



ACC RAP MEETING NOTES

Date of Meeting: Friday 2nd December 2022

Attendance – In Person

Catherine Clarke (CC) – Chair RAP
Richard Needham (RN) Independent
Doreen Rowland (DR) Independent
Fiona Stevenson (FS) Independent
Tim Warren (TW) Independent

Attendance – Online (Zoom)

Heather Churchill (HC) Independent
Sue Monckton-Rickett (SMR) ACC Chair
Gillian Stuart (GS) ACC Head of Membership Services

Apologies

Kathy Spooner (KS) ACC CEO

1. Welcome and Apologies

CC opened the meeting and welcomed everyone and acknowledged KS apologies. SMR and GS stated they would cover the agenda items marked for KS to best of ability.

2. Prayer

Prayers were offered.

3. Conflicts of Interest

No conflicts of interest were declared.

4. Minutes of last meeting and matters arising

The minutes of the last meeting were accepted as a true record of the meeting.

Going forward, the format of minutes to be changed to summary notes, including actions and decisions within body of minutes.

Matters arising – PSA' conditions:

ACC have reverted as required to previous complaints process.

ACC's Self-assessment against PSA July 2021 revised standards and evidence framework to be completed by 30th March 2023.

Summary points from special meeting held in November will be published on the website.

5. ACC Update

Personnel:

RAP were sad to hear that the Registrar had resigned after many years of service to ACC. They wished her well. The need to notify the PSA of this change in personnel. GS will be acting Registrar until ACC can recruit to the role.

PSA Standards:

RAP requested that a standard item for the agenda going forward would be considering the PSA standards and that a copy of these standards would be circulated to RAP before each meeting, alongside other papers and agenda.

PSA Targeted Review and Complaints:

SMR advised RAP of the advice taken and decisions made with regard to open complaints and their management.

Legal counsel has been sought from 39 Essex Court chambers about issues raised in the PSA's targeted review. This, together with other independent advice and guidance will be included in the report on the conditions which needs to be submitted in January.

PSA Targeted Review and Governance:

RAP asked that a copy of the PSA standards would be included with each RAP agenda.

SMR advised that there had been a suggestion that we ask PSA to give training to us on standards - the panel welcomed this idea.

RAP reviewed a draft decision and impact model to help ensure that all aspects of decisions are considered. On the whole Rap responded positively to the decision impacts document and ACC will consider the proposed alterations.

PSA Consultations on changes to standards – EDI & Safeguarding:

EDI Consultation

Regardless of the consultation, ACC are aware of being much more intentional in considering actions, policies and documents etc and possible impacts on EDI. The consultation has proposals, for example to record demographic information about registrants which we are planning to include anyway in our new system.

We are hoping to establish a forum for counsellors who work with or have a disability. We are generally aware of importance of accessibility in relation to our policies etc. However, we have little resource to dedicate to the problem.

Safeguarding Consultation

ACC reported have been kept up to date with discussions around the pilot process the PSA are running with another accredited register body, regarding enhanced DBS checks. Our understanding is that there remain issues with getting DBS checks for therapists in private practice.

Action	Who	By When
PSA standards to be included as standard item on RAP agenda going forward	KS	Ongoing
A copy of the PSA standard should be included with each RAP agenda	KS	Ongoing
ACC to consider making alterations to the decision impacts document, which have been recommended by RAP in meeting	KS/SMR	Ongoing
RAP to respond to PSA EDI consultation	RAP	December 2022
RAP to contribute to ACC's response to safeguarding consultation	RAP	January 2023

6. ACC Counselling Update to include regulation and wider profession:

A brief update was given on the progression of the SCoPEd project. HC shared sense of how the technical group was working. GS shared that ACC involved in the mechanisms group and currently looking at transitions between columns A and B. There is more work to be done in detailing how the framework will be implemented and adopted by the different membership bodies, but the membership bodies working closely together on this to find shared ways forward where possible, while still retaining individual identity.

7. Complaints

Information and updates on current complaints was discussed earlier in the meeting when considering PSA targeted review.

8. Practice Review

GS gave a verbal report advising that 31 practice reviews had been completed, with 9 in progress. We are now counting accreditations in practice review totals as the work of a practice review is covered in the accreditation. This adds a further 7 to the total. We will continue with *accord* articles looking at practice standards and are planning forums on this topic too. CPD guidelines currently under review by assessment team.

9. Risks to ACC & Register

Resignation of registrar presents minor risks to do with work capacity but mitigated by widening skills of office team.

10. Process Issues Changes (Registration, Audit, Accreditation, Complaints etc.)

GS shared that the new accreditation pilot process had not really progressed, but that it was forming the basis of the new accreditation in-line with SCoPEd column B competences. RAP queried whether PSA had been informed of original pilot scheme. GS and SMR unsure and will need to check, however no member completed accreditation under this scheme. GS informed RAP of plans to change the essay part looking at counselling from a Christian worldview to a reflection on the Churchill Framework. RAP agreed this was an assessment issue and not necessary to inform PSA. However, PSA had been informed of this change for accreditation transfer.

Action	Who	By When
Check if PSA had been informed about original accreditation pilot.	SMR	February 2023

11. Standards & Policy Issues and Changes (CPD, Supervision, Insurance, Practice Breaks etc.)

No policy changes or changes to standards were reported. Assessors currently working on proposals for updating CPD guidelines. Couples and CYP group considering proposals for best practice guidance in these areas of work.

12. RAP Standing Items/Concerns

There was a discussion around the future structure of RAP and recruitment. RAP agreed that after the recent PSA targeted review, it would be advisable for RAP to continue in its current form. Members were in agreement to extend terms for a further 3 years, assuming this is inline with board strategy.

RAP asked about the board's viewpoint, particularly with regard to recruitment. There was a suggestion to contact some non-executive director bodies to recruit members who need to gather experience. SMR agreed that while board not rushing to change the structure massively as it was currently working well, it would be good to recruit more pro-actively and suggested perhaps charity jobs and NCVO might be a good source of recruitment. RAP suggested that timeline of 12 months likely, so may need to be looked at sooner rather than later.

A discussion took place earlier in the meeting with regard to tweaking the format of agenda and minutes of RAP meetings.

Action	Name	Date
Begin to look at advertising/pro-actively recruit for new members to RAP	SMR/KS	September 2023

13. Public Engagement

ACC had nothing to report currently around public engagement.

14. AOB

RAP expressed gratitude to TW for agreeing to join RAP. Formal processes to onboard TW, including confidentiality agreement, to be organised by KS and CC.

Action	Who	By When
KS and CC to organise onboarding process for TW	KS/CC	February 2023

Dates of next meeting:

10th February 2023 2-5pm (Zoom)

24th March 2023 2-5pm (Zoom) TBC at February meeting.