

# ACC Board Meeting Thursday 11 December 2025

Venue: Zoom

(Meeting commenced 1.30 pm)

	Title
	<p><b>In attendance:</b> Sue Monckton-Rickett, Chair (SMR); Chris Williams Deputy Chair (CW); Lyn Smailes (LS); Peter Roberts (PR); Kate Pozzo (KP); Jenny Fytche (JF); Gathoni Hamilton-Foster (GHF); Sean Charlesworth (SC)</p> <p>Kathy Spooner, CEO (KS)</p> <p><b>Apologies:</b> Tony Ruddle (TR); Christine Pinder (CP).</p> <p>GHF had to leave the meeting at 2.30pm</p> <p><b>Opening:</b> CW led the opening reflection and prayers.</p>
1.	<p><b>Approval of Minutes of 13<sup>th</sup> November 2025</b></p> <p>PR said that it should be clarified in the minutes for his report that ACC would break even in terms of the last 3 months of the year.</p> <p>The minutes were then approved with this one clarification</p> <p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>PR said that he had reported that the retreat had made a loss, but there had been some additional income and the payment to the retreat house was less than expected and so there was a surplus of nearly £1,300. .</li> <li>Cybersecurity advice had not been included in an e-mail to members yet. A good website had been found with additional helpful information so this will be included in a future member's e-mail.</li> <li>Wider use of Trello still being explored</li> <li>Companies House website details were reviewed in the meeting, and all were confirmed / corrections provided.</li> <li>Verification process: SMR reminded all board members that this needed to be completed in order for the Confirmation Statement in February to be submitted.</li> <li>PSA statement on free speech that was agreed at the last board meeting, had been sent to all members and there had been no feedback in response.</li> <li>SMR and SC had been in communication. Various circumstances had caused SC to miss meetings in 2025, but he remains committed to the Board and is attending today.</li> </ul> <p><b>AOB</b></p> <ul style="list-style-type: none"> <li>Dates and availability for 2026 Board meetings</li> </ul>
2.	<p><b>Standing items</b></p> <p><b>Conflicts of Interest:</b></p> <p>JF – as per previous meeting if Pastoral Supervision was discussed she is a member of APSE and doing voluntary training with them in regional groups.</p> <p><b>RAP:</b> KS said that there was a RAP meeting on 12 December – so no update until after that.</p> <p><b>PSA:</b> The new Head of the PSA Accreditation Team is keen for the PSA to raise awareness. The PSA have put aside some funds to develop a single register, one place where any member of the public can come and check whether an individual is on an accredited register. There have also been some roundtable discussions about the standards, and the PSA have been very responsive to some of the feedback. They will be agreed in February 2026 and by July 2026 ACC will need either to have implemented them or demonstrate how we are going to implement them by July 2027.</p>

	<p>There is a currently an investigation and report being written by the nursing midwifery commission with regard to bullying in the profession and so the revised standards could be delayed if there are any specific recommendations from this to be included.</p> <p>SMR said that at the second PCPB Commission meeting, which was on the topic of statutory regulation, a representative from the PSA had made a presentation. There was a lot of discussion awareness.</p> <p><b>Diversity &amp; Inclusion:</b></p> <p>CW said that he had sent a message to the Coalition on Anti Oppressive Practices saying that the Principles, (included in the Board papers) were good, easily accessible and understandable. They are to encourage people to think about how they practise in terms of anti-oppression and inclusion. CW suggested that all Board members read them and come back with any comments to him by early January and that a final version should be published in 2026.</p> <p>KS said that when the final version is published the professional bodies may be asked to say if they officially agree with them and if they want to issue a public statement about them. ACC would also consider circulation to members and whether to incorporate them into the new ethics or just make them available to members.</p> <p>The Board would be updated with progress.</p> <p><b>Legal / Governance updates</b> – Nothing to report in terms of new legislation and there was nothing in the budget that will impact ACC as a charity or employer.</p>
3.	<p><b>Chair Report</b></p> <p><b>Complaint Report</b> provided as part of the Board papers and there were no questions raised. SMR said that increasingly insurance companies are advising counsellors not to provide professional bodies with any information or take part in any kind of interviews, etc. until the insurance company have approved what they are sharing. This obviously adds a delay, which is not good for either of the parties.</p> <p><b>Articles of association:</b> SMR reported that they had been submitted to the Charity Commission, Companies House and the Office Scottish Charity Regulator (OSCR) and waiting for their response.</p>
4.	<p><b>Finance report</b></p> <p>PR presented the Budget 2026 papers that had previously been circulated and the three scenarios were discussed. .</p> <p><b>PR recommended that the Board approve scenario 3, which included an increase in fees and staff salaries and the Board approved unanimously.</b></p> <p>The Board thanked PR, KS and SMR for all of the work that had gone into preparing the budget.</p> <p>SMR said that there would be an email next Friday to all members explaining the increase in fees and letters would be given to all staff members</p> <p>PR briefly commented on the October Management Accounts</p>
5.	<p><b>CEO Report .</b></p> <p><b>Practice Reviews:</b> KS said that the annual target based on our membership numbers in 2025 was 30 and when the 4 still in process are completed the annual target will be achieved. In 2025 it was agreed that a member who obtains full accreditation, whether through ACC or with BACP and then applied to ACC to recognise it, they would be treated as completing a practice review, as all that they would do for their accreditation would meet the requirements of a practise review.</p> <p>KS said that in time ACC would introduce practice reviews for all professional memberships i.e. coaching/ mentoring and spiritual direction.</p>

	<p>KS explained that the leader assessor was retiring at the end of the year and so thought was being given to the role and recruiting for it. There are currently two assessors who deal with practice reviews and two staff members who deal with all of the administration.</p> <p>The Board expressed thanks to staff and the assessors for completing all of the practice reviews.</p> <p><b>Accreditation:</b> There has been an increase in the number of SCoPEd B accreditation applications and especially for accreditation recognition. Currently, ACC do not have its' own accreditation process for senior accreditation status, which is column C, but we do recognise new BACP senior accreditation or a UKCP psychotherapist.</p> <p><b>Course Accreditation:</b> ACC had been approached by two organisations for accreditation of CPD courses.</p> <p>In response to this KS had produced a draught proposal (circulated in Board papers) for CPD recognition following a two-stage process.</p> <p>First stage (<b>course recognition</b>): would include reviewing course materials, learning outcomes, summary of information for advertising, the course outline and description, the Christian integrative content, the qualifications and experience of the authors and trainers. If this was all sufficient ACC would recognise the course.</p> <p>Second stage (<b>accreditation</b>): When the course has been run for the first time, ACC would then be provided with teaching notes, session plans, manuals, exercises, handouts and feedback</p> <p>The issue of Christian content was discussed, and it was agreed that there may be courses that ACC would want to recognise but are not overtly talking about Christianity. Christian content is not mandatory, but ACC would not recognise courses that were not that were not compatible with a Christian world view. It was important that any course with Christian content needed to use scripture and theological understanding responsibly and in a therapeutic frame in-line with the principles of the Churchill framework.</p> <p>SMR said that it was important for ACC to make it very clear what ACC recognition / accreditation means and for organisations to make this clear in their literature. ACC need to avoid the risk that a course is seen as an ACC course and ACC needed to consider how we monitor on-going delivery.</p> <p>KS said that previously, ACC had reviewed courses every three years and this would probably be the same, unless there was concern about feedback or complaints received. Organisation should be a member of ACC so that they are subject to ACC's ethical framework and complaints process.</p> <p>The issue of how ACC would deal with complaints about the course or negative feedback was discussed. KS said that there would be two separate contexts:</p> <ul style="list-style-type: none"> <li>• if there were complaints about the quality / content of the course then ACC would have it written into T&amp;Cs that recognition / accreditation can be withdrawn</li> <li>• if it was a complaint about the behaviour of the trainer / organisation then with the organisation being a member of ACC, it would be dealt with under our ethical framework as we would with any complaint even there was no ACC recognised / accredited course</li> </ul> <p>PR asked if ACC insurance covered recognising / accrediting courses. SMR said that she thought it would as this was something that we had done in the past, but she would check.</p> <p>There are currently two that could be used to trial the process.</p> <p>KS believed that the team had capacity to do the two courses and use them as pilots and if other enquiries were received to assess resourcing then. ACC would not advertise the service but respond to enquiries. .</p> <p><b>The Board unanimously approved the two pilot courses being pursued, that the organisations have to be members of ACC, that there is a two-stage process of recognition and accreditation, as outlined and discussed and that if a course did not achieve accreditation, it</b></p>
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	<p>would also no longer be recognised and would have to withdraw this from the course information and advertising.</p> <p><b>Staff Updates:</b> KS gave an update. The team was working really well and done a lot of contingency planning.</p> <p><b>Coaching and Mentoring Membership:</b> There have been a few applicants. In the new year membership can be promoted more, and a launch event organised.</p> <p>The team have also been implementing the processing of membership applications, which does seem to be working well, but was a new process to learn.</p> <p>Applications may increase if the "Find A Coach" directory was activated.</p> <p><b>The Board agreed that the directory should be launched with the current members</b></p> <p><b>2026 Plans:</b> KS highlighted the following</p> <ul style="list-style-type: none"> <li>• <b>Launch / promotion of coaching /mentoring membership</b> between January and March. Probably, an event but mainly through social media articles, which will need resourcing</li> <li>• <b>Spiritual direction.</b> There is a meeting of various organisations being planned for Spring 2026. Expected that ACC would work on spiritual directors' membership from April onwards. The operational setting-up should be more straightforward because many of the system changes and processes completed for counselling and coaching/ mentoring will be used for spiritual directors.</li> <li>• <b>Complaints Process:</b> finalising the new process and policy</li> <li>• <b>National Conference.</b> The intention is to get the brochure completed by end March ready to advertise.</li> <li>• <b>Accreditation:</b> The "B to C" and "A to C" accreditations have been approved by the Board and reviewed by RAP. The work now is to create the on-line application form and process.</li> <li>• <b>Equivalence Decisions:</b> Various routes have been written and approved by the Board, but they documents need to be reviewed, finalised and then published</li> <li>• <b>Qualifying Training Recognition:</b> All ACC training organisations that provide qualifying training have been recognised as meeting the SCoPEd standards for registered members (SCoPEd A). We are now looking at how ACC could accredit courses. We would not be accrediting the professional content as this would be already done by an academic body i.e. CPCAB, but ACC accreditation, but may be about the faith content / the training on the integration of faith and counselling.</li> <li>• <b>Resources and materials for sale:</b> ACC has a store of new books – some that have been donated and some that profits would be shared with authors / other designated charities. We have courses / resources that could relatively easily be adapted into saleable downloads or create pastoral care training webinars.</li> <li>• <b>Pastoral Supervision:</b> has been put on hold for now, but should be revisited later in the year</li> <li>• <b>Setting standards for people who advertise themselves as working with children, young people and couples.</b></li> <li>• <b>Potential membership ideas</b> will be explored.</li> <li>• <b>Ethics:</b> work will start on this in Q1 2026 with the hope to be launched at Conference.</li> <li>• <b>Create a community of practise</b> for people managing counselling centres,</li> <li>• <b>Business Processes:</b> Joel Slater is working on data protection, compliance, finance and business continuity.</li> <li>• <b>Business as usual activities.</b> PSA annual review, training events, forums (six for counselling and four for coaching and mentoring), engagement with ACC training organisations, fundraising,</li> </ul> <p>KS said that it was acknowledged that not all of the projects are likely all to be completed or even started in 2026, but it felt important to look at future plans as well as build on what has been achieved.</p>
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	<p>SMR suggested that in early 2026 priority should be assigned to the list of projects.</p> <p>The Board thanked KS for the clear presentation and also for all that had been achieved and for the time she had spent thinking about future plans.</p>
6.	<p><b>Policy Review</b></p> <p>The Board reviewed four policies</p> <ul style="list-style-type: none"> <li>• Removal of trustees (new policy)</li> <li>• Conflicts of Interest (existing policy)</li> <li>• Board recruitment and induction process and policy (existing policy)</li> <li>• Board decision-making Policy</li> </ul> <p>SMR explained that the Removal of Trustees policy had been created to reflect the new articles and the other three are policies were due for review and it was also important to ensure that they were in-line with the new articles.</p> <p>• <b>Conflicts of Interest Policy</b></p> <p>Some minor changes had been made to ensure that the policy was aligned to the new articles.</p> <p><b>The Board unanimously approved the Conflicts of Interest Policy</b></p> <p>• <b>Board Decision-Making Policy</b></p> <p>No changes had been made to the policy.</p> <p><b>The Board unanimously approved the Board Decision-Making Policy</b></p> <p>• <b>Board Recruitment and Induction Process and Policy.</b></p> <p>SMR said that some minor changes had been made to ensure that the policy was aligned to the new articles.</p> <p><b>The Board unanimously approved the Board Decision-Making Policy</b></p> <p>• <b>Removal of Trustees Policy</b></p> <p>SMR said that this was a new policy to reflect the criteria and the circumstances under which trustees would be removed according to the new articles and to include how the process would work in practice.</p> <p><b>The Board unanimously approved the Removal of Trustee Policy</b></p>
6.	<p><b>AOB</b></p> <p><b>Dates for 2026 Meetings</b></p> <p>The schedule of availability was reviewed and updated by those present</p> <p>SMR will check availability with other Board members and regular ACC meetings and then issue the dates for 2026</p>

Approved



Chair of ACC

29 January 2026