

ACC Board Meeting Thursday 13 November 2025

Venue: Zoom

(Meeting commenced 1.30 pm)

	Title
	<p>Opening: GHF led the reflection based on the theme of repentance. GHF then led in prayer.</p> <p>In attendance: Sue Monckton-Rickett, Chair (SMR); Lyn Smailes (LS); Peter Roberts (PR); Christine Pinder (CP); Kate Pozzo (KP); Jenny Fytche (JF); Gathoni Hamilton-Foster (GHF). Kathy Spooner, CEO (KS)</p> <p>Apologies: Chris Williams, Deputy Chair (CW) and Tony Ruddle (TR).</p> <p>Sean Charlesworth (SC) did not attend and no apologies were received. SMR will contact him to discuss.</p>
1.	<p>Approval of Minutes of 9th September 2025</p> <p>The minutes were then approved with minor corrections</p> <p>Matters Arising:</p> <p>Companies House verification: SMR reminded all trustees that they would all need to verify their identity with Companies House. First to check their details held by Companies House in document circulated by SMR and then follow the verification process.</p> <p>Accreditation Process Documents: SMR said that at the last Board meeting those present had approved the documents in principle but wanted other Board members to review before final approval. However, they had not been circulated. KS said that they had been some subsequent changes. It was agreed that the final version would either be circulated to Board members or brought to the Board meeting for approval.</p> <p>Coaching and Mentoring Complaints Process: JF confirmed that she had reviewed and suggested one minor addition of a timeline for the complaints process.</p> <p>Policy for Removal of board members: SMR reported nearly completed based the new articles and will be brought to December board meeting.</p> <p>Allocation of finances for coaching and mentoring and pastoral care course development had been partially completed, but PR, KS and SMR would look at this in more depth before the year end.</p> <p>Staff Training: KS said that she regularly asks staff if they have training requests, but no external training needs identified. The Management Team especially are encouraged to attend events and meetings such as the climate change initiative and the PSA research conference to deepen and widen their knowledge.</p> <p>Feedback on potential set of principles on inclusion and anti-oppressive practices: KS said. ACC had given feedback, but the principles were still being worked on.</p> <p>Uganda: GHF had sent SMR some reports from Uganda.</p> <p>AOB none raised.</p>
2.	<p>Standing items</p> <p>Conflicts of Interest:</p> <p>JF had informed SMR of a conflict with regard to the item on Pastoral Supervision, as she was a member of APSE and doing voluntary training with them in regional groups.</p>

	<p>KP asked if her involvement in a network day at the London Centre for Spiritual Directors, providing some training trauma awareness for spiritual directors was a conflict of interest. It was decided that it was not a conflict of interest.</p> <p>No other conflicts</p> <p>RAP: KS said that the December meeting would probably need to be either an in-person meeting at another venue or on-line.</p> <p>PSA: KS reported that there has been a very positive meeting with the PSA and representatives of several register, as part of a series of consultations about the standards review. Several issues about the proposed revised standards were raised and the PSA agreed to look at.</p> <p>ACC will be assessed against the new standards in 2027 but will only be able to receive recommendations against them in that year and following year could be given conditions. KS had been assured that proportionality, (how a small register holder would be expected to meet a standard compared to a large register) would be taken into account in the assessments. The other positive change is that the PSA will store information about how each register holder has responded previously to requirements and actions taken, so that information did not have to be repeatedly given each year. This would also build a body of evidence about approaches of registers that could then be used to compare to others of similar size and provide learning and experience to draw on and share.</p> <p>KS had also raised concerns about the PSA appeals process when conditions were imposed and how registers could not actually represent themselves and the PSA acknowledged that this needed to be reviewed.</p> <p>KS therefore suggested that ACC should wait for the final version of the revised standards before spending time on a detailed impact assessment.</p> <p>Diversity & Inclusion:</p> <p>KS reported that no-one from ACC could attend the last Anti-Oppressive Coalition meeting. As noted above ACC had provided feedback on the set of principles.</p> <p>There had been a members' forum with an author looking at EDI counselling and psychotherapy. The model that he presented was helpful and ACC may be able to build on for our training organisations and personal reflective practice and development.</p> <p>Legal / Governance updates – Nothing to report.</p>
3.	<p>Chair Report</p> <p>Complaint Report provided as part of the Board papers and there were no questions raised.</p> <p>Articles of association: SMR reported that they had been submitted to the Charity Commission awaiting approval.</p> <p>PSA risk register: SMR and Marie Hooper had reviewed the register and added updates to pre-existing risks and added three new risks.</p> <p>SMR explained each of the updates and the new risks that had been added concerning:</p> <ul style="list-style-type: none"> • Risk 18: Artificial Intelligence and that the increasing observation of AI being used for mental health support. • Risk 19: An increase in the number of complaints being received, increasing the need for resources • Risk 20: The growth of online non-UK based profitmaking counselling services, which is a concern that has been raised by the PCPB to the government already.

	<p>There was discussion about concerns relating to risk 20 and what Board members had observed about these services. SMR confirmed that the PCPB had sent a letter to the government raising all of the issues.</p> <p>ACC had made members aware of the Radio 4 programme "All in the Mind" on AI and mental health.</p> <p>JF said that the European Mentoring and Coaching Council (EMCC) is looking at the use of AI, telephone coaching & mentoring and the potential for exploitation for their whole global conference in 2026. It was agreed that although JF was not going to the conference, she would feedback into ACC information that she became aware of and would be worth considering both for coaches / mentors and counsellors.</p> <p>KS shared that she had attended an NHS psychological professions training event, where they discussed the limitation and dangers of AI, but also that it can be very useful for people to find tools and resources to help with mental health across a wide range of services.</p> <p>The Board raised no issues that needed to be added or amended to the PSA Risk Register and unanimously approved the Risk Register</p> <p>Thanks to Marie Hooper for the work that she had put into the review.</p> <p>ACC Internal Risk Register: SMR had shared the document as part of the Board papers and asked Board members for comments, questions, proposed changes, etc.</p> <p>JF said that she had gone through it really thoroughly and thought it was a good and thorough risk register and could not see anything that should be added.</p> <p>The Board raised no other questions and approved the Internal Risk Register unanimously.</p> <p>Fellowships and Honorary Fellowships: SMR explained the basis on which the awards were made and the details of the 4 proposed awards for 2025, which had been included in the Chair Report.</p> <p>The Board unanimously approved awarding Fellowship to Julia Everett and Honorary Fellowships to Catherine Clarke, Doreen Rowland and Lisa Oakley.</p>
4.	<p>Finance report</p> <p>Management Accounts and Cashflow September 2025 were received and reviewed.</p> <p>ACC had received a grant from the Bishop Radford Trust for the development of two specific pastoral care courses.</p> <p>The forecast for the remaining three months for General Funds showed that we would break even for those 3 months. New sources of income with increased training and new membership streams going forward are positive steps.</p> <p>In the December board meeting the Budget for 2026 would be presented for discussion and approval.</p>
5.	<p>CEO Report</p> <p>Accreditation Process: KS explained that ACC had received an e-mail from a member, who was concerned that as part of the accreditation process, they were being asked to share client notes to support their case study and signed logs. Their concern that this was a breach of confidentiality and created ethical concerns as most counsellors did not say in their contract that client material may be used in this way.</p> <p>Having considered this the proposed changes to accreditation requirements are that</p> <ul style="list-style-type: none"> • rather than submitting logs for 450 hours of counselling practice, the applicant shows their logs to their supervisor, and the supervisor confirms that they have had 450 hours of counselling practice.

- the applicant will no longer be required to submit counselling notes to support their case study. This will mean that the assessor will not be able to view direct evidence of the quality of the applicant's clinical note taking nor be able to give any constructive feedback on this aspect of practice. But in mitigation, ACC good practice checklist informs counsellors how to keep good notes and as part of a practise review the counsellor is asked to bring a sample of their notes to their supervisor for discussion.

The board agreed that the proposed changes did not reduce the standards for accreditation and that any potential risks were being mitigated by the requirements of supervisor, guidance and practice reviews. The Board unanimously approved the changes

KP asked about situations where notes are requested by a client, what was the process and what support would ACC be able to give if the notes were not of good quality.

KS said that ACC would support and advise the counsellor, but if the client has submitted a subject access request, then the notes must be provided without amendment, although there is guidance about what can be redacted.

KP asked if there was any CPD about note taking.

KS said that ACC had published guidance, but no specific training. She had also observed that there are differing views within the profession on notetaking and records.

SMR suggested that ACC could hold forums on note taking and contracts. She highlighted that most contracts do not state that if the client brought a complaint, notes may be provided to their professional body as part of the investigation and that in dealing with complaints it had observed some concerns about the standard of contracting.

KS said that she had been given contact details of someone who has expertise in counselling agreements and what they should include. She was intending to contact him to discuss developing some comprehensive templates for members.

Coaching, mentoring, supervision and the pastoral supervision proposal.

KS outlined the current information that is available on the website

- Find a Counsellor and a Find a Supervisor search facility. A registered counsellor can set up a public profile as a counsellor, and as a counselling supervisor. ACC have minimal standards for members listed as supervisors, which a profile is checked against before being listed.
- On their profile the registered counsellor can also say that they offer pastoral supervision, but for this no standards are set or checked. It is their ethical decision as to whether they feel appropriately trained and experienced. They can also say that they offer cross-professional supervision, which would be offering supervision to people in more ancillary roles.

Recent changes to the website mean that there will be a separate search "Find a Supervisor" and within this option to look for counselling/ psychotherapy, coaching/ mentoring supervisor and potentially pastoral supervisor, which will make it much easier to search.

With coaching and mentoring membership, ACC needs to be able to identify coaching and mentoring supervisors, for whom there needs to be standards, and it seemed a good opportunity to set standards for pastoral supervision

KS presented three proposed levels for coaching/mentoring supervision (in training, qualified and accredited) to be included on 'find a coaching /mentoring supervisor' and the requirements

JF raised the situation where someone who is a pastoral supervisor and an accredited coach has for many years been accepted as being qualified to provided supervision to coaches and mentors. Christian coaches and mentors are looking for people who understand supervision through a theological lens, which can only be obtained on a pastoral supervision course, and so supervisors have gone down this route. Therefore, it was proposed that for the qualified and accredited

	<p>categories of supervisor the completion of a pastoral supervision qualification should be included as well as coaching / mentoring supervision.</p> <p>The proposed categories for as coaching / mentoring supervision including the amendment to include pastoral supervision qualifications was agreed.</p> <p>KS said that a new section the website would be created about supervision in all of the different membership categories and what each level of supervisor means. If a member changed their profile to a different level of supervisor it is flagged as "awaiting approval" and ACC will ask for certificates of training, etc. to be uploaded, etc.</p> <p>KS presented the proposal for pastoral supervision, which had also been sent to APSE (Association of Pastoral Supervision and Education) and to a representative of the Institute of Pastoral Counselling and Supervision (IPCS) and ACC were meeting with them this week.</p> <p>It was acknowledged that there were many different models and trainings for pastoral supervision and ACC counsellors / counselling supervisors who have been providing pastoral supervision in many contexts for many years. ACC did not see that the establishment of a directory was necessarily in competition with APSE and IPCS but was designed to recognise and provide access to a wider population of pastoral supervisors. This however, created issues about requirements and standards.</p> <p>JF said that APSE had clearly defined nine competencies that everybody had to meet to be able to call themselves a pastoral supervisor, based on research and writings in the last 5 to 10 years and this might be a good basis for ACC to work from. She suggested that before setting up a new directory and setting requirements it would be worth exploring these competencies and also talking to other organisations / denominations who have established training and professional standards for pastoral supervision.</p> <p>It was proposed that a new directory of pastoral supervisors would be put on hold, whilst further aspects of training, competencies, requirements, etc are explored. Current ACC members who have pastoral supervision in their profile would continue in this until a new directory and criteria are established.</p> <p>This proposal was agreed unanimously.</p> <p>Coaches and Mentors Website Information and Terms & Conditions</p> <p>KS explained the information that is to be included on the website for Coaches and Mentors and the terms and conditions of membership, all of which had been included in the Board papers. It had been decided that to be in-line with pastoral care members coaches will not be called ACC Associates but just Associates.</p> <p>There was discussion about the amount of CPD as different bodies have different requirements with some having CPD requirements over a number of years. It was agreed that a specific number of hours would be removed for now, replacing it with a requirement to have an intentional plan for professional development and be able to evidence that.</p> <p>KS also explained that if an Accredited Coach's accreditation lapsed i.e., they chose not to renew with ACC as Accredited, they would be able to become a verified coach or if accreditation with a coaching body has lapsed within the last two years, they will be able to apply to be a verified coach. Therefore, two routes to be a verified coach</p> <ul style="list-style-type: none"> • provide the necessary details of training and experience. • prove accredited membership with one of the coaching /mentoring bodies that is current or has lapsed no longer than two years previously. <p>This would not include if they had been removed from accreditation membership, as a result of a disciplinary process.</p> <p>Member's guidance on hate speech, hate crime and discrimination.</p>
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	<p>KS explained that the PSA required register holders to communicate to members on these issues. The Board considered the Guidance document that KS had provided and raised points for clarification. KS said it would be sent to members and placed in the member resource area of the website.</p> <p>The Board agreed that the document was very clear and provided good guidance and information to members.</p> <p>Acceptance for Column A counsellors</p> <p>KS provided an update in relation to the acceptance of courses that were not explicitly approved by one of the PCPB partners. There has been an agreement within the PCPB clinical group to accept any course that states it is matched to SCoPED that is provided by a qualifying authority because it will have been assessed by a government authority. This would include a higher diploma, level four diploma, degree or master's at a UK university. This addition will mean that most applications would be matched to SCoPED for any courses not in this category there would be the option of an equivalence decision.</p> <p>Business Continuity</p> <p>Joel Slater is working to ensure that we have business continuity with regard to the finance functions.</p> <p>2026 National Conference:</p> <p>Dates 2nd to 4th October, venue Kent Hill Centre in Milton Keynes. The format, costs and fees were discussed. PR said that he was happy with the financial impact</p> <p>The venue contract now needed to be signed, which the Board approved.</p> <p>Books and resources: Joint enterprise with an author to produce "The Wellbeing Zone" book is about to be published.</p> <p>This and several other books that ACC have in their possession can be sold via ACC website. For each of them ACC will receive some income with each having a different arrangement in terms of how income is shared with writers or nominated charities. Agreements for each will be established.</p>
	Policy reviews moved to the next Board meeting.
6.	<p>AOB</p> <p>Date of next meeting: Thursday 11th December 13.30 am on Zoom.</p>

Approved



Chair of ACC

11 December 2025