

ACC Board Meeting Friday 25th June 2021

Venue: Zoom

(Meeting commenced 1.30pm)

	Title
	<p>Opening – time was spent in quiet reflection and then a prayer by SMR.</p> <p>Welcome & Apologies In attendance: Sue Monckton-Rickett Chair (SMR); Chris Williams Deputy Chair (CW); Tony Ruddle (TR); Phil Martin (PM); Marlene Forsythe Gidharry (MFG); Peter Barraclough (PB); Gathoni Hamilton-Foster (GHF); Fiona Sherburn (FS); Peter Roberts (PR); Kathy Spooner (KS); Wien Fung (WF) was welcomed back after his break.</p> <p>Apologies: Peter Barraclough (PB).</p>
1.	<p>Minutes of the 24th May 2021</p> <p>Corrections: Accepted -with two amendment date of Accent Meeting was 18th not 25th June as stated. On Page 1 the website content will be update not the website.</p> <p>Matters Arising: CW provided an update on the MOU meeting. Office move – insurance is being changed to cover multiple locations and all equipment in case of theft. All staff asked to inform their home insurers. We have a new registered office will come into force on July 1st. Cost approx. £50 per annum. No further contact from the RPCC training request contact despite our response. No progress on Open Forum but Leroy has joined the Ethics Review group.</p>
2.	<p>Standing items</p> <p>a) Conflict of Interest: Needs updating regarding the removal of The Oaks for PM and the items relating to KS are now historic.</p> <p>b) Diversity & Inclusion / MoU: KS reported that the Diversity & Inclusion Coalition is looking at a number of issues but focussing on institutions that involve training. Topics under consideration race, power and privilege and the outcome is expected to be a toolkit for use by training organisations. This project may have a lead author and possibly 2 supporting authors. The cost is unknown currently but will have to be agreed and how this will be split before the work starts. The financial model options are going to be proposed by the chair of this group. GHF asked if minority groups were included in the group and KS reported that there were 3. CW reported that the BPS is continuing to provide the secretariat for the MOU. This year was intended to be a full review of the MOU and a working party has been formed. This is expected to report during the Autumn.</p>
3.	<p>i). Proposed changes to Audit, Accreditation and Membership</p> <p>A) Process / Criteria: KS explained the history behind Qualifying Training for Registration regarding guided learning hours (GLH). The paper outlined this in detail. The has been PSA consulted and agreed that we have parity with other organisations who hold registers who have the GLH at 300 hours and that if we made this change down from 450 hours and it would not be required to go through a change process with them. The proposed change had also been discussed at the RAP meeting and they had given their approval.</p>

	<p>The Board approved the change that ACC bring their qualifying training standards in relation to GLH in line with comparable registers and reduce the minimum GLH to 300 hours.</p> <p>SMR raised the issue concerning the order of decision-making between the Board and RAP and that RAP is an advisory body not a decision maker for ACC. KS explained there was no intention to pre-empt Board decision and that it was often just a matter of timing to get work progressing without waiting for a RAP meeting which are only held every 3 month.</p> <p>FS proposed that given the uncertainty and discussion we should prepare a governance mapping document.</p> <p>The Board approved this and SMR will take on this responsibility</p> <p>B) Audit KS explained the history behind the requirement for 10 % audit level. Both PSA and RAP had been consulted and it seemed reasonable based on experience and other register practice that it be reduced to 5%. This is proposed and at the same time to change the description to ‘practice review’ SMR proposed that the Board received a once year report on the outcome for the practice reviews. The board approved all these proposals.</p> <p>RAP had asked if it is appropriate to seek a reference from a Christian sponsor when members apply for accreditation and at audit. The issue was explained in full in KS paper. The Board agreed to remove these requirements but to retain it for Registration applications and joining ACC and that the details of a Christian sponsor are updated at renewal each year.</p> <p>C) Accreditation Assessment Process</p> <p>KS reminded us of previous discussion and the proposed changes to the accreditation requirements. CW asked if there was a checklist guide for the assessors and KS responded that these would be published to guide applicants. CS asked if there would be an appeals process, i.e. a second marker. KS confirmed that there were second markers and moderation to ensure consistency of decisions. An appeals process will have to be devised. The new process and requirements will be piloted with 3 individuals.</p> <p>The board approved the development and actions required to commence and manage the pilot. The results of the pilot will be reported to the Board for final approval of new process going live.</p> <p>The Board agreed no Christian sponsor is required for the accreditation process as before for the audit.</p> <p>(ii) Member Benefits – On-Line Events</p> <p>KS updated the Board on the use of this offer for ACC members.</p> <p>Possibilities:</p> <ul style="list-style-type: none"> • end offer the immediately • survey those who have used it whether it is worth continuing or if they would pay a small amount to retain access. <p>The benefits to and uptake by members was discussed.</p> <p>It was agreed to conduct a survey of those who have used the service and whilst this is being conducted to keep access open. The decision about future access will be taken once the survey has been completed.</p>
W4.	<p>Proposal for Student Membership for ACC Affiliate Training Courses</p> <p>KS and SMR brought a proposal with the idea of incentivise student membership for those who are studying with ACC Affiliates in the hope that it would encourage them to become full members in the future. The paper gave the detail with some idea of costings.</p>

	<p>The Board agreed to the proposal based on a low cost optional fee for any student with an ACC affiliate. The executive to decide the level of fee after a further conversation with Finance Director and to consider the possibility of a future discount based on the agreed figure on joining ACC as a qualified member.</p>
5.	<p>PSA Response to Change in Standards The Board to read and comment outside the meeting.</p>
6.	<p>Updates</p> <p>a) Staff – Kick Start, etc. It is proposed to apply to this programme of funding a placement. The support is for 6 months and covers some of our admin needs but is a different role to past posts. FS to help write the JD.</p> <p>b) Communications and Training – it was proposed that Yineng Hart will be taking on this role on a permanent part-time basis. The Board approved this change and delegated final contractual arrangements to be determined by Executive, PR & FS.</p> <p>c) Editing Accord - Potential contact who may be interested – a publisher with a Salvation Army background. Currently SMR is still covering the main bulk of Accord production. The Board approved the appointment of this freelance editor on a trial basis.</p> <p>d) 4 Winds Conference Update 5th-7th or 8th November online. Several proposals for contributions have been received. The conference will be for counsellors and pastoral carers and will consist of – training, workshops, demonstrations, reflections, etc. Proposed that people book for the whole conference but elements will be recorded for later purchase. Will go up on website during summer – with three price levels. There will need to be a contingency if any trainer was ill on the day or unavailable.</p> <p>e) Complaints process The PSA accreditation review came back with it as a recommendation to publish the new complaints policy and process. This is planned in the next 3 months. The PSA new standards highlight the need for lay members i.e. non-counsellors to be involved in the complaints process.</p>
7.	<p>Board Only</p> <p>CEO Appraisal and Assessment FS outlined the process and it was agreed by the Board. It was also agreed to continue the current working hours.</p> <p>Board Assessment and Development SMR provided 3 documents that she proposed each board member worked through. The Board agreed to use the Good Governance self-assessment exercise and return their assessments by the end of July to SMR. FS put forward that we need to consider the other assessment tools going forward as they ask significantly important areas for review.</p>
8.	<p>AOB – Accent Group looking at whether they can have their own logo A discussion was held about the ACCEnT group having their own logo. The Board supported the development of a logo on the basis that it would need to be agreed with ACC and that the ACC logo needs to be used with it and incorporated into it as they are group under ACC’s umbrella. We need some more information on its purpose and usage and we could invite them to share this at the next meeting.</p>

SMR said that NHS wishes us to continue our counselling scheme for their critical care staff and they are offering a further grants.

CW proposed a specific thank you for all volunteers in the next edition of Accord. The board fully supported this.

Date of next meeting: Monday 19th July 9.30-13.00



Sue Monckton-Rickett

19 July 2021