

ACC Board Meeting Thursday 8th May 2025

Venue: Zoom

(Meeting commenced 13.30)

	Title
	<p>Opening: KP led the reflection on the topics of endings and beginnings and the change process. KP led cl prayers.</p> <p>In attendance: Sue Monckton-Rickett, Chair (SMR); Leroy Harley (LH); Peter Roberts (PR); Tony Ruddle (TR); Gathoni Hamilton-Foster (GHF) left at 3.15; Kate Pozzo (KP); Sean Charlesworth (SC); Wein Fung (WF) left at 4.30pm; Christine Pinder (CP) joined at 2.35pm.</p> <p>Kathy Spooner, CEO (KS).</p> <p>Apologies: Chris Williams, Deputy Chair (CW)</p>
1.	<p>Minutes of the 10th April 2025</p> <p>The minutes were approved with some minor changes to grammar and punctuation.</p> <p>Matters Arising & Reviewed actions:</p> <p>Staff were made aware of the home-working government funding.</p> <p>ACC Disability and Neurodiversity group began last week with 10 people attending and agreed to meet monthly.</p> <p>The ICO were informed of staff restructure, but they said that as a small organisation ACC did not have to register who the Data Controller was or inform them of changes.</p> <p>The consultant has agreed to review the Complaints process and then work of Ethics and Practice documentation.</p> <p>GHF asked about raising awareness of ACC amongst students. KS commented that this was an ongoing action visiting and contacting colleges who run counselling courses. GHF suggested that we could also contact colleges to raise awareness of ACC counsellors.</p> <p>AOB: SMR raised the need of a Board attendance at RAP meetings in 2025 CP offered to attend meeting on 16th May, KP offered to attend on 26 September and LH to attend 12 December.</p>
2.	<p>Standing items</p> <p>Conflict of Interest: - KS is acting as a moderator on Middlesex University online Masters course.</p> <p>RAP/PSA – Updates included in CEO Report. KS said that ACC had not made a response to the PSA consultation on Right Touch Regulation and the Standards, but she had attended a one-day workshop on the topic and contributed to that and the Chair of the PCPB CEO Group has submitted a response to the PSA, which was included in the Board papers. The key points in this are the ones that ACC would have wished to raise.</p> <p>Diversity & Inclusion: SMR presented an update in CW's absence.</p> <p>The MOU Group met on 29th April. LH reported that Ethnic Tapestry's next meeting is on 4th July. It was suggested that there be another article in Accord highlighting Ethnic Tapestry and the purpose of the group. KS said that in the information is sent to all new members about the community of practices groups and she would check if this included Ethnic Tapestry. LH suggested that it would be good to have in person event, which will be discuss with the group.</p> <p>CW will attend the in-person Coalition for Anti Oppressive Practices meeting</p> <p>BACP have issued a statement in the light of the high court ruling on gender, but ACC Board agreed that we did not desire to comment on this decision.</p> <p>Legal / Governance updates – None to report</p>

3.	<p>Chair Report</p> <p>Complaints Update: SMR presented a written report and gave an update that a meeting had taken place between a complainant and an organisation on the previous day.</p> <p>Memorandum and Articles of Association – Nothing heard from the Charity Commission despite their commitment to 30 days.</p> <p>Board nomination papers will be sent to all members on Friday 16th May. SMR reported that there are potential new members as well as those due for re-election, both will need to have nomination papers completed by 30 May.</p> <p>KS reported that she was meeting Jenny Fytche on 16th May as a potential Coaching member for the Board. The Board agreed that in principle, as long as she meets the criteria and the process of co-opting is followed that she be co-opted for the next Board meeting and in stand for election at the AGM.</p> <p>RAP Membership and Chair – SMR presented in her report proposals and potential changes to the structure of the RAP after discussions with its Chair. After consideration and debate the Board agreed that in this transition period when three existing longstanding members will step down within the next 9 months, it would be appropriate to have 3 counsellors on RAP until one stands down in Spring 2026. One of the counsellors is not a member of ACC.</p> <p>The board also agreed that in principle the Chair of RAP could be a counsellor in answer to the current Chair of RAP's question. TR proposed that this arrangement be shared with the PSA for comment and approval.</p>
4.	<p>Finance Report</p> <p>Approval of 2024 Annual Accounts. PR presented the report that had been agreed with the independent examiners and this was reviewed.</p> <p>PR proposed that we keep our reserves policy for 2025 -2026 at the same level, that he kept reserves under review and if it needed to be increased, he would bring that back to the Board for approval.</p> <p>The Board agreed the reserve policy unanimously.</p> <p>The Trustees agreed that there were no significant events since the accounts were prepared at end of December and made that declaration unanimously.</p> <p>The Board made the declaration that ACC is solvent and in no danger of closing.</p> <p>PR proposed that the annual accounts be approved. The Board agreed unanimously.</p> <p>PR also presented the Management Accounts and Cashflow for March, and these were reviewed by the Board.</p> <p>The Board also discussed that a venue for the 2026 National Conference. There is an increased financial risk with increased by costs incurred and therefore increased pricing for delegates. Options of format were discussed.</p>
5.	<p>Policy Review</p> <p>Churchill Framework: The framework had been reviewed by Heather Churchill following feedback mainly from members reflecting on the framework as part of the accreditation process. It had then been reviewed by the accreditation consultant and Kathy Spooner.</p> <p>One amendment to section C7 was suggested - to say just "impact" rather than "negatively impact".</p> <p>"This will include therapists being aware of how their own values and faith/religious/spiritual beliefs or issues have the potential to negatively impact their use of faith/religious/spiritual interventions."</p> <p>The Board approved the framework with this one amendment.</p>

	<p>Thanks were recorded for the work on this review.</p> <p>Safeguarding Policy – was reviewed. The Deputy DSO was amended to be Sarah Palmer. TR suggested that it was important to add a comment about immediately recording key facts under the section about actions following a disclosure and also that adding section numbers would be helpful.</p> <p>The Board approved the revised policy with these changes being made.</p> <p>SMR to make changes.</p> <p>All safeguarding training was up to date and recorded.</p>
6.	<p>CEO Report</p> <p>KS presented her report.</p> <p>The Board were asked to consider of whether on “Find a Counsellor” different denominational affiliation could be recorded this was following a request from an organisation as to whether this could be done. After some discussion the Board felt that rather than members declaring that they are a member of a denomination, which they may not wish to disclose, they would be invited to say what denominations they had “knowledge and experience of”. This would mean that they were disclosing less personal information and also that some members will have knowledge and experience of more than one denomination and they could say this.</p> <p>LH asked whether a search can be made on ethnicity. KS said not currently. On a public profile (FAC) members can put a photograph of themselves and include ethnicity in their profile if they wished. LH suggested that we may want to consider if other searches could be added.</p> <p>Website Development</p> <p>KS submitted a request for investment in update to website. The Board approved two requests and asked for more information about the third as to whether functionality had been lost from the previous website and if so, why before investing further. KS will raise with IT providers. The Board agreed for the third piece of work if functionality has not been lost or if it has, then it was for good reason.</p> <p>Staff and Restructure Update – new member of the administration team has joined.</p> <p>A candidate for Head of Professional Services and Registrar has been found but they could only work less hours than advertised. The proposal was to proceed by splitting some aspects of the role off and to look for solutions to the cover them.</p> <p>Recruitment of Head of Membership Services was progressing into final stages.</p> <p>The Board agreed that the recruitment process should proceed as outlined.</p> <p>EDI strategy – KS presented a document. The Board reviewed the various suggestions of actions to improve our EDI strategy, including:</p> <ul style="list-style-type: none"> • Asking our organisational members if they collect EDI data about clients and whether this could share with ACC anonymously. • Provide members with a demographic report each year. • Continue to seek out articles for accord that reflect on issues relating to EDI. • Provide better support for counselling organisation managers (as these organisations often offer low-cost counselling) e.g. by quarterly get together. • Explore opportunities with a number of churches to raise awareness of ACC and counselling and potentially to fund counselling service for disadvantaged Christians. • Set up a <i>retired from counselling</i> membership so that members can keep in touch and still feel part of a body (almost like an alumni membership) • Publish on the website the actions that we are planning for 2025-2026.

	The Board agreed that with the small adaptations and additions discussed the document can be provided to the PSA as an approach going forward.
7.	AOB Next meeting: 10th June 2025

Approved



Chair of ACC

10 June 2025