

ACC Board Meeting Thursday 26 March 2020

Venue: Skype

(Meeting commenced at 9.30 am)

	Title
	TR led a reflection based on Genesis 1.
	<p>Welcome and apologies</p> <p>In attendance: Sue Monckton-Rickett Chair (SMR); Tony Ruddle (TR); Chris Williams Deputy Chair (CW); Peter Barraclough (PB); and Phil Martin (PM); Kathy Spooner (KS); Peter Roberts (PR); Fiona Sherburn (FS) [to miss part of the meeting due to work commitments]; Helen Vipan (HP)</p> <p>Apologies: Wien Fung (WF); Marlene Forsythe Gidharry (MFG);</p>
1.	<p>Minutes of the previous meeting 30th January 2020 and matters arising not covered on the agenda version on SharePoint.</p> <p>The minutes were approved after a minor amendment.</p> <p>Matters arising: CW confirmed that Emma Waring will be providing an article for Accord. The Bishop of Coventry has been sent copies of Accord. No further action yet on the library of resources by the MOU group.</p> <p>Board actions from previous minutes updated and SMR requested that everyone check and continue to complete them.</p> <p>AOB PB had submitted a paper for discussion if time and also offered to give the Board a session on the basics of informed trauma.</p>
2.	<p>Standing items</p> <p>a) Conflict of Interest: None but WF had informed us that he is now working with The London City Mission, which will be recorded</p> <p>b) RAP: in KS report section</p> <p>c) PSA Renewal: In KS report section</p> <p>d) Risk register: PM had started a new version of the internal risk register and sent to FS but due to Covid-19 she could not do any work for the time being. PM said he would continue to work on it. SMR had updated the current one. All board members were asked to complete the skills audit but the final date for this is now moved to end of April. SMR was asked to re-circulate. Only the SW network has a separate bank account so risk reduced. CW noted that under Technology risk we have done much work to reduce the risks.</p> <p>Agreed to note Covid-19 risk separately in the risk register.</p> <p>CW has been invited into all Executive and staff meetings from a practical and governance perspective. 9.30 every Tuesday morning there is an opportunity to pray together with the staff and this is followed by a staff meeting.</p>

	<p>Staff have set up a What's App group to engage in more normal interaction at break times.</p> <p>e) Diversity & Inclusion CW provided a report for all to read and is available in Sharepoint. The MoU meeting has since been cancelled. CW had requested that NHS England continue to be fully involved. CW recommended we read the material on Creating Sanctuary Resource by the Baptist Union & Cof E and the CofE Pastoral Advisory Group's Resource. When fully online both would be good to use or circulate.</p> <p>f) Sponsorships & Partnerships SMR submitted an update document and said generally that Covid-19 had brought this work mostly to a stop. The Loss and Hope forum been set up as a central resource and signposting organisation that ACC could contribute to. KS had spoken at a training day with Pink Therapy – the Online Event company who filmed the day impressed KS and she has followed up to see how we might use them for our resources. They also have a library of resources and we are seeking to know how we can make it available to our members and what the costs of any use might be.</p> <p>g) Policy Review The items assigned to FS are currently on-hold due to additional workload, she may be able later to look at these when Covid-19 is over. PM is looking at a Risk management policy. PR looking at Finance policies. SMR looking at other appropriate policies. MFG to look at work with volunteers. We need to find someone to look at Media and Communication policy.</p>
3.	<p>Chair report Corona Virus response. SMR presented a schedule for discussion of the risks and impact of Covid19 on ACC and mitigating actions that had already been taken / were proposed</p> <p>1. Immediate Actions - Staff KS said that she and SMR were having daily talks with staff to ensure support was clear. FS asked have staff any underlying conditions as this is a question that needs to be answered and information given in case we need to give any further guidance. All phone calls are being redirected to staff mobiles. Contingency plans are being drawn up if any staff member becomes ill. Thanks were expressed to KS for all she has done and written to support members as they manage their work in this time. Discussed continuing to pay the cleaner and decided to wait for Government announcement about self-employed. KS proposed as a point of principle that we continue to pay for the next 3 months. The Board decided that SMR/PR be given authority to handle this in the best way possible after speaking to her as well. SMR to ask if staff feel there is anything else we can do. SMR asked Board to email in or phone each member of staff as they can to maintain contact. CW suggested that if we had a Zoom platform we could ask staff in for part of meeting of Board days.</p> <p>2. Immediate Actions – Governance PR confirmed that there will be no delay in sending the annual report into Independent Examiners. PR confirmed that draft Annual Accounts will be available for the PSA renewal. Staff cannot visit Post office currently so initially we propose that manual renewals are given 3 month delay but will be backdated when enacted so we do not lose income. The purchase of products that require post (i.e.EPC) will be suspended for the time being. Accord Spring edition due 30th March will be distributed before JG Mailing close. The Summer edition will be completed, but may have to be distributed electronically which will be explored in due course</p>

PSA submission papers are being assembled in SharePoint in case KS was unable to complete and SMR/TR will be back up. Last resort would be to seek PSA help in this regard.

3. Day to day operations etc.

KS will ensure that register and OCN renewal processes can be covered by other staff members. All affiliates have currently suspended training.

Website, database updates can be covered by TR if necessary.

Potential risk of not having cover for accounting systems and processes was identified - PR to discuss potential cover with book-keeper including payroll and VAT return, gift aid and end of year returns. TR suggested that PR should be given remote access to finance systems

Register Member Audits are currently suspended. Going forward we could offer a simpler process temporarily or TR suggested we offer that they manage the counsellor/supervisor face-to-face part through Skype/Zoom etc. Agreed to review in 3 months time.

Office capacity – there is no need at this point to furlough staff

KS proposed we look into small company grants that may be available.

Executive capacity is at full stretch. To support KS, CW had a conversation with a member who is highly qualified but recently retired. Board gave approval for Executive to approach this person to pursue a possibility of providing paid support to KS. HV asked an example for what work this might mean. e.g. or assessing educational qualifications etc. or to update our record keeping policy.

4. Governance

AGM/Training Day proposed postponement. The board decided to hold the AGM as an online meeting in the morning of 15th July between 10-1230 pm. KS suggested we look at some input from a speaker(s). PR to speak to Independent Examiners to ensure that the Annual Accounts will be completed. Suggest people make an online donation towards the cost of training. TR commented that it is possible to include the Zoom section on polling to make voting possible.

Special Board evening meeting on 15th April to keep a check on situation.

CEO/Pastoral Care Director – this may be an opportunity to step back and consider future strategy. It was agreed to circulate the fact that we are looking for people at Director level with appropriate skills. SMR to use our own website and Christian Vocations and also Christian Jobs

Lease – searching for an new property would not be possible in the current situation. An outcome of the current situation is that it has been proved that ACC can effectively work remotely and so if a property cannot be found equipment could be put in storage and staff could work from home temporarily.

5. Future Events

Conference 2021 – agreed to contact the Hayes to see how they see the situation and the future and flexibility on booking. PM to phone them and once we have information we can decide what we do..

6. Membership

Discussion how to assist our members and retain their membership as this is potentially our biggest risk presently. Counsellors will still continue and we need to work out how we can best support them. KS commented that clients are possibly splitting 50/50 on whether they want online counselling.

Calling our Affiliates was one idea to show support from the Board but HV stated this would just add to burden currently.

The Board decided to send an email to Affiliates and follow up with phone calls from Board members in a few weeks time.

TR suggested a banner on website notifying the public of our directory to contact counsellors for online/telephone counselling.

PM to pull together some ideas that would help people use technology to communicate with clients & supervisors. TR to offer assistance. The free online events tutoring is very helpful on

	<p>counselling online.</p> <p>KS has spoken to Online Events about their library and they are happy negotiate a special offer to gain access to our members. The Board agreed a continuing consultation and to come back to Board with costs.</p> <p>Helping the wider community: seeking members who would volunteer to be connected into Caring from NHS workers on a free basis. FS stated that we would have to make contact through the NHS trusts and care systems. FS will provide contact details for ACC to follow up on this idea.</p> <p>7. Finance</p> <p>PR presented two documents ACC Budget & Forecast and ACC Scenario 2021.</p> <p>PR presented 3 scenarios with different reductions in membership income as part of risk management each one leading to a lower surplus/deficit for 2021. We anticipate that the financial position will not be significantly impacted by Covid-19, but that we needed to manage the situation carefully and so the Board would receive monthly Management Accounts. The lack of CEO/Pastoral Care Director while putting immense strain on current staff helps the financial situation.</p> <p>8. Complaints – 3 being worked through currently that have not gone into investigation as local resolutions are being sought.</p> <p>A membership issue – it was agreed to seek further legal advice and consult with insurers before any action was taken.</p>
4.	Project & Strategy Update including Partnerships was set aside at this meeting.
5.	<p>Director of Counselling Report presented in written form by KS and she highlighted key points in the meeting.</p> <p>Duty of Candour document had been circulated – please submit any comments.</p> <p>Proposal from KS to accept accredited NCS members into ACC accreditation on the same basis as other similar transfers on request with the essay on how faith informs their practice. This was accepted unanimously</p> <p>We are exploring forming a cluster group of counselling bodies that are part of ARC group that includes all counselling registered bodies.</p> <p>Proposal to cease the 2 tiers of membership for Level 4 students and the details to be worked out before publication. This was accepted unanimously</p>
12.	<p>Dates for 2020 Board Meetings</p> <p>Next meeting is 15th April TBC. Skype – Short meeting to consider any necessary Coronavirus issues</p> <p>Next full meeting May Wednesday 13th by Skype</p> <p>Meeting closed at 16.35</p>

Approved

15 April 2020

Sue Monckton-Rickett