

**ACC Board Meeting Thursday 23<sup>rd</sup> January 2025**

**Venue: Zoom**

**(Meeting commenced 13.30)**

	<b>Title</b>
	<p><b>Opening:</b> The Board met at Noon to share some personal history and discuss their watching of “After the flood”. CW led devotions then and led in prayer before the discussion.</p> <p><b>In attendance:</b> Sue Monckton-Rickett, Chair (SMR); Chris Williams, Deputy Chair (CW) had to leave for another meeting at 4 pm; Tony Ruddle (TR); Peter Roberts (PR); Leroy Harley (LH); Kate Pozzo (KP); Gathoni Hamilton-Foster (GHF); Christine Pinder (CP) and Kathy Spooner, CEO (KS).</p> <p><b>Apologies:</b> Sean Charlesworth (SC); Wein Fung (WF).</p>
1.	<p><b>Minutes of the 12 December 2024</b></p> <p>The minutes were approved with some minor amending. For clarification</p> <p><b>Matters Arising &amp; Reviewed actions:</b> <b>KS shared a clarification concerning her reporting of the position of practice review. She included in her report the following correcting statement:</b></p> <p>KS provided an update with regard to practice review targets and will write to the PSA informing them of the practice review shortfall in 2024 and the change to the percentage of practice reviews for 2025 onwards that was agreed by Board in December 2024.</p> <p>SMR to bring to Board in February the response to the NI consultation on Conversion Therapy.</p> <p>KS wrote to UKCP stating the Board agreed to be a signatory to their campaign on the NICE guidelines on anxiety</p> <p>PSA Renewal and Conditions: Responses were sent to the PSA before the deadline and all documents and website wording requiring updates have been completed. The EDI Training for Complaint Panel members, assessors, etc. is being worked on and should be completed in February. The PSA have made some suggestions regarding further changes to the website, which will be followed</p> <p>Details of all ACC specialist groups are to be uploaded to the website.</p> <p>PR reported that the timetable and dates for the Examination of the Annual accounts had been received from Stewardship and the work on them will be brought forward to ensure deadlines met.</p> <p><b>AOB:</b></p> <p>Report from Uganda.</p> <p>EDI update on data being collected. Consider if the EDI fields need to be made mandatory</p> <p>London School of Theology (LST) update.</p>
2.	<p><b>Standing items</b></p> <p><b>Conflict of Interest:</b> - SMR will send round the annual declaration.</p> <p><b>RAP/PSA</b> – included in KS reporting.</p> <p><b>Diversity &amp; Inclusion</b> – CW and LH attended the Ethnic Tapestry meeting last week. The actions and article in Accord relating to the earlier editorial were discussed were well received.</p> <p>CW will be attending a meeting today of the Coalition Against Anti-Opressive Practices.</p> <p>No updates on the MOU group.</p> <p>SMR gave a brief update on the meetings she attends in connection with PCPB, to consider whether guidelines / frameworks need to be developed in relation to issues of gender and sexuality. A new clinical group is being formed to work on these with representation from all professional bodies in PCPB plus Association of Child Psychotherapists (ACP). SMR will co-chair this group.</p> <p><b>Legal / Governance updates</b> – no updates.</p>
3.	<p><b>Chair Report</b> – for full details see written report.</p> <p><b>Complaints Update:</b> No further developments.</p>

	<p><b>Memorandum and Articles of Association</b> – SMR shared the updated document after it had been reviewed by Tim Warren (RAP member) as a final draft for Board approval.</p> <p>TR had prior to the meeting suggested some minor amendments and comments. The following points were discussed:</p> <ul style="list-style-type: none"> <li>3.2 <i>“to carry out campaigning and advocacy, provided that the Trustees are satisfied that any proposed campaigning and advocacy will further the Purposes to an extent justified by the resources committed and that such activity is not the dominant means by which the Charity promotes the Purposes;”</i></li> </ul> <p>The Board discussed whether this article resulted in a change of policy and approach towards campaigning. The Board decided that whilst it allowed for campaigning, it could only be undertaken if it was in-line with charitable purposes and each request for ACC to be part of campaign would be assessed against this and the risks involved. <b>The Board agreed for it be included in the new articles having recognised the risks.</b></p> <ul style="list-style-type: none"> <li>16.3 the Board approved the adding of the words in bold for clarity. <i>“Any organisation that is a member of the charity may nominate any person to act as its representative at any meeting of the charity <b>in advance</b>. The person so authorised shall be entitled to exercise the same powers on behalf of the organisation which they represent as that organisation could exercise if it were an individual Member of the Charity.”</i></li> <li>17.2 It was acknowledged that the inclusion of “proxies” as opposed to “postal votes” would require additional information to be provided and processes to be included in the preparation and conducting of members meetings, i.e. general meetings, annual general meetings, etc. There was no amendment needed to the draft articles.</li> <li>17.2 The Board approved adding the wording bold lettering to ensure that any members based overseas are not discriminated against by not having their own UK address <i>“The only postal address at which a Member is entitled to receive notices sent by post is an address in the United Kingdom shown in the register of Members <b>or provided by the member if not residing in the UK.</b>”</i></li> </ul> <p>Taking into account, these changes to the draft Articles of Association the Board approved all the draft Articles of Association and voted on the Special Resolution:</p> <p><b><i>The Board has approved the changes to the Articles of Association as presented in the Draft Articles dated 14 January 2025 as amended. The Board agreed that the changes to the Regulated Articles should be submitted to the Charity Commission with the explanations for the changes also presented to the Board Meeting.</i></b></p> <p><b>The Board approved this special resolution unanimously.</b></p> <p>SMR will make the changes agreed in this meeting and will then inform the Charity Commission of the changes following the process previously outlined to the Board.</p> <p><b>RAP Recruitment:</b> SMR presented the proposed changes to the selection criteria / structure of RAP and the Board discussed these</p> <p><b>The board approved these changes.</b></p> <p>The approved changes will be reported to the PSA and to RAP for both to agree</p> <p><b>Staffing:</b> It is proposed to provide each member of staff a designated support person outside their line-management and for the CEO to have a person independent of ACC to discuss issues with.</p> <p>KS suggested a specific framework of guidance be put around this. It will be a pastoral role that Board members may be able to fulfil and SMR asked members of the Board to contact her if they felt that this was a role that they would be prepared to do and said that she would work of the guidance, etc.</p> <p>Planning for recruitment of new role(s) to replace the Head of Membership Services will begin with a discussion with staff at an in-person meeting on 5 February, The management team will then consider role descriptions and recruitment.</p> <p>Staff appraisal will recommence after this has been worked through.</p> <p><b>Financial Processes:</b> The Board confirmed that for managing risks a second person needs always have access to all ACC financial information and be trained in all financial processes. PR will reiterate this to those involved.</p> <p>As a result, SMR proposed changes to bank mandate as a signatory and on-line access to CAF Bank</p> <p><b>The Board approved all the changes.</b></p> <p>SMR will arrange for the changes to be implemented</p>
4.	<b>CEO REPORT</b>

	<p><b>A full written report was provided</b></p> <p>Update on email from Dr Adrian Whittington regarding endorsement of the Royal College of their Staying Safe from Suicide Guidance. PSA have given some indication that they will include the new guidance as part of their standards.</p> <p>The Board discussed an amendment that KS was proposing, which was felt helpful.</p> <p><b>SMR proposed that this comes back to the Board when the final document has been provided. This was agreed</b></p> <p>ACC have 2 planned courses on the topic of suicide on 21<sup>st</sup> March and 16<sup>th</sup> May.</p> <p><b>PSA &amp; Renewal Conditions Update</b> – PSA have a new website and they have issued a draft business plan for review stating their strategic aims for 2025-26.</p> <p>Fee increases by the PSA have been issued and will mean an increase for ACC.</p> <p>BACP have provided a letter to the PCPB group for agreement regarding overseas / on-line therapy companies raising ethical and governance concerns. All PCPB bodies have been asked to support this letter and be a signatory as part of the group. TR suggested that we ask other PCPB members advice they are giving to members and what if any action they will take.</p> <p><b>The Board approved being a signatory. KS will communicate this to the PCPB group</b></p> <p>KS introduced a paper that seeks the Government to include Accredited Register and their members in the VAT exemption given to those in the medical care sector. All PCPB bodies have been asked to support this letter and be a signatory as part of the group.</p> <p><b>The Board approved being a signatory. KS will communicate this to the PCPB group</b></p> <p>KS reported that there had been discussions with the new Accord publishers.</p>
6.	<p><b>AOB:</b> The Uganda report containing proposed work for 2025 will be reviewed at the February board to decide if ACC will seek to raise funds to support specific pieces of work.</p> <p>SMR reported that the new database has enabled ACC to gather data on key EDI criteria: age, gender, ethnicity, sexuality and disability. This information is now being reported into the PCPB with the intention that as a group data relating to EDI could be published about the counselling / psychotherapy profession. The question is whether this data should be mandatory with each question having “the option to prefer not to say”.</p> <p>LH asked what would be done with data. SMR replied that anonymised data would be published collectively through the PCPB group and would be used to measure how some groups may be unrepresented and how that could be addressed, etc.</p> <p><b>The Board agreed to mandatory data collection on EDI.</b></p> <p>KS reported that she had been asked by LST to make a presentation to LST students, for which a fee would be paid. KS proposed that any fee should be paid to ACC. <b>The Board agreed this proposal</b></p> <p>The Board discussed work that KS had been invited to do by a training organisation in relation to course validation. KS proposed that in these roles she would not be seen as representing ACC but acting in her own capacity as a former trainer.</p> <p><b>The Board agreed that it did see this as a conflict and that KS should keep any such fees given.</b></p> <p><b>Next meeting: 25<sup>th</sup> February 2025</b></p>

Approved



Chair of ACC

25 February 2025