

ACC Board Meeting Monday 24th May 2021

Venue: Zoom

(Meeting commenced 9.30pm)

	Title
	<p>Opening Reflection led by SMR</p> <p>Welcome & Apologies In attendance: Sue Monckton-Rickett Chair (SMR); Kathy Spooner (KS); Chris Williams Deputy Chair (CW); Tony Ruddle (TR); Phil Martin (PM); Marlene Forsythe Gidharry (MFG); Peter Barraclough (PB); Gathoni Hamilton-Foster (GHF); Peter Roberts (PR) .</p> <p>Apologies: Helen Vipan (HV) standing down as of today. Wien Fung (WF) still on break. Fiona Sherburn (FS) was absent.</p> <p>Attendance from 12.00: Leroy Harley (LH) and Sandra Powell (SP)</p>
1.	<p>Minutes of the 23rd April 2021 Corrections: Minor change made. Accepted as a correct reading of the minutes.</p> <p>Matters Arising: KS wrote to Computer Minds saying that we will not be proceeding with their quote. The website content will be updated as far as possible in house, in the meantime.</p> <p>Notification of AOB: None</p>
2.	<p>Standing items</p> <ul style="list-style-type: none"> a) Conflict of Interest: SMR/MFG mentioned that they may be members of the pastoral support group later to be discussed. b) RAP / PSA - in CEO report c) Risk Register – a reminder to regularly look at this and inform KS / PM / SMR of any additions you consider need to be added. d) Diversity & Inclusion – MOU – next meeting on 23rd June. Diversity & Inclusion Group - has decided to commission a writer for paper for training resource and toolkit that will require pro rata financial support. SMR suggested that the response to “Thoughtful Therapists” by the MOU Coalition should be shared with all members and any such documents should be agreed by the MOU Coalition.
3.	<p>Chair Report</p> <p>Membership Statistics – A report was provided showing that from start of the year apart from students there has been an increase in all categories. Very encouraging and thanks to KS and her team.</p> <p>Complaints – a report was provided and SMR</p> <p>Office Closure – KS commented there was a feeling of sadness in moving because of all the history associated with Momus Boulevard. There is one significant cost to pay the remaining lease period for the photocopier. PR to note any outstanding lease commitments to Stewardship report.</p> <p>Various historical documents will be transferred to SMR’s home until they can be scanned and then</p>

	<p>shredded.</p> <p>We will use a London company to have a registered office address for Companies House. For trading address will use a Coventry PO Box Number and all members will be informed of the difference and that correspondence will be picked up but may be less frequent. There is very little received by post and this will reduce as all audits and accreditations will be processed on-line and less invoices will be received for services. Post must not be sent to the Registered address.</p> <p>Current staff will receive / make any phone calls through their laptop when they are logged on using headphones. This is a soft system extension of what we have been doing for the last 6 years.</p> <p>CW asked if we have any provisions we have to do for staff working from home. SMR responded that we provide equipment and they have all conducted H&S risk assessments. They will have to inform their own insurers that they are working from home. SMR has informed ACC insurers of our remote working arrangement. We have provided all staff with information about the tax allowances relating to working from home. CW thanked SMR/KS and staff on behalf of the board for the work involved in this new arrangement.</p> <p>It was suggested that a closing day gathering was held for staff and others who had connections. Likely to be the last Monday of June.</p> <p>CCSS - report submitted – this has gone well an on-going discussions on future funding continues.</p> <p>RPCC Request for Training – A specific request for training had been received and the risks of providing this were discussed. It was agreed to approach the trainers to see if anyone was willing with support to provide the course online. MFG brought out the considerations whether it fitted with our aims for raising the level of pastoral care (which is not only relevant to the Christian community) and our specific purposes. If it did go ahead the course content would be provided with its Christian emphasis without alteration and at the normal cost. SMR to make contact with the organisation</p>
4.	<p>Finance Director</p> <p>PR shared the annual accounts to December 31st 2020. The Independent Examiner has approved them but noting that some minor changes will be needed and that the Examiner has still to ask some questions, but they will be finalised before the deadline to publish for the AGM.</p> <p>The Trustees approved the accounts as presented noting that some additions are to be made to finalise. They gave delegated authority for PR/SMR and CW to achieve this.</p> <p>Management Accounts and Cashflow</p> <p>PR presented these up to April 2021. Currently above budget in Income with Expenditure just below budget, giving a current surplus of £1,319. The forecast is a deficit of £35,977 for the year.</p> <p>PR presented Cashflow – there is minimal change from the previous month, with funds expected to be approximately £75k above contingency at the end of the year.</p> <p>KS to provide PR with a Master Control sheet with all information about future training events. SMR thanked PR for the work put into all these reports and in managing the flow of finance.</p>
5.	<p>CEO</p> <p>KS Presented her report</p> <p>Head of membership Services & Structure – KS reported that the restructure had taken place and that the new head of Membership Services was making good progress. PR will ensure that the current staff role are all correctly reflected in on-going cost management.</p>

	<p>Training Manager update – The person who had been appointed has stepped down and so the current Communications Manager’s role will be expanded.</p> <p>Pilot Project – Pastoral Care Support Network – full detail of the proposal is in the CEO report. To make this pilot possible the proposal includes asking the board for an investment of £2000, but we look for applying for support funding in future. The board approved this.</p> <p>PC-UK Core and CPD Training – a report was shared for information.</p> <p>Audit, Accreditation and the Role of Lead Assessors – an update was provided</p> <p>Equivalence Decisions – KS proposed £90 fee in the future for these decisions as they can take some time to complete. Information needs to be on the website to make it clear the criteria that needs to be met in an equivalence decision. TR suggested that we need to monitor if it affects the number of applications (currently about 2 per month). The Board agreed.</p> <p>Accreditation – putting the application on line to streamline process. Proposal is a series of Essays (Detail in report) rather than one case study. This is going to RAP in June for their thoughts. The Board is generally supportive for this to move forward as it seeks competency and more consideration over more clients than just the one case study and will reveal consistency. Clear criteria of how the assessment will be made needs to be published. PM offered to be a “guinea pig” for the new process. KS commented it has some resonance with another organisation process. GHF wondered whether a combination of ideas might be considered.</p> <p>Included in the report updates on: PSA Accreditation Renewal Churchill Framework Children & Young People’s Group Training Four Winds Conference CPD – in the pipeline PSA Accredited Register Consultation</p> <p>SCoPEd – see report and KS read out the draft benefit statement only written last Friday and circulated this week. KS believes this is heading in the right direction and the Board supports her view. It is proposed that the costs of SCoPEd will be shared proportionately across the organisations – the exact cost still to be worked out. KS proposes that we accept this but review the financial commitment on an on-going basis SCoPEd framework to be published this coming September</p> <p>Diversity and Inclusion Group The funding of the development of training resources would also be shared across all participants- we will make a decision on our involvement if the funding proves to be too high.</p>
6.	<p>ACCEnT Forum</p> <p>LH and SP joined. The ACCEnT group will introduce themselves briefly at the AGM over a 10-15 minute slot. Questions can be submitted via chat or some could be answered in Accord later. The training element of the AGM will be provided by Sharon MacLean Forum member. Agreed that ACCEnT could hold an open forum later in the year for all ACC / PCUK members..</p>

	<p>LH said that the Forum were looking at some specific questions:</p> <ul style="list-style-type: none"> • How do we get more people to join the group? • How do we get churches to recognize what the need to be better understand and talk openly about mental health? <p>ACC will work with ACCEnT on both but acknowledged that the second point is a long term piece of work to be planned.</p> <p>PB asked what the stumbling blocks to churches accessing counselling are. The approaches of pastors has considerable influence positively or negatively and this includes culture not just theology.</p> <p>A You tube personal testimony video is being considered.</p> <p>SP agreed to meet with KS regarding the Open Forum. KS also asked if there was someone who could join the Ethics Review Group. LH will consider this. LH confirmed that he aimed to have an article for the next Accord.</p> <p>Next Accent meeting 18th June.</p>
7.	<p>AOB -</p> <p>Two members of the Board are due to stand for re-election at the AGM in June Tony Ruddle and Sue Monckton-Rickett. Both need to be nominated PR Roberts nominated TR: PM nominated SMR.</p>
8.	<p>Date of next meeting: Friday June 25th at 1.30 pm</p> <p>Meeting closed at 13.45</p>

Sue Monckton-Rickett

25 June 2021