

ACC Board Meeting Thursday 14th December 2023

Venue: Zoom

(Meeting commenced 13.30)

	Title
	<p>Opening: GHF led us in opening devotions taking verses from each chapter of John's Gospel and the various aspects of Jesus.</p> <p>In attendance: Sue Monckton-Rickett, Chair (SMR); Chris Williams, Deputy Chair (CW); Kathy Spooner (KS); Tony Ruddle (TR); Peter Roberts (PR); Leroy Harley (LR); Gathoni Hamilton-Foster (GHF); : Christine Pinder (CP); Wein Fung (WF); Sharon Hastings (SH)</p> <p>Apologies: Phil Martin (PM); Peter Barraclough (PB), Janet McNish (JMN) and Sean Charlesworth (SC) on accepted absence</p>
1.	<p>Minutes of the 15th November</p> <p>The minutes were approved after minor spelling changes</p> <p>Matters Arising: Some final minor amendments to be made to the Complaints policy before sending for legal review.</p> <p>EDI toolkit to be discussed under Diversity & Inclusion.</p> <p>LH asked what was happening with the request to meet with an affiliate concerning deliverance ministry. KS responded that a meeting with board representation and the affiliate was to be held on Friday 19th January</p> <p>AOB: GHF gave an update on the contact with Uganda/Tanzania.</p>
2.	<p>Standing items</p> <p>Conflict of Interest: - no changes. In January SMR will send out the new declaration form to all Board members.</p> <p>RAP/PSA - (included in CEO report); Next meeting In March on Friday 22nd in person.</p> <p>CP had attended the December RAP as Board representative. She felt that RAP clearly provided a very beneficial support and internal challenge to ACC as a check and balance for work and issues related to the register.</p> <p>KS reported that ACC will meet the PSA target for practice review.</p> <p>KS reported that the SCoPED bodies had met with the PSA and all bodies are now waiting a letter of response from the PSA. It is hoped that the PSA will deal with a notification of change with regard to accreditation with all of the SCoPED bodies jointly rather than individually.</p> <p>The PSA had requested that the Churchill Framework should clearly state that it is applicable to all faiths - this change was made in consultation with Heather Churchill its author. PSA had proposed that ACC might help them to understand the concepts of spiritual abuse in terms of counselling and what clients may have experienced in the context of all counsellors whether from a faith background or not.</p> <p>The PSA will be reviewing their fees next year and it is likely that they will increase. This will include a new fee being made to process a notification of change.</p> <p>Diversity & Inclusion</p> <p>CW reported there are no meetings planned for the MOU. Some reaction to comments by a UKCP statement have been aired publicly by other organisations.</p>

	<p>There was a discussion in relation to the recently launched toolkit. SH was felt that starting with the Black experience was a good start but to move onto other areas was essential. She encouraged ACC to engage with the toolkit and promote it as a start point for ACC training organisations, She encouraged Board members to attend the forum being held in January by Dr Rachel Stark on whiteness. It was important to discuss issues of practicing ethically with regard to intersectionality and oppressive systems however uncomfortable it may be.</p> <p>KS said we had a potential for an affiliate forum and that the toolkit had been promoted to members through e-mails and in Accord. KS suggests that we use the toolkit to aid discussion of the issues.</p>
<p>3.</p>	<p>CEO REPORT</p> <p>Nomination of Honorary Fellows</p> <p>All nominations were considered against the criteria and the following were approved</p> <ul style="list-style-type: none"> • Nikki Dhillon Keane • Dr Janet Penny <p>Nomination of Fellows</p> <p>All nominations were considered against the criteria and the following were approved</p> <ul style="list-style-type: none"> • Richard Lahey James • Pauline Andrew • Kate Hill • Julia Hyliger • Sithembisile Mapingire • Andy Bond <p>SMR will contact all those approved.</p> <p>Website and Database Development</p> <p>KS reported that the new website is being held up problems with the data migration process.</p> <p>ID Checks for Registrant's plan</p> <p>The issue of being able to verify a counsellors' identity had been highlighted in a recent complaint. There was a discussion about members providing photo ID. It was agreed that there may be a need wider discussion around security and cyber security before we pursue this. If it was pursued it would be implemented for new members first and then phased in from all current members overtime.</p> <p>Conference Suggestions</p> <p>KS asked Board members to come up with these in time for January board meeting and any potential theme.</p>
<p>4.</p>	<p>Chair Report</p> <p>Complaints Update - presented by SMR. No new complaints and the last current process from one complaint is nearing closure unless there is an appeal.</p> <p>Accord Editor</p> <p>We received 17 applications. Applications were assessed against the by PM, Charlotte Johnson (Ethnic Tapestry member), KS and SMR. 3 candidates were interviewed. Interviews were carried out by Charlotte Johnson, KS and SMR. An appointment has been made, with the appointee having immense amount of experience in editing and co-writing Christian</p>

	<p>publications, experience in pastoral work and an understanding of mental health and counselling. She will commence work in January.</p> <p>Articles of Association</p> <p>No progress - meetings not yet held to discuss scope and costs. Will arrange for new year. CW asked what would be the process regarding members and SMR said it would need a consultation period and then a formal vote.</p>
5.	<p>Policy Approval</p> <p>As reported in the November Board meeting one significant requirement is to declare which policies and procedures the charity had in place at the end of the financial year In response to this the following policies had been complied / reviewed and circulated</p> <ul style="list-style-type: none"> • safeguarding policy and procedures • financial reserves policy and procedures • serious incident reporting policy and procedures • trustee expenses policy and procedures • investing charity funds policy and procedures <p>WF suggested that in the future we consider in the safeguarding policy we replace vulnerable adults with 'adults at risk' according to the suggestion of Thirty-one eight.</p> <p>The policies were all approved.</p> <p>Other policies that require future discussion are on media, using outside speakers and some on further financial controls.</p> <p>One other specific area that ACC will need to respond to is in relation to charitable activities delivered outside of the UK. KS confirmed that we have agreements in place with Kenya and Uganda.</p>
6.	<p>Finance Report</p> <p>November Management Accounts & Cashflow presented</p> <p>PR submitted his report showing the current state of finances as being positive. PR said that the various training events that have been excellent and brought in income as well. Income is slightly better than budget in November. Expenditure is also lower than budget, which part is due to being able to assign some expenditure to the grant funding.</p> <p>The cashflow position at end of year is anticipated to be the same, as previously reported. All payments for the NHS Service will be made before the end of the year with the remaining funds being released into General Funds.</p> <p>Confirmation of fees increased and staff salaries</p> <p>PR presented a chart of the change of fees and salaries. KS drew attention to an email from Gillian Stuart proposing some changes to accreditation and transfer fees that could be addressed in January.</p>
7.	<p>AOB</p> <p>Dates for 2024 will remain as half day Board meetings once a month. It was agreed that the best day of the week for the majority of the Board would be Thursdays and the best alternative to be Fridays. The date for January was agreed and SMR will circulate dates for the remainder of the year.</p>

CW raised Ethnic Tapestry meetings and how they would dovetail to ensure that in alternate Board meetings they have someone representing them. SMR will send the proposed dates to Ethnic Tapestry.

Uganda update is deferred to next meeting.

SMR closed in prayer

Next meeting 25th January 2024 13.30-17.00

Approved

A handwritten signature in blue ink, appearing to read 'Sue Monckton-Rickett', with a large, stylized flourish at the end.

Sue Monckton-Rickett

Chair

25 January 2024