

**The Association of Christians in Counselling and Linked Professions (ACC)**  
**Register Advisory Panel Governance Document No 5**  
**Guidance for Redacting Minutes**

**1. General**

- 1.1 ACC had adopted the Seven Principles of Public Life which can be accessed [here](#) as a guide for the conduct of Trustees and people who serve on independent panels, for example the Register Advisory Panel (RAP). It is also a helpful framework to guide how the organisation conducts itself, whilst accepting that we are not a public body, and act within a Christian moral and ethical framework.
- 1.2 The fifth Principle of Public Life is an obligation on holders of public office
- should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
- 1.3 As an Accredited Register of Counsellors under the Professional Standards Authority ACC has an obligation to provide evidence that they meet the Accredited Register Standards accessed [here](#). The evidence framework includes:
- Publication of key governance documents – Board papers, minutes, registers of interests that relate to Accredited Register.
- 1.4 Minutes are produced at Board and RAP meetings and redacted versions published on the website.
- 1.5 This guidance note sets out how ACC should approach the redaction and publishing of minutes.

**2. Process and Considerations**

- 2.1 The aim of redaction will be to produce minutes that summarise the main points discussed, issues raised, and decisions agreed on, but without disclosing any confidential information, nor the points of view of individual members, nor any personally identifiable information (names of Trustees and Panel Members are already in the public domain).
- 2.2 Minutes should be redacted and published within a reasonable period of being agreed. This will normally be within one month.

- 2.3 The 'redaction' will not appear as a true redaction, but instead information will be edited to produce a summarised version of the minutes.
- 2.4 Redactions should be checked and agreed by the Chair of ACC / Chair of RAP as applicable.

### **3 Guiding Principles**

- 3.1 In editing the minutes of meetings to place on the website, and within ACC's general commitment to openness where possible, the following principles will be taken into account
- 3.2 Confidential Information personally identifiable information should be redacted; this includes but is not limited to:
  - a) Details of individual complaints
  - b) Details of commercial agreements with goods and service providers
  - c) Personal details relating to Trustees, RAP members, staff, volunteers and members
  - d) Commercially sensitive information not yet in the public domain relating to ACC's strategy and planning
  - e) Information that ACC have agreed to keep confidential including relating to wider professional interests and direction
  - f) Information that is not yet in the public domain that relates to another professional organisation or the Christian Church
  - g) Any other information that is not disclosable under UK data protection legislation [add in the wording in the GDPR legislation from Catherine]
- 3.3 Opinions expressed by members of the Board of Trustees or RAP members will be anonymised and will simply be reported as 'ideas expressed during the discussion' to avoid any member being exposed as an individual for holding a view or opinion.
- 3.4 Where members of the Board of Trustees or RAP specifically request that their support for or objection to an item should be minuted, it is the Chair of ACC's or the Chair of RAP decision as to whether the individual is named in the redacted minutes.
- 3.5 Action and decisions lists should be reviewed so that only high level strategic, compliance or risk management actions are retained for the summary minutes.

## **4. Document Control**

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