

ACC Board Meeting Friday 13th October 2023

Venue: Zoom

(Meeting commenced 13.30)

	Title
	<p>Opening: WF led the reflection thinking about the conflict in Middle East and the fact that conflict is never far away from us and the calling to be peacemakers.</p> <p>In attendance: Sue Monckton-Rickett Chair (SMR); Chris Williams Deputy Chair (CW); Christine Pinder (CP); Peter Roberts (PR); Wein Fung (WF); Phil Martin (PM); Gillian Stuart (GS)</p> <p>Apologies: Tony Ruddle (TR), Sharon Hastings (SH); Sean Charlesworth (SC); & Gathoni Hamilton-Foster (GHF), Janet McNish (JMN; and Peter Barraclough (PB) continues to be on accepted absence.</p> <p>SMR welcomed Gillian Stuart who was attending as Kathy Spooner was on annual leave.</p> <p>SMR reported that SC had started a course in September and the dates of the course to the end of the year all coincide with the Board meeting dates, which he had not realized when he registered. It would mean that SC misses more than three consecutive meetings. The Board agreed that this was a reasonable and unavoidable absence and did not raise any issues with regard to his membership of the Board.</p> <p>SMR reported that Janet MacNish had missed the July and September board meeting and that she had a conversation with her and due to health reasons needed approved absence from the Board. The Board agreed that JM has a period of time to step back from the board, but remains a Board member and the position will be discussed with her in the new year.</p> <p>The Board also considered the position with regard to PB and it was agreed that SMR would discuss with him his return In the new year and resuming attendance at board meetings. SMR will report back to the board on the discussions held with both JM and PB.</p>
1.	<p>Minutes of the 14th September 2023</p> <p>A minor correction</p> <p>The minutes were approved.</p> <p>Matters Arising</p> <p>PR said that he has been discussing with the book-keeper direct debit payments and taking payments over the phone. He believes that we may be able to take payments over the phone with the current system. There was concerned about the increase in the number of transactions if monthly direct debits were put in place.</p> <p>SMR said that she had previously done some exploration into different direct debit options. It was agreed that she would revisit this and discuss further with PR and KS and GS.</p> <p>GS said that It was felt that monthly payments might be helpful for members who struggle to pay in one lump sum for membership. It was also suggested that it we should consider conference payments by instalment to make the financial burden easier.</p> <p>It was agreed that this should be looked at further, but a really important consideration would be how automated the process can be and what additional work it would involve.</p> <p>AOB: None.</p>
2.	<p>Standing items</p> <p>Conflict of Interest: - no changes</p> <p>RAP/PSA - (included in other items).</p>

	<p>Diversity & Inclusion</p> <p>CW reported that there was a meeting of the MOU Group on the 21st of September. It was understood by the Group that the Government Bill with regard to Conversion Therapy was not going to happen in this Parliament or before the next election. The Labour Party are committing to it and so therefore there will be lots of communication with them.</p> <p>Jane Ozayne, who leads the Coalition Against Conversion Therapy and a member of CofE General Synod would like to have a meeting with ACC for now this has not been pursued any further due to her personal circumstances.</p> <p>CW also reported that the Anti-Oppressive Toolkit entitled "Race is Complicated" is launching at Place2Be on the 19th October and representatives from ACC will be present and ACC has produced a statement of our commitment promoting this toolkit, which has been sent to members and messages have been put on social media and that details of how to access to the toolkit had been sent out to members in an email today.</p> <p>CW also reported that Kathy and he were present at meeting of Ethnic Tapestry recently, and we had a very full and frank discussion about Accord.</p> <p>SMR said that SH was arranging with Yineng a forum for members with Dr. Rachel Starr on "whiteness". With regard the Board watching the film "After the Flood", which is a documentary about the church and slavery, SH is talking to someone from the Movement for Justice and Reconciliation, who made the film, for them to come along and be a part of our discussion.</p> <p>CW invited WF if he wished to add anything about Ethnic Tapestry and the apology and withdrawal of the Accord article. WF said that he though some members may have some comments about the apology release and he would check with them if they had / were going to feed anything back.</p> <p>GS confirmed that a further apology was in the email that was sent out to all members today as well as the one that was in Accord and that article's been removed from the summer edition online.</p>
<p>3.</p>	<p>CEO REPORT</p> <p>Climate Change Coalition</p> <p>SMR explained that ACC have been part of the coalition for some time with Kathy attending, but Shirley Sinclair, is now attending on behalf of ACC.</p> <p>SMR asked the Board to consider the consensus statement from the coalition and it either needed to be approved or proposed amendments agreed and be feedback to the coalition.</p> <p>WF raised that in Point Five on the First Page, it says "champion, collective, and community action in addition to individual care" he believed that this needed to be clarified as to whether this meant action to do with climate change generally or specifically with mental health related issue.</p> <p>The Board agreed to feedback this comment as ACC's remit would be to be active with regard to mental health, but not campaigners with regard to climate change more generally.</p> <p>Apart from this point the Board felt it was that it was a very comprehensive and well written statement.</p> <p>RAP Documents</p> <p>SMR reported that RAP had reviewed and revised all of their policies. RAP members had gone through them in details before and at the last RAP meeting. The revised policies need to be approved by the Board. Several members of the Board said that they had not had a chance to</p>

read them and so it was agreed that SMR would send an e-mail to all Board members asking them to review and provide feedback / acceptance within a timeframe.

SMR said that the Board also needed to be considering RAP recruitment, as all but two members are due to stand down within the next year to 18 months. It was important therefore to have all of the revised policies in place so that they can actually be issued and we can recruit in line with them. She also asked Board members to think about where ACC could recruit for RAP, especially considering that members are not counsellors but do understand ethics, professional conduct, etc. and it would be good to have a more diverse group both in terms of gender, ethnicity, etc.

There is an EDI concern in that it is an unpaid role.

PM asked if ACC had a risk of not being able to recruit RAP members. SMR said there is a risk and that would be recorded.

It was agreed that in the e-mail from SMR asking the Board to review the documents she will also ask for recruitment ideas.

SMR said that the declaration of interest form, included in the RAP documents is an enhancement on the current Board declaration of interests process. SMR recommended that it should be implemented for the Board to provide consistency across our panels and asked Board members to consider this.

All items re RAP documents will be approved / amended via e-mail.

Complaints Policy

SMR said that Complaint Policy has been presented to the Board and RAP and the Board and RAP had provided comments that have been incorporated. The main change is with regard to "the practice review", which occurs for complaints of medium severity, the change is to give the opportunity for both parties to attend this review meeting and discuss the counselling process and if anything could be learnt.

The Board were being asked to approve this Complaint Policy as it is currently and for it to then be put out for legal consultation and then after we have legal approval / made any suggested adjustments for it to be put it out to consultation to our members for comments and potentially to other PSA register holders or their comments.

SMR said that the PSA had been sent the draft Complaint Policy at the end of June, which was the requirement and asked them for any comments, stating that it would then be finally approved by the Board and go out for legal and other consultation, but there has been no response from the PSA.

The Board approved the Complaint Policy and also the consultation process.

Accord Editor Recruitment

A group including PR, KS, PM, SH and SMR met and decided to advertise more widely. KS has drawn up a revised job description, which will be advertised. At the moment the plan is to hold interviews at the end of November, with a Panel including a representative from Ethnic Tapestry. SH may not be able to be available, but Charlotte Johnson has agreed that she would be willing to do interviews.

For December Accord SMR and KS will edit and would welcome any contributions.

2023 PSA Annual Review

SMR said that the targeted review had been related to data protection and the panel to review all of the information submitted by ACC was held on 29th of September, but there has been no information on the outcome provided as yet.

Membership Statistics

GS said that she believed that November numbers may decrease slightly due to quite a few retirements. We need to be aware of the age profile of our membership, which is not currently easily reportable, but should be in the new system, it should mean that we will be able to analyse membership and changes much better.

GS said that a report was produced for RAP showing joiners and leavers and the reasons, which she would provide to the Board each month. She also said that the team was being encouraged to follow up with members who are not renewing to understand the reasons and see if any actions can be taken.

GS said that for the next board meeting, there may be some proposals to be made about membership, which may include a retired members category.

SCoPEd

GS explained the changes in the structure of SCoPEd. There had been a Mechanics Group, a Technical Group, a Communications Group and an Oversight Group, all of which ACC had been represented. The new structure will be a Project Board, which will be the CEOs, a Clinical Group.

KS will be on the Project Board and GS will be on the Technical Group and that Yineng Hart will continue to be in the Communication Group.

New Accreditation Process

GS reported that ACC asked the PSA for a response with regard to the changes to the accreditation process submitted in the Spring. The PSA had now said that ACC should go ahead and launch it, even though they have not given any feedback.

GS said that the intention was to put the details on the website and inform members of the new process within the next couple of weeks. All of the SCoPEd partners have reviewed it. This would be a route by which members can move from Column A to Column B and in future we will look at providing some kind of accreditation, which allows people to move to Column C.

ACC will, and then we will take in applications for the new process from January and accept applications under the current process until the end of December. If there is any further delay, we will extend this period and be flexible to be fair to those who have started the current process.

Blended Learning

GS said that there are discussions about blended learning for core counselling training at the Psychological Professions meeting, it was said that this is something that NHS are looking at. ACC need to look at it seriously and consider what blended learning may look like. There are various models with combinations of distance learning, tutorials, summer schools, synchronous learning, recorded seminars etc. which would all need to be considered. New models of learning are important from an EDI concept, with regard to physical accessibility and economically - opening up the profession. Also, from ACC affiliates and for people who want to learn with a Christian framework in their counselling, it could really help because of the limited locations.

The Board welcomed the consideration of these developments, but emphasized how important working with others and interacting was an important part of counselling training.

GS said that she would also like ACC at some point to be able to offer some kind of "return to practice training". There are often inquiries from qualified counsellors who have not been practicing for quite a few years. The training would be about getting them up to speed again.

Website and Database Project

	<p>GS said that the current go live date is 13th of November and next Monday the first data migration test is planned. If this is successful it will give real data and records to run tests on. We will then create a plan for the actual go live date.</p> <p>GS also explained how staff had been deployed to cover the project work. GS said that once the data migration has happened Board members could be involved in testing and looking at the website documents. CW suggested that GS thinks about other tasks that the Board could help with, especially given that significant annual leave is due to be taken. PR said that if temporary help would be beneficial, GS must ask.</p> <p>Coaching and Mentoring</p> <p>SMR gave an update on the potential Coaching & Mentoring Stream.</p>
4.	<p>Chair Report</p> <p>Complaints</p> <p>SMR said that an appeal that had been submitted and is being independently reviewed.</p> <p>New Board Member</p> <p>SMR reported that she and CW had conducted an interview with Leroy Harley for the role of Board Member.</p> <p>CW said that all of the comments from the interview were in his report and added that Leroy has a wealth of experience and skills and he is committed to wanting to grow ACC. His cultural background and perspectives would be really helpful.</p> <p>SMR said that the Board needed to approve Leroy's co-option onto the Board and then if he wishes to he would then stand for official election at the next A G M. Leroy would not be coming onto the Board as an Ethnic Tapestry representative. Leroy had shown a good understanding of the commitment needed and responsibilities of being a Board member.</p> <p>CW said that time commitment of Board members had increased and he wanted to thank every member of the board for being prepared to carry on and to the staff for the work that they do to support the process.</p> <p>The Board agreed that Leroy Harley should be co-opted onto the Board. SMR will inform him.</p> <p>Christians in Sport</p> <p>SMR reported that the service has been launched</p> <p>Articles of Association</p> <p>SMR reported that she had contacted the solicitor, who had previously looked at the Articles and he is still willing to do the piece of work, but he has not been asked for an official quote yet. She also the name of another solicitor to contact.</p> <p>Conference 2024</p> <p>SMR reported that there had been a lot of discussion with the Hayes about the requirements. The position had been agreed not to book exclusive use. The work on planning was now beginning.</p> <p>There was discussion about possible themes that would be fed back to the staff team including potential pastoral care training at conference.</p> <p>SMR asked Board to make suggestions, recommendations in terms of training streams or trainers.</p>

	SMR reminded everyone that ACC's online conference was on 23 rd October and asked Board to attend and inform office team. SMR also encouraged Board members to attend forums as an encouragement to staff and others that run them.
7.	<p>Finance Report</p> <p>Management Accounts</p> <p>Total income is above budget and expenses are below budget. However we can expect higher expenditure in next three months including for the website development.</p> <p>Cashflow, has improved since August and forecasting funds to be above contingency at the end of the year. Some expenditure will be charged against grant funding that has been received. There will be some grant funding left to enable the continuing development the pastoral care materials. Applying for grant funding is very time consuming and so it has been put on hold.</p> <p>There was a discussion about potential grant-making bodies and PR said that he felt there may be value in going back to grants and trusts from whom we have received funds and showing them what we have done and how we would like to build on it. It also emphasized that much funding is based on relational contacts and it is easier to fundraise for local organisations.</p> <p>CW said that he would provide details of a trust that he was aware of.</p> <p>PR said that at the next Board meeting he will be presenting the Budget for 2024 and we may need to consider fundraising to fill any gap in funds</p>
8.	<p>AOB</p> <p>Next meeting 15th November 2023</p>

Approved



Sue Monckton-Rickett

Chair

15 November 2023