and SMR and that that is not sustainable, and raises risks and so these recruitments are necessary. The thanks of the Board to SMR and KS for all of their work over the last year was recorded.</li> </ul> |
| 6. | <p><b>Counselling</b><br/> <b>PSA Review &amp; ScopED Project</b><br/> A strategic review had been announced of the Accredited Register scheme .TR thanked KS for the submission she made on behalf of ACC. The review is due to report in December.</p> <p>Although not formally agreed the ScopEd project is likely to invite other counselling bodies as stakeholders to become part of the decision-making process on an equal basis. It is proposed that Heather Churchill become an ACC representative on this group along with KS. All stakeholders may be asked to make a contribution.<br/> The Board agreed to ACC’s involvement and will review cost implications when known.</p> <p><b>Accreditation Update &amp; Recruitment of Assessors</b><br/> The Board approved the proposals for new accreditation fees and payments to Assessors.<br/> KS reported that a meeting on Heather Churchill’s Spiritual Competency Framework was well received and is being processed to completion. The framework could be adapted or applied to other faiths.</p>  |
| 7. | <p><b>Forum</b><br/> Leroy Harley (LH) &amp; Gathoni Hamilton-Foster (GHF) joined the meeting to share the discussions and proposals of the Forum.<br/> LH shared some context of the Forum arising from questions relating to the George Floyd killing and how ACC might respond. Members of the Forum came from a wide variety of experience and communities. Members had initially each shared their experiences of racism.They hope that group will</p>  |

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|     | <p>grow. Seek to support one another and it had been beneficial to talk and listen to each other. CW has attended each of the Forum meetings as an observer.</p> <p>The Forum suggests</p> <ol style="list-style-type: none"> <li>1. Representation on the Board.</li> <li>2. Working group becomes a diversity and inclusivity consultation group</li> <li>3. Have a place to share ideas</li> <li>4. Representation at the next ACC Conference</li> <li>5. The ability to share and ensure training courses to deal with the issue of racism and prejudice in improved and appropriate ways.</li> <li>6. To approach church leaders in order to promote counselling and the benefits to all.</li> <li>7. To include training and workshops within ACC Conference programme. Workshops and forums to discuss people's narratives and to explore racial issues.</li> <li>8. To look at how ACC could have an influence on counselling courses to ensure they are holistically inclusive?</li> <li>9. Supervision: how do we encourage black counsellors to train as supervisors.</li> <li>10. The need so to address the lack of cultural and racial awareness in Supervisors/ Pastoral care members and dispel the "Westernised Way" of being as the only premise.</li> </ol> <p>Encourage members to get involved by joining planning team for Conference or make suggestions for this potential new stream of training.</p> <p>TR asked the question about whether the group have anyone in mind to join the Board. SMR confirmed that before the Forum was formed GHF had already been in touch with SMR to seek consideration. SMR thanked LH and GHF for coming and asked that they take greetings back to the group.</p> |
| 8.  | <p><b>Board Training</b></p> <p>The submissions of assessment are now in and we seem to have good skills in some areas and weaker ones in others. SMR posed the question where do we put our current emphasis for training or to seek new board members to cover those areas that are lacking.</p> <p>Agreed to write up a shortlist of skills and potential training and circulated to the Board.</p>  |
| 9.  | <p><b>Risk Register</b></p> <p>PM presented a new style of risk register and the basis for it</p> <p>The board agreed to use this new model and PM offered to initially populate it from the current one with SMR and KS to aid in updating.</p>  |
| 10. | <p><b>Pastoral care</b></p> <p>A meeting was held with trainers. MFG and WF have agreed to be a part of a forum to engage with all PCUK members to will look at ideas and their support. The RPCC online will continue.</p>   |
| 11. | <p><b>AOB</b></p> <p>Next meeting Friday 20<sup>th</sup> November at 9.30 for a full Board meeting by Zoom.</p>   |