

ACC Board Meeting Thursday 10<sup>th</sup> July 2025

Venue: Zoom

(Meeting commenced 09.30)

	Title
	<p><b>Opening:</b> LH led the reflection taking readings from Matthew 18 and Matthew 9 to remind us we are not on our own but part of something bigger in sharing Jesus with others. LH then led in prayer.</p> <p><b>In attendance:</b> Sue Monckton-Rickett, Chair (SMR); Chris Williams, Deputy Chair (CW); Tony Ruddle (TR); Gathoni Hamilton-Foster (GHF); Sean Charlesworth (SC); Wein Fung (WF) left the meeting at 10.30; Leroy Harley (LH); Kate Pozzo (KP) and Kathy Spooner, CEO (KS).</p> <p>Sue Iqbal (SI) for Coaches and Mentors discussion.</p> <p><b>Apologies:</b> Peter Roberts (PR); Christine Pinder (CP)</p> <p>SMR recognised that WF was leaving the board after 6 years and thanked him for all his involvement.</p>
1.	<p><b>Coaches and Mentor Membership Presentation</b></p> <p>SMR welcomed Sue Iqbal (SI) to the meeting.</p> <p>The board worked through all of the documents provided with regard to Coaches and Mentors Membership and raised the following points and questions.</p> <p><b>Associate Level.</b></p> <p>SI suggested that the fees proposed were in line with a previous iteration of the membership proposal. TR said that we must have clear rationale for fee levels. SMR said that Associate level of membership would not have any directory entry, complaints process and other services that are available to ACC registered counsellors and this membership was similar to Pastoral Care membership. SI explained that this hoped that members will be able to progress through the membership levels including the possibility of accreditation if members sought it.</p> <p>KS said that this Associate membership will benefit from services such as forums, which would be directed to coaches / mentors but open to all memberships to attend, like current forums.</p> <p><b>Verified level.</b></p> <p>This level does have access to a directory and a complaints process so explaining a higher fee for membership. This level is pitched as parity with other coaching bodies at a practitioner level. These members will have training and have they followed one of the recognised programmes to be at this level. The joining fee includes the ACC assessment of criteria being met.</p> <p>It would be an ACC responsibility to process complaints for this membership, but for Accredited Level it would be the responsibility of their accrediting body. All coaches have to obtain their own professional indemnity insurance and they have to provide evidence for membership. TR asked if ACC had approached our insurers for this new area of work. SMR responded that we were in discussion to include these new memberships.</p> <p><b>Accredited Member</b></p> <p>These members would be members of another professional body.</p> <p><b>Code of Ethics</b></p> <p>SMR asked what a client sponsor was in this context. SI answered this could be an employer, but the client would be an individual. There would be a written contract with the sponsor and a different one with the client.</p> <p>TR asked about Confidentiality. SI reassured that confidentiality requirements are the same as in counselling.</p>

	<p>The Board discussed the wording around safeguarding. <b>The Board agreed to keep the wording “a safeguarding concern” and provide more detail around safeguarding in the guidelines. ACC’s safeguarding guidelines are already acceptable.</b></p> <p><b>The Board agreed to remove the word ‘covenant’ from the document.</b></p> <p>Best practice is to have a written contract as it is necessary for the complaints process. CW asked about notes / records. SI said the accrediting bodies require a client log and with brief notes.</p> <p><b>It was agreed that note taking did not need to be referred to in Ethics but could be included in written guidelines.</b></p> <p><b>Agreed to leave in the word “dual” in but take out the word “parallel”.</b></p> <p><b>Agreed to take out the phrase ‘as an independent practitioner’ from the appropriate insurance line.</b></p> <p>GHF asked re overseas activity. IS responded that if members were working with clients overseas then stating that consideration of safeguarding and local legal requirements would need to be in guidelines.</p> <p><b>The Board accepted these new documents, with these minor amendments, for implementation.</b></p> <p>KS explained that the intention in developing revised Ethics and Practice would be to include overarching principles and then specific ethics for each type of membership.</p> <p><b>The Board also agreed to proceed with the 3 levels of membership as discussed.</b></p> <p>CW proposed add to the Risk Register any additional risks associated with new memberships.</p>
2.	<p><b>Minutes of the 10<sup>th</sup> June 2025</b></p> <p>The minutes were approved. With one minor change.</p> <p><b>Matters Arising &amp; Reviewed actions:</b></p> <p>The actions from previous meetings were updated.</p> <p>The PCPB joint letter on crime and policing bill to the Government was sent.</p> <p>On Cyber issues it was suggested that perhaps a reminder to members to be very careful and to keep passwords secure and not leave PC’s on etc. is necessary.</p> <p><b>AOB:</b> Ethnic Tapestry.</p> <p>Letter from the PCPB about government’s review of regulation into the Board papers</p>
3.	<p><b>Standing items</b></p> <p><b>Conflict of Interest:</b> - None declared.</p> <p><b>RAP/PSA</b> – covered under KS report.</p> <p><b>Diversity &amp; Inclusion:</b> KS said that a meeting was held with a group planning to make a short film on grief and to encourage men to open up about emotions. The makers asked if ACC wished to sponsor this work. No decision at this point was made.</p> <p><b>Legal / Governance updates</b> – no updates.</p>
4.	<p><b>Meeting Joel Slater and Marie Hooper</b></p> <p>SMR welcomed them to the meeting. They then introduced themselves to the Board and those Board members, who they had not already met introduced themselves.</p>
5.	<p><b>Chair Report</b></p> <p><b>Complaints Update was presented.</b></p> <p><b>Articles of Association:</b> second version submitted to Charity Commission and awaiting response.</p>
6.	<p><b>CEO Report</b></p>

	<p>The new Accreditation routes 1 &amp; 2 are completed and ready to be presented to the PCPB clinical group. A review of accreditation fees will be required and the fees for those who completed the trial training course at the ACC Conference in 2024 should be considered separately.</p> <p>BACP have announced the acceptance of a transfer route for ACC accredited counsellors. Thanks expressed to KS and team for achieving this.</p> <p><b>The board approved the new routes and documentation.</b></p> <p><b>Staff Update</b></p> <p>The Board approved a current temporary member of staff be offered a permanent contract.</p> <p>KS provided a general update on staffing.</p> <p><b>PCPB Update</b> – KS gave an update on other PCPB issues.</p> <p>KS reported on progress on actions and priorities.</p> <p><b>PSA Update</b> – Thanks were expressed to KS and the team for the work that meant that the PSA annual review had been completed without conditions.</p>
7.	<p><b>Finance Report</b></p> <p><b>May Management Accounts and Cashflow</b> presented in PR's absence by SMR.</p>
8.	<p><b>AOB</b></p> <p>LH reported: Ethnic Tapestry has 2 new members. Attendance is sporadic and at the last meeting there was only 3 members. LH intends to survey the members of the group to see what they feel would be the best way to engage with the group.</p> <p>GHF commented that the group are very aware of current Ethnic issues and so articles in Accord would be helpful and informative. LH stated Accord is always on the agenda. SMR suggested blogs rather than articles. KS mentioned perhaps improving the resources available to connect the group like Trello. This might benefit other groups, as well.</p> <p>PCPB had been in touch with the Government regarding the review of counselling regulation that is currently being undertaken by the government. Updates will be provided to the Board.</p> <p>The meeting ended at 12.53.</p> <p><b>Next meeting: 11<sup>th</sup> September 2025</b></p>

Approved



Chair of ACC

10 September 2025