

ACC Board Meeting Wednesday 27^h July 2020

Venue: Skype

(Meeting commenced at 9.30 am)

	Title
	<p>Welcome and apologies: Reflection led by Wien Fung</p> <p>In attendance: Sue Monckton-Rickett Chair (SMR); Chris Williams Deputy Chair (CW); Tony Ruddle (TR); Peter Barraclough (PB) (left at 3pm); Peter Roberts (PR); Phil Martin (PM) (left at 4.15); Wien Fung (WF); Fiona Sherburn (FS) (left at 3pm); Helen Vipan (HV) Kathy Spooner (KS);</p> <p>Apologies: Marlene Forsythe Gidharry (MFG)</p>
	<p>Minutes of the previous meeting will be approved at next Full Board meeting. The Board reviewed the 13th May and 17th June minutes both approved without revision.</p> <p>Matters Arising: 13th May SMR checking that all Board Members have signed the declaration of eligibility. Board members will complete the skills audit PM has done work on the risk register and the Executive will review and bring back to the next Board meeting. Agreed Board to receive training on Risk Assessment by PM</p> <p>CCSS The intensive care society has not yet responded to SMR. PB reported that no further progress with radio 2 interviews Our insurers have confirmed that our existing policy will cover counsellors for work under CCSS and also data being held about clients as part of the scheme.</p> <p>The office was cleaned for return but this was postponed.</p> <p>Both the audit and the acceptance proposal of NCS transferees has been actioned.</p> <p>2022 Conference Discussion concerning the impact of on-going Covid-19 restrictions. No actions taken at this stage</p> <p>Gwyn Pritchard is now working well with KS as agreed.</p> <p>Minutes from 17th June: No matters arising than will occur in current meeting.</p>
	<p>Standing items</p> <p>a) Conflict of Interest: No new declared.</p> <p>b) RAP / PSA: (included in 06)</p> <p>c) Risk Register update: Agreed:</p> <ul style="list-style-type: none">• Office risks will need to be assessed when return to work is agreed.• ACC to provide general guidance and check list for counsellors working with clients overseas, which may increase with the increase in on-line working• MFG has prepared some guidance about using volunteers but this will be deferred until she returns.

PM will present a new risk matrix at the next meeting

d) Diversity & Inclusion - BAME / LEEP (Learning Experience of Ethnic People) Forum

A forum had been established in response to Black Lives matter. ACC made it clear that they did not this to be a token exercise and wished to create a forum to listen and propose changes.

The forum met for the first time on 10th July and CW represented the Board at the group's request.

The forum was chaired by an ACC member and notes taken by another. LEEP was preferred name as some in the group did not like BAME.

CW believes that when their report is given to the Board there is an expectation that ACC will respond with a statement of intent.

Agreed that the forum and the issues will be a standing item on each Board agenda. The group will meet again in August. Notes of both meetings to be presented in late August or to the Board meeting in September by a member of the forum attending.

Information about the forum and actions will be put onto ACC website as guided by the forum.

Suggested that some training be provided to the Board on unconscious bias.

An article that from the Church Times will be shared.

SMR/FS said it may help for training.

Board to consider a statement for the website and board members to write a personal statement.

e) Sponsorships and Partnerships

Online events 6 month access to members has been slow in being delivered due to Online events has been extremely busy.

Spring Harvest (SH) online, which SMR had delivered several seminars had far larger attendance than if on site..

f) Policy Review FS will be working with Simon Bass on safeguarding policy and safer recruitment which will be shared and brought for approval later in the year.

SMR will create a Board folder to put all policies in.

Chair report

3.

Corona Virus Response SMR updated the Board on this document.

Reporting that members have valued the support and services of ACC during Lockdown.

Membership Statistics:

Registrants despite retirements have remains mostly level.

PB thanked KS for her persistence and constancy of recruitment by different means. Analysis of why members join will be carried out. We should be look at ways to increase our recruitment.

A leaflet in is in process of being created by Counsellors Together promoting the register, which will be available for distribution by members to put in their communities.

AGM Feedback

155 joined for the morning and 130 for the full day.

Holding it online is obviously an option for the future, if the Charity Commission rules permit it.

When the training and AGM handouts and CPD Certificates are distributed, members will be asked to make a donation.

Complaints

A report was presented showing an analysis of complaints. Currently 6 open cases.

SMR asked for volunteers to support the process as observers and then if required to act as members of the Initial Assessment Panel. TR, HV and FS offered.

Project and Strategy Update

	<p>An update was presented.</p> <p>Staff Contract Discussion held about contracted staff. Agreed that until a CEO is appointed there will be no changes to staff and contracts. If this was delayed we would have to look at other ways forward. The issue of return to office was discussed. Agreed that staff should choose if they want to and before any return a risk assessment would need to be completed and actions taken. It was agreed that at present staff would not return. Staff have their own What's App group for interaction and personal communication. Staff will be asked to check their personal home insurance regarding working from home and also told that they can claim a tax allowance for working from home.</p>
4.	<p>Finance Director</p> <p>June Management Accounts & Cashflow PR presented his report. Donations are up this year due to 2 generous recent donations. At present we have a surplus and a strong cash position due to reduced staff and travel. The training day we ran recently made a good profit and more online training would be rolled out.</p> <p>PR has joined the Institute of Fundraisers and would like to gather a group of Trustees, Executive and others to develop a strategy for fundraising. Members will be asked to volunteer skills.</p>
5.	<p>Memorandum and Articles of Association Review</p> <p>3 documents were presented by SMR a summary of need of things to the reviewed with annotations to the Articles and Memorandum.</p> <p>It was agreed take up David Ware's (solicitor) offer to review and make suggestions for proposed changes. The changes required by the independent examiners will be completed by the end of the year and other changes in 2021.</p>
6.	<p>Board Only</p> <p>The post of CEO and the future. It was agreed that the role does not need to be based in Coventry .The previous job descriptions prepared to be updated.</p> <p>A feasibility study to be made about what ACC moving to completely remote working.</p>
7.	<p>Director of Counselling Report</p> <p>FAC development: Discussed a revised Find a Counsellor (FAC), which is easier to use and provide more information on individuals. It was agreed that we upgrade as proposed and that we ask a timescale from Image+ to prepare the system with members able to upload over 2 or 3 weeks before it goes live.</p> <p>Renewal of our Accredited Register contained recommendations and commendation of an achievement.</p> <ul style="list-style-type: none"> • Conflicts of interest policy for RAP recommended by the PSA • ACC actions when members do not meet audit requirements was requested to be explained by PSA • Competency framework development is ongoing and is to be reviewed by a group of stakeholders shortly. <p>ScoPEd is in its third iteration and a round table facilitated by an external consultant was held</p>

	<p>with several bodies present BACP, UKCP and BPC with NCS, COSCA, Human Givens and Child Psychotherapy and ACC. A further meeting is planned. Agreed we will put information out to our members about this so they are kept abreast of developments.</p> <p>CCSS. Requests continue to be received from organisations and individuals. Due to end in October so review in September.</p> <p>A proposal to look at creating a Register of Christian Chaplains with Waverly Abbey will be followed up.</p> <p>Proposal to amend the transfer of accreditation process Agreed that all transferees from other bodies provide the essay on how their practice is informed by their faith. This will be reviewed again in 2 years time.</p> <p>Need to recruit assessors and RAP members. Board to consider potential candidates.</p>
8.	<p>Pastoral Care Report</p> <p>i) Trainers Review meeting – planned for August</p> <p>ii) RPCC Online has gone well. There are some demonstrations recorded so that these can be viewed by Trainers. Zoom courses have 4 or 5 trainers signed up. 14 people are signed up for an on-line RPCC to begin in September</p> <p>iii) Response to PCUK Members / First thoughts PCUK strategy A forum to see what they value and where they think PCUK should go.</p>
9.	<p>Daniel from Sanctuary Mental Health Meeting into the meeting. He introduced us to the organisation and how it was founded and he spoke of the organisations' aims to:</p> <ul style="list-style-type: none"> • engage clinical understanding with theology to help the church • have conversations around faith and mental health • shape and provide helpful resources. <p>2 years ago launched the Sanctuary course, which embraces clinicians and looks at faith and mental health. Proposal ACC to work with Sanctuary to encourage churches to have a list of clinicians and counsellors in their area for people to draw upon and promote a course called 'Live Well Together' (this was endorsed by Lambeth Palace last year). We would consider how we might work together moving forward.</p> <p>Sanctuary funding comes in from several donors and a few foundation grants. ACC needs to be sure that being a signatory of the MOU would not be an issue for Sanctuary or for ACC working with Sanctuary, which it was believed not and Sanctuary would share their inclusion policy with ACC.</p>
	<p>AOB: It was noted that CW had heard the government is to introduce a ban on conversion therapy, which may be discussed at the next MOU meeting.</p> <p>Date of August meeting : Potential meeting if required 26 August at 7 pm.</p>