

ACC Board Meeting Wednesday 14 September 2023

Venue: Zoom

(Meeting commenced 1.30 am)

Title
<p>Opening: SMR led the reflection based on pivotal moments in life.</p> <p>In attendance: Sue Monckton-Rickett Chair (SMR); Tony Ruddle (TR); Peter Roberts (PR); Phil Martin (PM); Sharon Hastings (SH); Kathy Spooner (KS);</p> <p>Apologies: Chris Williams Deputy Chair (CW); Janet McNish (JMN); Christine Pinder (CP); Wein Fung (WF); Sean Charlesworth (SC); Peter Barraclough (PB) continues to be on accepted absence. Gathoni Hamilton-Foster (GHF) did not attend neither provide an apology</p>
<p>Minutes of the 12th July 2023</p> <p>The minutes 12th July were approved.</p> <p>Matters Arising: RAP recruitment process - the group is reviewing all the documents for this process. From an EDI perspective it is noted that as it is an unpaid role this may exclude some. When all documents are updated they can be will be posted on the website and a recruitment campaign can start.</p> <p>AOB: None.</p>
<p>Standing items</p> <p>Conflict of Interest: None</p> <p>RAP/PSA - (included in other items).</p> <p>Diversity & Inclusion - The coalition meeting was held in September and reported on later. The toolkit will be launched later this month. BACP holding an event in November relating to Toolkit.</p>
<p>Chair Report</p> <p>Complaints Update - SMR reported in her written submission about the progress of complaints including those that had come to a conclusion and would need to have sanctions posted on the ACC website.</p> <p>ICO - The incidents were noted by the Board from SMR's report and that appropriate action had been taken. In addition we have heard that the last of these the ICO upheld that we had legitimate reasons for holding an image. The ICO required ACC to write to the complainant as to why the complaint was not responded to at the time.</p> <p>Potential Board Member - Leroy Harley had an initial conversation with SMR about joining the Board. The next stage will be for SMR and CW to interview him with the potential for him to be co-opted onto the Board</p> <p>Christians in Sport - an arrangement similar to the NHS project during Covid had been provided to make counselling available.</p> <p>Articles of Association - Having read the document the Board approved SMR to investigate costs of updating these and also the possibility of becoming a CIO and report to the Board.</p> <p>Christians Coaches and Mentors - KS and SMR presented a potential route to establish a coaches and mentors membership stream. Following an extensive discussion of risks,</p>

implications, potential costs and benefits, etc. the Board approved the establishment of a membership stream for Coaches and Mentors.

CEO Report

Complaints Policy Update - no further work to report at present. SMR reported on a meeting with the PSA team who are seeking to write some guidelines for complaint policies. The variety of policies at present for each of bodies makes it difficult to assess them in a comparative way. KS plans to have RAP review the policy and the latest changes made.

PSA Annual Return and Targeted Review -The annual return was submitted. The ICO incident created a targeted review, all documents have been submitted. The Panel were due to meet on 29th September.

KS has to submit answers to questions raised by the PSA relating to standard 1b questions and submit information in relation to the new standard 9 on EDI. Both due early in October.

ScoPEd - A technical group meeting will be held soon. There will be several new appointments. ACC is waiting for the PSA to respond to the notice of change as a result of SCoPEd with regard to accreditation. This potentially affects when we can implement our new accreditation process.

Accord Editor Recruitment - no progress due to other pressures. Ethnic Tapestry had been asked if anyone wished to be a guest editor for the Autumn edition but no-one had responded. SH would like a wider discussion on the protocols for acceptance of articles. PR suggested that as part the interview process, candidates be asked how they decide on the appropriateness of articles or issues that an article might create and how they deal with it.

The board agreed that a small recruitment group would be formed to consider re-advertising and conduct the recruitment process - potentially KS, SMR, SH, PR and PM.

Website and Database Development - waiting for the final stages.

Staff Recruitment - 20 applicants for office administrator and interviewed 7 and a successful applicant has been appointed.

Finance Report

PR presented Management Accounts and Cashflow reports. It showed an improved position against budget for both income and expenditure, but the forecast continues to show a projected deficit partially due to the website and database project KS commented we may be able to use some funds received from grant-making trusts towards the costs the website and pastoral care development.

PR said that by end of year funds will be above the contingency. Budget for 2024 will be reviewed in November.

KS asked for that if the financial situation were to improve addressing staff pay should be a priority.

KS asked could we have a meeting of the Board and staff to brainstorm ideas for raising income streams and also asked if PR could investigate taking payments over the phone. Other members are asking if they could make regular payments by direct debit rather than one offs. SMR has done some investigation into this and will pick up the action again

AOB - None

Date of next meeting 13th October 1.30 pm online.

Approved



Sue Monckton-Rickett

Chair

13 October 2023