

ACC Board Meeting Wednesday 13 May 2020

Venue: Zoom meeting

(Meeting commenced at 9.30 am)

Title
<p>The meeting opened with a reflection led by Chris Williams from Isaiah 40:1-11; 21-23; 28-31; and 42:6-9 to bring an encouragement in the current situation of Corona virus</p>
<p>Welcome and apologies</p> <p>In attendance Sue Monckton-Rickett Chair (SMR); Chris Williams Deputy Chair (CW); Peter Roberts Director of Finance (PR); Peter Barraclough (PB); Marlene Forsythe Gidharry (MFG); Phil Martin (PM); Tony Ruddle (TR); and Helen Vipan (HV)[joined at 1pm and left at 4pm];</p> <p>Kathy Spooner (KS) Director of Counselling</p> <p>Apologies: Fiona Sherburn due to work commitments relating to Covid-19 assessments. As FS has missed 3 consecutive meetings (March only able to attend a small part of the meeting) April and May not attended. It was acknowledged that this current time is exceptional circumstances for her role within the NHS and all agreed she remain on the Board and continues to contribute between meetings.</p> <p>Wien Fung.</p>
<p>Minutes of the previous meeting and matters arising not covered on the agenda version on SharePoint.</p> <p>The minutes of previous meeting were approved unanimously.</p> <p>Matters arising: Further contact with 24:7 was followed up by KS.</p> <p><u>Board actions in Excel spreadsheet.</u> All advised to review dates and notify SMR where needing revision.</p> <p>SMR declared an item for AOB regarding the recruitment of contracted support for KS.</p>
<p>Standing items</p> <p>a) Conflict of Interest: No new items.</p> <p>b) RAP/PSA : included below in item 6</p> <p>c) Risk register update: Under review and PM will bring the process and classification of items to the July Board meeting.</p> <p>Covid-19 CCSS service is to be added to the risk register while it is running and any additional risks to be identified</p> <ul style="list-style-type: none">• we are holding client data• there is a risk to reputation if a complaint was made.• a low risk to reputation could arise from other organisations being critical of ACC providing a no fee / voluntary counselling service. <p>PB mentioned the increased numbers using online counselling and should that be added. KS commented that this might be wise but to be on a Covid-19 specific risk list.</p> <p>Covid19 Crisis – Counselling Support Service</p> <p>SMR/KS have between them written a paper that went to Matt Hancock and Nadine Dorries and Christine</p>

Braithwaite at the PSA informing her of what we are doing. Also a position paper went to all our members. The scheme is an expression of our Christian response to the immense current need. CW asked for it to be minuted that the idea and the immense amount of work it took to get this achieved in such a short item need our recognition and thanks.

Various contacts were discussed to publicise the scheme

d) Diversity and Inclusion

CW reported that KS arranged a meeting with groups (mentioned in her report) to look at how access to the counselling profession can be encouraged within the BAME community.

MOU group has produced a library resource but access is limited to only MOU group members.

e) Sponsorship & Partnerships

SMR shared the updated version of the report.

f) Policy Review: included below in item 7

Chair Report

Corona Virus Response

SMR shared an updated document.

- Decision made about on-going payment to cleaning staff.
- Office staff capacity – all fully occupied and working from home
- AGM moved to online in July. Kay Lawrence with possibly her husband who is a psychiatrist have been asked to provide training session on Despair and Suicide. We will make a gift to them. Online Events will aid this and the online meeting on 26th May.
- TR suggested that if this works well we may wish to repeat our AGM's on-line and that we would have to contact the Charity Commissioners to check this was permissible beyond the current situation.

Membership Statistics

Current situation presented as at end of April. A slight drop in two categories, which may be more due to not able to recruit new members rather than a higher level of members leaving.

Supporting members

An arrangement with online events to provide access to the library of training webinars

A full discussion of the potential and costs to ACC and benefits to members and ACC. It gives access to a library of videos but for online live events would still need to be paid for by individuals. MFG asked if this meant we were endorsing the material. KS responded that we are not endorsing it, we are just making it available to members.?

SMR / KS to ask if an index to library can be provided and discuss the other risks. We would make it clear to members that it is professional counselling and psychotherapy training but may not be Christians providing the material. KS commented that it was well produced but not very well known speakers.

The Board approved that we set this up with Online events.

ii) AGM – need to invite nominations to the board from those re-standing and any others within the timescales. We need perhaps to advertise that we need marketing or communication and also possibly a legal background.

iii) Conference 2021-22

PM updated us with dates from Swanwick. Saturday through Tuesday 19th to 22nd February. The Board agreed to book these dates and pay the deposit. Then to inform members etc of the new dates.

i) ACC Europe

The issue of ongoing representation were discussed and the report from SMR and Nicola Berstecher (NB) President of ACC Europe reviewed.

The Board agreed to remain as part of ACC Europe at this time and to establish a new representative. ACC will invite ACC Europe to our Conference in 2022 with the possibility of the Tuesday being specifically for their meeting.

ii) Complaints

SMR presented the template she prepared for RAP to whom a regular report is made and also goes to PSA each year. Information only.

Director of Finance Proposals (PR)

Draft 2019 Annual Accounts

PR presented these as part of the Annual Report and they are currently with the Independent Examiner. The Board approved the Annual Accounts, subject to no major amendment to accept them. A final version will be presented to the Board in June before being sent to members for the AGM. PR thanked Keith for his work on providing the figures and SMR for her support in this his first year. SMR proposed thanks to PR and this was well endorsed by all present.

April Management Accounts and Cashflow

PR presented these and explained significant variances.

As a result there is a surplus of £5,000

Cashflow: We have a significant excess of funds above our contingency

Project & Strategy Update

Postponed to another meeting.

Director of Counselling Proposals and Report

PSA annual submission made but no come back at present.

Update on Counsellors Audit – At the start of lockdown Audits were temporarily suspended but now have been reinstated with the necessary meetings being done online.

BAME survey – seeking to progress this – not a lot of active support from other bodies. KS would like someone else from the BAME community to be the person who writes this. Any recommendations that come from the survey will be really helpful in shaping any response and development.

Spiritual Competencies – a framework has been provided by Heather Churchill and intention is to share with leading trainers for consultation and discussion. Various trainers were mentioned to be involved in the consultation process.

NCS Accredited members transfers

The board had approved and recommended it go to RAP.

Student Register

The Board was asked to affirm that we amalgamated the two level of student register into one at level 4 from next January. The Board agreed this proposal.

Ratification of Policies

It was agreed that ACC Board has responsibility for drafting policies and approving them. The proposal is that RAP be asked to review and make any recommendations for relevant policies and the Board to decide whether they accept such amendments.

TR asked whether the review by RAP would delay the approval process. SMR confirmed that RAP was prepared to review policies between their meetings so reducing delay.

The Board approved this process going forward.

KS tabled her report on the new CCSS service and the Board welcomed it and all the work she had done in getting it up and running so quickly and thoroughly and all those involved on a voluntary basis.

SMR reported that we had submitted an application to a government fund during Covid-19 to help those

charities working with mental health. It is administered by MIND. SMR submitted an application for £75,000. We are waiting for the results that are due out tomorrow.

Policy/Process Review

Whistleblowing – approved previously in meeting

The Board approved the following:

GDPR – Confidentiality
GDPR – Data Protection
Diversity & Equality
Duty of Candour

CCSS Safeguarding – FS will review. This policy was written by Liz Fordham. FS is our safeguarding trustee. TR pointed out we need to appoint a deputy according to the policy. The Safeguarding Officer is KS and proposed that we approach Dawn Sherry as Deputy Safeguarding Officer. CW was appointed as the Deputy safeguarding trustee.

Membership Criteria, Categories and Rights and Christian Definition

The Board discussed membership criteria and voting rights for different membership categories

- Counsellor members and PCUK members already have a vote.
- It was proposed that Affiliates both counselling and PCUK have one vote and for that purpose be treated as a member.
- All Board members must sign the statement of Faith and for voting purposes will be treated as members.
- Friends, Fellows and Honorary Fellows do not have a vote and a letter to them to explain this will be issued..

TR proposed that we leave our list of denominations for membership the same but if someone who applies stating Other, they will be asked to specify denomination. These will be assessed on a case by case basis. If there is any concern about a denomination the Board would be consulted.
The board agreed this resolution.

Pastoral Care Report

Response to PCUK members / First thoughts PCUK strategy & Trainers Review

SMR & MFG stated we need to re-engage with trainers and PCUK members. We need a concerted effort to encourage their sense of belonging.

TR suggested an invite to Zoom Forum for Trainers and PCUK members to make contact.

Need to develop materials and training to equip pastoral carers.

TR suggested that we provide some immediate content on issues related to Covid-19 – such as bereavement, anxiety, uncertainty – dealing with change and loss, pastoral self-care.

Agreed to bring Regional Trainers together to see how they want to be involved.

Then wider PCUK Members to find out what they need– provide a space to share their experience candidly - and the help they are looking for.

MFG is willing to be involved and PB might be involved in creating a space for discussion.

MFG suggested WF be asked to be involved in this

Global Connections – on hold

RPCC online – board members invited to drop in to see how it is working.

AOB

Board Only – Agreed the appointment of someone to provide support for KS and the budget was agreed.