

ACC Board Meeting Thursday 20th April 2023

Venue: Zoom

(Meeting commenced 9.30 am)

	Title
	<p>Opening: Janet McNish opening reflection and prayers on the theme of rest from Matthew 11:28-30. Balancing life to be able to rest - to get back, regain, recover to a condition of refreshment; to save from loss and to restore usefulness. Learning the unforced rhythms of grace. Breathing exercises, mindfulness. The 4/7 exercise was practiced and further prayer offered.</p> <p>In attendance: Sue Monckton-Rickett Chair (SMR); Chris Williams Deputy Chair (CW); Tony Ruddle (TR); Peter Roberts (PR); Kathy Spooner (KS); Phil Martin (PM); Janet McNish (JMN) Sharon Hastings (SH); Sean Charlesworth (SC);</p> <p>Apologies: Christine Pinder (CP); Wein Fung (WF); Gathoni Hamilton-Foster (GHF) (no apologies received), Jim McRae (JMR); Peter Barraclough (PB) due to on-going health issues</p> <p>It was noted that JMR had now missed 3 consecutive meetings and SMR will contact him to discuss. SMR also said that she would contact PB to discuss his recovery and the potential to return to Board meetings.</p>
1.	<p>Minutes of the 17th March 2023</p> <p>The minutes of 17th March 2023 were approved.</p> <p>Matters Arising:</p> <p>Contact made with Bishop Lusa and a meeting date to be agreed</p> <p>The action and decision tables were updated in the meeting. Reminder of invitation to write blogs for website by Board members.</p> <p>Marketing strategy: JMN reported that WF and YH had met and agreed that before looking at the marketing strategy it would be good to have a wider conversation about strategy. SH reported they recognised different approaches were needed to various audiences. There was a suggestion to survey members later in the year. SMR commented that the Board needed to consider how to prioritise our strategic aims. CW wondered whether it would be good to target Pastoral Care as the largest Christian group. SMR proposed a fuller discussion on Growth Strategy at a subsequent Board meeting later in the year.</p> <p>ScoPEd is waiting from final agreement on how to disseminate information but it is hoped to have some on ACC website when it goes live.</p> <p>JMN reported on disability awareness and suggested a contact she had for training which could be a standard or tailored course. The information had been emailed to KS. To be emailed to all Board members. SMR had also had a conversation with "Through the Roof" about working together on accessibility. SH also had a contact. SMR stated that we needed to collate all of the information and make a plan.</p> <p>Some comments had been received on the document "What is Christian about ACC?" KS will make a second draft and then circulate for Board comments.</p>

	<p>SMR asked Board members to look at the list for reviewing, updating and writing required policies and to inform her if willing to volunteer.</p> <p>AOB: None.</p>
2.	<p>Standing items</p> <p>Conflict of Interest:- no changes</p> <p>RAP/PSA - (included in other items). PSA intends to introduce a new EDI standard with a benchmarking exercise in September. Ideally this should require using similar data collection to other Registers and may need additional questions to membership. One area being considered is for socio-economic factors to be included, as it is one the greatest barriers to accessing counselling training and as counselling clients. It was agreed that appropriate socio-economic questions would be included.</p> <p>ACC's EDI policy review needs to be updated and approved by September.</p> <p>The board considered the PSA comments regarding ScoPEd. At a meeting with PSA and CEO's it was stated that the PSA believed that ScoPEd was a good thing, but could not endorse it officially.</p> <p>Diversity & Inclusion</p> <p>SH raised issues about EDI Board training and some ideas of how we might proceed. These will be shared to KS & SMR.</p>
3.	<p>Finance Report</p> <p>PR presented the Management Accounts for the first quarter. It was noted that ACC had paid less on IT Development due to the delays in the project.</p> <p>The Cashflow report was presented showing that the forecast for the end of the year. The allocation of costs to Restricted Funds was discussed. KS reported that invoices appropriate to those funds are being actioned at present.</p>
4.	<p>CEO Update</p> <p>KS presented her report and highlighted:</p> <ul style="list-style-type: none"> • The new owners of Image+ had a meeting with ACC and relationships are very good. • The current Accord Editor will step down after the Summer edition. ACC will now start the process of recruitment for a replacement. CW and PR recorded his appreciation for the current editor and his contributions and to the weekly staff meeting. This was supported by the whole Board. • SMR asked if the potential for a review pre-publication had been raised at Ethnic Tapestry. CW confirmed it was raised but no definite decision. KS commented such an editorial panel needs to be very timely as publications dates are crucial. • Staffing Update - KS produced a paper on thoughts regarding staffing. Gillian Stuart had also sent to PR a proposal for what staffing was needed (ideally and minimal requirement) with costings. PR explained the financial implications and recommended that we accept immediately the minimum state and we look to

	<p>reach the ideal state. The Board considered how it could further support staff including Board members be willing to pick up one off items of work and attending Wednesday morning staff prayer time. The Board approved proposal 2 (the minimum requirement).</p> <ul style="list-style-type: none"> • The PSA renewal is likely to arrive in May. • Key Denominational Church 'wellbeing' contacts needed from Board members regarding distributing pastoral care information. Such ideas to be sent into Yineng Hart.
5.	<p>Complaints Update</p> <p>One individual who has a complaint against them has now presented a complaint against ACC. Both are being processed separately. Both are ongoing.</p> <p>Other complaints are progressing with panel members and dates being confirmed.</p>
6.	<p>Review of Organisational Policies and Risk Register</p> <p>Two updated policies and one new guidance document were presented to the Board for approval:</p> <p>Privacy Policy - Approved</p> <p>Date Retention Policy - Approved</p> <p>Guide to Homeworking for Counsellors - Approved</p>
7.	<p>AOB</p> <p>SMR proposed that the May Board Meeting is not onsite as previously planned. Instead it will be an on-line meeting but to start at 12.30 with an hour to bring your lunch and staff be invited to join us and have some breakout rooms, etc. for some social time. Agreed.</p> <p>Date of next meeting 17th May 12.30 lunch, meeting at 13.30</p> <p>SMR confirmed that ACC AGM 15th July. PR to discuss Annual Accounts timescales with Stewardship.</p>

S. Monckton-Rickett

Chair of ACC

17 May 2023