

ACC Board Meeting Monday 11th October 2021

Venue: Zoom

(Meeting commenced 1.30pm)

	Title
	<p>Opening – Led by Peter Roberts Welcome & Apologies In attendance: Sue Monckton-Rickett Chair (SMR); Chris Williams Deputy Chair (CW); Tony Ruddle (TR); Fiona Sherburn (FS); Kathy Spooner (KS); Wien Fung (WF); Peter Roberts (PB) ; Gathoni Hamilton-Foster (GHF). Apologies: Peter Barraclough (PB); Phil Martin (PM);</p>
1.	<p>Minutes of the 11th September Minor spelling and space corrections made and then Minutes were then approved. Matters Arising:</p> <ul style="list-style-type: none"> • SMR and PM had updated the risk register. • PR had spoken to Keith Payne with regard to moving the SAGE Accounting system to be multi-user and available via web-based application and he has been asked to proceed. • PR was following up on a board training and will report in a later meeting. • Teresa Onions contract is still be finalised. <p>AOB The ACCEnT Forum will not be meeting with us today but there will be a report from CW. Teresa Onions will join us at the January Board meeting to update on PCUK Pastoral Support Groups Project.</p>
2.	<p>Standing items</p> <p>a) Conflict of Interest: No new ones. Or this meeting PR’s daughter-in-law is part of Colley-Raine so he declared that interest and will not vote on the proposal.</p> <p>b) RAP / PSA included in 04</p> <p>c) Risk Register –updated now needs PM and SMR to monitor</p> <p>d) Diversity & Inclusion. CW explained that the ACCEnT Group felt that there was no need to attend Board meetings if they had nothing particular to present or discuss and so were absent from this meeting, but the open invitation to alternate meetings remains. They were still intending to organise a men’s mental health forum to take place in November. There was some discussion with regard the tital and arrangements. WF said that perhaps something could be orgnaised for Eastern Asian month in the future. It was agreed that a social would be held arranged for the group by Leroy Harley and he will approach ACC for any resources he might need for that. Charlotte Johnson and Sandra Powell are leading sessions at the Four Winds Conference., The logo has not been agreed yet.</p> <p>The tendering process for the Diversity and Inclusion training project is nearly finished and we may wish to contribute time as our financial input is less than others.</p> <p>The MOU has not met since the last ACC Board, but the main issue will be the forthcoming potential legislation regarding the Ban of Conversion Therapy.</p>
3.	<p>Chair Report</p> <p>a) Membership statistics – separate paper – the increasing trend since beginning of year icontinues. Any variations month on month may be due to the timing of the report.</p> <p>b) Complaints – separate report presented. SMR commented we are currently getting more</p>

	<p>complaints. Holding a register has raised expectation and the counsellors seeing more complex cases. The intention is to recruit a pool of panel members.</p> <p>c) Accord – SMR reported that Stephen Poxon (SP) has started as Editor. He is a past Editor of the Salvation Army War Cry paper. Cost of publishing have increased considerably recently and this may have to be reviewed. KS / SMR confirmed that the editor will be paid at the standard rate for self-employed contractors..</p> <p>CW suggested that are their board members willing to review articles to give relief to SMR and KS. SP is a very good wordsmith. GHF suggested could any articles on Diversity and inclusion be reviewed by a member of the ACCeNT Forum.</p> <p>d) Fellowships – SMR raised the need to consider if we have any nominations for 2021. TR suggested that the list of Fellowships be circulated and placed on the website appropriately. SMR asked KS to also send an email to all members asking them to make suggestions.</p>
4.	<p>CEO</p> <p>i) Review of 2021 so far – a PowerPoint was provided to the Board before the meeting highlighting issues and achievements. More work could be achieved if we were able to build the office capacity and increase the cross-training and knowledge. There is also a need to improve written processes.</p> <p>PR commented that we need a clear vision of where we are aiming for in terms of office capacity KS is working on this</p> <p>ii) Office update – included some of the issues above plus work on the website.</p> <p>iii) Meeting with Fundraiser – this was a good meeting and KS was impressed with the presenter from Colley Raine. They had provided a proposal presentation, of which Page 9 presented the proposed work and costs. With regard to the marketing services it would be key to establish how this would fit with ACC internal communication role.</p> <p>Various questions were asked exploring the information provided and the investment and potential returns. Any funds raised would be used for various developments – website, pastoral support groups, new membership streams.</p> <p>The proposal was accepted unanimously that within these parameters, milestones and achievements a contract for services could be entered into. PR did not vote due to the conflict of interest.</p> <p>GHF offered to help Yineng Hart (ACC Communications) to see how the marketing strategy might fit in with what she is doing. SMR responded that we do need to keep realistic of what we can achieve through any such strategy taking it account the staff availability.</p> <p>iv) PSA – There us discussion with ARs around the change of some standards . The PSA has not responded to the questions about the change in financial costs to the Register holders.</p> <p>v) Complaints Process Update – TR commented on the financial arrangements for Independent Investigators as if the number of complex complaints rose the costs would be difficult to manage. This was noted and it was agreed to keep a record of what is costing to manage complaints. TR & CW thanked those involved in being able to put all the document together. FS commented to note how we manage expectations for the length of the work and that investigators need to report any unexpected areas that require a longer period with reasons before continuing. RAP have seen this document and made a number of suggestions that were very welcome. The document was approved for use and used as a base for a simpler public guide.</p> <p>vi) Pastoral Care Overseas Model – A report was made about the possibility for TtT course to be provided in Uganda by the trainer in Kenya. KS proposed draft agreements .ACC will receive reports on course attenders and outcomes. Risks have been identified and will be monitored.</p> <p>vii) Potential Services</p> <p>NHS scheme continuing and another part of the NHS has provided funding for a one-off counselling requirement. The possibility of Police scheme is still being pursued and a</p>

	<p>meeting will take place next week.</p> <p>The feedback for the NHS Scheme has been a very high standard. GHF commented that it may be that where people are hesitant in seeking counselling support it may be to first of all provide group work from which referrals to individual can be made.</p> <p>SMR reminded us that the NHS scheme was something new in that we provided counselling by ACC rather than its members (although we were managing our members to provide this service) and that had an element of risk.</p> <p>viii) Audit / Accreditation Communications – some issues have arisen in these areas which are being managed around to provide clearer understandings of processes and good communication. Head of Membership Services is working on this.</p>
5.	<p>Finance Report</p> <p>Forecast is on track at this stage of the year. Income is at present above forecast on membership. PR explained how we are managing the income and expenditure for the NHS counselling. Forecast for Four Winds Online Conference assumes no profit. Forecast Cashflow is approximately £74,000 over contingency for end of year allowing for the budgetary deficit. This emphasises the ability to go into our Marketing and fundraising investment with confidence. A budget for 2022 will be presented to December Board</p>
6.	<p>ACCEnT Forum – attendance postponed</p>
7	<p>AOB:</p> <p>Date of next meeting November 12th at 1.30pm</p>

Sue Monckton-Rickett

12 November 2021