

ACC Board Meeting Wednesday 30 January 2020

Venue: Skype

(Meeting commenced at 9.30 am)

	Title
	The meeting opened with reflection by Peter Roberts from Matthew 4:18-22.
	<p>Welcome and apologies</p> <p>In attendance: Sue Monckton-Rickett Chair (SMR); Chris Williams Deputy Chair (CW); Peter Barraclough (PB) left at midday; and Phil Martin (PM); Peter Roberts (PR); Tony Ruddle (TR); Tony Ruddle (TR); Fiona Sherburn (FS); Helen Vipán (HV) Kathy Spooner (KS);</p> <p>Apologies: Wien Fung (WF); Marlene Forsythe Gidharry (MFG); KS exited the meeting when Board only was reached.</p>
1.	<p>Minutes of the previous meeting 19th November 2019 and matters arising not covered on the agenda version on SharePoint.</p> <p>The minutes were approved.</p> <p>Matters arising: KS update item 10 re SAIF - no further contact. Agreed to wait for them to contact us. SMR had provided a webinar for their members on self-care Criteria for Fellowships have been completed. Still have to write to existing Fellows to make aware of these changes and check that they are receiving the regular Accord etc., FS reported some really positive feedback about ACC that had been mentioned at a recent meeting for the closure of a counselling agency that she attended. KS mentioned that speakers at the recent children's conference expressed gratitude for the communications from ACC in preparation and the way they were looked after on the day.</p> <p>AOB PB had sent in three emails for consideration relating to pastoral care</p>
2.	<p>Standing items</p> <p>a) Conflict of Interest: Updated by SMR since last meeting. TR mentioned he is now Moderator of the Northern Baptist Association. PR asked Sevenoaks to be changed to Maidstone. KS mentioned a possible conflict with Waverley Abbey when we discuss Partnerships later in age</p> <p>b) RAP: in KS report section</p> <p>c) PSA Renewal: In KS report section</p> <p>d) Risk register: The updates made by SMR were discussed as was the scoring mechanism and definitions. FS and PM agreed to review and provide definitions of the two categories Probability and Impact and to review the structure of the current register.</p> <p>e) Diversity & Inclusion Next MOU meeting is on 23rd March – no definitive decision who will manage the secretariat although the Chair will remain in place.</p> <p>CW mentioned the House of Bishops statement on upholding the traditional view on marriage that had received negative comments in the press. There had been criticism within the CoFE that this had been released prior to the publication of the Living in Love on Faith report. CW will provide the</p>

	<p>Bishop of Coventry with links to all the relevant Accord and BACP Therapy Today articles. SMR suggested that we should send the Bishop a complimentary copy of Accord each quarter and also asked if the Board would notify her of any other strategic people that we may want to send copies of Accord to.</p> <p>The MOU is putting together a library of resources. SMR asked if this could be circulated to members or its bibliography. CW to follow up.</p>
3.	<p>Chair report: (what follows under headings are items highlighted from the written report)</p> <p>1) CEO: SMR; FS & CW will meet after this meeting to work up paperwork and set timetable.</p> <p>2) Staff: HO appraisals completed. One contracted member of staff has had contract extended to 31 August 2020.</p> <p>3) Pastoral Care Director: Communication from Regional Trainers is being dealt with by SMR The PCUK email address was being monitored – there were no issues so far.</p> <p>4) Lease and new property: SMR updated her report with the fact that we have now received the new lease and she will sign it on behalf of ACC. A search for potential new properties continues.</p> <p>5) Independent Investigators Recommendations & PSA Commitments PSA renewal is due for submission on 25th March so SMR presented a final account of the outcomes and actions in response to both of these documents. This document was agreed.</p> <p>6) ACCORD Plan & Management SMR & KS were managing each issue and the planning process at present. Encouraging comments were received about the last two issues and just one negative. TR commented that we still need to keep in mind, when following themes, that we keep a balance of issues covered and maintain the Pastoral Care section. SMR agreed and made an appeal to Board members to offer names for article contributors. Also for them to volunteer to write the editorial. Some Board members volunteered to do this.</p> <p>7) AGM / Suicide Conference This will be held at Renewal Christian Centre Solihull on Suicide & Despair, 11th June 2020.</p> <p>8) Complaints One complaint was completed with local resolution. Another received and 4 others expressing initial concern but not yet submitted as a formal complaint.</p>
4.	<p>Project & Strategy Update including Partnerships The current spreadsheet Project Tracker was presented. PSA submission items are of priority and after debate it was decided due to workload and the pressures renewal of registration creates the proposed Autumn Training Day would be postponed.</p>
5.	<p>Director of Counselling Proposals and Report</p> <p>a) PSA Counselling Commitments</p> <p><u>Set of Competencies</u> Heather Churchill would like to work on this with ACC as part of her research project and would engage others beyond CWR and ACC.</p> <p><u>Knowledge Base</u> – we have material that we draw on but still to create as a stand-alone document.</p> <p><u>Process for risk assessment</u> is being finalised in relation to the new proposed complaints system.</p> <p><u>Transfer for supervisors</u> – taken to Board, RAP and PSA and agreed.</p> <p><u>Changes in Renewal</u> – KS provide update to PSA and the new audit process should meet this need.</p> <p><u>Recommendations from PSA</u></p> <p>1. Whistle blowing –It was agreed that we would develop a Whistleblowing Policy and FS will</p>

	<p>assist.</p> <p>2. Non compliance with CPD – the CPD guidelines clearly state there is a risk to counsellors and their membership and so registration if they fail to comply with this requirement.</p> <p>3. Early Resolution of Complaints– the addition of this is in progress.</p> <p>b) Setting Standards for Supervision The document has been through several revisions. The Board discussed some suggestions from RAP and the Board decided to make some minor revisions. Supervisors advertising on ACC website will need to comply with the guidelines. The Board decided not to put this document out for consultation because it is felt that sufficient discussion has taken place and the changes are necessary and vital to raise practice standards. In so doing they rescinded a previous decision to do so made last November. The document was agreed with the above amendment to be published to members.</p> <p>c) 2020 Audit A newly devised audit form is in preparation and will be being worked on further by the assessors team and will answer the issue raised by the PSA regarding CPD non-compliance. Board to read all documents in the Audit 2020 Board papers before 12th February to make any final comment.</p> <p>d) IAPT & revising Accreditation Process IAPT are considering our case and consulting. PESI approval of ACC counsellors is still being considered, but we will not proceed until we have a draft of our new accreditation paper ready.</p> <p>e) Children’s conference – feedback was good.</p> <p>g) Conference Planning First planning meeting on 26th February. The date change for the 2021 Conference needs highlighting extensively as it is significant from early year to beginning of summer. Discussions continuing with Waverley Abbey College about sponsorship.</p> <p>h) Partnerships – Waverley Abbey, CWR & Premier See report.</p>
6.	<p>Policy Process & Review</p> <p>a) Review Schedule of Policies and Review Dates FS has agreed to be the Board safeguarding officer and will work with Simon Bass of Church Safeguarding on a written policy. Various policies were assigned to Board members for review</p> <p>b) Board Decision Making .Board approved the new policy..</p> <p>c) Conflict of Interest Policy The Board approved this new policy.</p> <p>d) Collaborations and Joint Working Relationships The Board approved the Policy</p>
7.	<p>Finance Report</p> <p>Two Network bank accounts were closed recently and the transfer of monies to main account. 2019 Accounts will show a surplus for the year. The Cash flow statement presented shows our total funds as £106,444. Meaning we have above our contingency a fund of £61,444. It was noted that 2020 will however still be a challenging year.</p> <p>Developments on the website and database and the new membership categories are all interlinked and require investment in time and money. It was decided that this will be reviewed after Easter, when capacity issues may ease so providing available time to manage these advances. We need at that time to consider a timetable to move forward. National Lottery funding was mentioned and the Chair stated that the Board would need to discuss such a proposal before any action was taken. We would need to agree if it were</p>

	<p>appropriate for ACC and she expressed some areas of concern. PR will be working in the next period on the report to the Independent Examiners. A draft of the report will need to be submitted with the PSA renewal in March.</p>
8.	<p>Pastoral Care Report presented by SMR</p> <p>Trainers Review Update & Renewal of In-House Schemes Feedback from the review meetings had not been provided and so SMR will make positive contact with all trainers.</p> <p>Courses Discussions are being held with a church to adapt the RPCC for training youth workers.</p> <p>Training Modules Update After reviewing all of the material SMR felt that none of the courses were ready for delivery. KS asked if we could ask Trainers if any of them were willing to work on them to completion. SMR will do so when she contacts them One of the trainers is reviewing three existing workshops. CW asked what time would be required to make them useable. SMR stated that in her view each might take 2-3 days because they have to be ready for multiple trainers to deliver, which meant that trainers notes and materials for the course needed to be provided.</p> <p>Global Connections Trainers manual (completed); Course members folder and the PowerPoint yet to be worked on. CW asked if there was any financial commitment to GC. SMR replied No – as GC wanted it to benefit their members and ACC will get a small levy from each participant. All of the work done so far is on a goodwill basis. GC communications person will review the PowerPoint to update it when prepared. PR asked who owns the material – ACC does and SMR suggested some of the additional material could well be written into the existing RPCC.</p> <p>Recognising Christian content of external courses to ACC – to be absorbed if possible into TDAC reviewing process. TR raised the risk of Affiliates and members not renewing due to Pastoral Care Director not being in post. SMR put it in context showing 40 affiliates and 95 PC members but it will be added to the Risk Register and contact will be made with PCUK Affiliates.</p>
9.	<p>Network Development & Strategy – Discussion & Objectives It was proposed that key individuals be invited to meet by Skype to seek ideas how to utilise and involve people within a Network area rather than having committees. Dave Cooper was willing to be part of this. HV will seek to gather a group to discuss these ideas and the key questions in the paper presented. CW suggested that encouragement for people to meet in their localities for discussion themed issues in Accord and if they wished they could write up their thoughts for Accord. PM mentioned how training and support is delivered within his locally area, although this is not an ACC scheme, it would be a possible model. Suggested that we improve the information about local events through the website and Accord.</p>
10.	<p>Board Training & Development All new Board members were provided with a copy of the book “Effective Board Management” and all existing board members were asked to ensure that they obtain a copy. Board members mentioned training in various areas they have obtained in the past. SMR to provide the link to NCVO training videos for Board members SMR to provide the link and password. Individual reflection and skills audit tool was provided were provided for consideration. Agreed that all Board members would complete and send to SMR for collation. We can then consider the collective picture and review the gaps. FS suggested that one area of training could be how to manage differing points of view, disagreements and similar areas which would be best externally facilitated. Idea of having a half</p>

	or full day out as a Board to consider some of these areas.
11.	<p>Board only</p> <p>ACC will shortly get a new set of <u>concertina leaflets</u> (5000) for use. We need to get these into churches across the country. Board to distribute in as many places as possible. Office will each month identify churches and send copies to them for display and use.</p> <p>SMR reported they were working well together and were positive at present despite there being no CEO appointed</p> <p>An expression of support expressed for KS, the Director of Counselling and Chair. Some suggestions were made to alleviate their workload.</p> <p>An initial discussion was held with regard to the development of PCUK SMR asked that we set aside time at a future Board meeting and to gather views from PCUK members and Regional Trainers</p>
12.	<p>Dates for 2020 Board Meetings</p> <p>MFG had informed SMR that due to her work commitments she would be missing 3 board meetings in a row. It was agreed that the Board date would remain 26th March and that the rule that if Board members missed 3 board meetings in a row would be waived for MFG on this occasion as an exception. The reason being that the problem had arisen as ACC had needed to move some dates.</p> <p>Meeting closed at 16.15</p>

Approved

26 March 2020

Sue Monckton-Rickett