

## **The Association of Christians in Counselling and Linked Professions (ACC) Register Advisory Panel Governance Document Terms of Reference**

### **Members:**

#### Voting Members

Chair – Catherine Clarke (Independent)  
Doreen Rowland (Independent)  
Heather Churchill (Member of ACC, Representative of Counselling Profession\*)  
Richard Needle (Independent)  
Fiona Stevenson  
Tim Warren

#### Non-Voting Members (ACC)

Acting Registrar – Gillian Stuart, Head of Member Services  
Board representative – Sue Moncton-Rickett, Chair  
Executive Representative – Kathy Spooner, CEO

[\* The inclusion of a professional member was agreed with the Accreditation Team of the Professional Standards Authority in 2017 when the new Register Advisory Panel was being recruited.]

### **Purpose of the Register Advisory Panel**

The Register Advisory Panel was set up by ACC in 2014 to help meet the obligations set out by the Professional Standards Authority (PSA) in the Standards for Accredited Registers, published on the PSA's website [https://www.professionalstandards.org.uk/docs/default-source/accredited-registers/standards-for-accredited-registers/standards-for-accredited-registers.pdf?sfvrsn=cc2c7f20\\_4](https://www.professionalstandards.org.uk/docs/default-source/accredited-registers/standards-for-accredited-registers/standards-for-accredited-registers.pdf?sfvrsn=cc2c7f20_4)

ACC determined that the manner in which it could be supported in complying with these standards was to set up an independent panel of individuals with expertise in professional regulation, healthcare, legal matters, patient advocacy and similar relevant knowledge and experience to oversee the governance, design, management and administration of the register of counsellors held by the ACC under the Accredited Registers Programme.

RAP exists to make recommendations to the Board on the governance of ACC's Register and in the unlikely event that the RAP is unable to support the Board's decisions they reserve the right to notify the PSA of their concerns.

### **Scope**

The Standards for Accredited Registers provide a general framework defining the scope of RAP's advisory oversight with the following standards setting out areas where the RAP will normally have specific focus:

- **Standard Two:** Management of the register

- **Standard Three:** Standards for registrants
- **Standard Four:** Education and training
- **Standard Five:** Complaints and concerns about registrants
- **Standard Seven:** Management of risks arising from the activities of registrants

ACC's Board may also request that RAP advise on the remaining standards in recognition of the fact that ACC's Register of counsellors does not exist in a vacuum but within a wider professional counselling function managed by ACC.

### **Tasks of the Register Advisory Panel**

- ☑ Review and approve proposed changes to the counselling ethics and practice standards and policies/guidelines <sup>1</sup> of ACC's Register of Counsellors to ensure that they comply with the ethos of 'right touch regulation' and specifically the standards and requirements for accredited voluntary registration as published by the Professional Standards Authority (PSA).
- ☑ Ensure ongoing quality and integrity of registration, accreditation, audit and complaints processes (including the register application and renewal processes), ensuring compliance with equalities legislation.
- ☑ On a regular basis to review audit activity and outcomes to identify risks and issues which will drive standards, policies/guidelines and process improvements.
- ☑ On a regular basis to review a summary of complaint activity and outcomes to identify risks and issues which will drive standards, policies/guidelines and process improvements.
- ☑ To review complaint appeals relating to compliance with process.
- ☑ On an annual basis to identify, review and evaluate risks as they apply to the Register.
- ☑ On an annual basis to submit a report for ACC's Board and for the Professional Standards Authority (PSA) on the work of the RAP.
- ☑ To consider the impact on ACC's register of relevant changes to the current regulatory system and advise accordingly.
- ☑ To support public engagement activities relating to ACC's register and the Professional Standards Authority work with accredited registers.

### **Terms of reference:**

- 1) The Register Advisory Panel (RAP) reports to the Board of ACC.
- 2) The Board of ACC and the Chair of RAP (or an appointed substitute) will ratify the suitability of a candidate for membership of the panel, after a selection process managed by the Director of Counselling and Psychotherapy and the Chair of RAP, having due regard to the current RAP Membership Selection Criteria. Any changes to the personnel appointed to the RAP will be notified to members of ACC.

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<sup>1</sup> Practice Standards and Guidelines include but are not limited to ethics, CPD, supervision, insurance, record keeping, practice breaks, duty of candour.

- 3) The Chair of the RAP will be one of the independent members with suitable skills. The Chair is responsible for scheduling meetings, setting the agenda and requesting reports to be presented at the meeting. The Chair is responsible for preparing an independent report on an annual basis that will be submitted to ACC's Board and will form part of the Professional Standards Authority annual accreditation renewal reporting.
- 4) The voting member's appointment to the RAP will be for a period of three years. The voting members may be re-appointed after this time for a further period of three years at which time they stand down unless agreed otherwise by ACC's Board.
- 5) Expenses are covered at a reasonable rate.
- 6) Voting and non-voting members (or an agreed substitute) will normally be required to attend all meetings.
- 7) ACC Board and Executive representatives, members of staff and stakeholders may be required to attend when requested to do so by the Chair of the RAP.
- 8) The RAP shall meet not less than three times in each year. A quorum will be three voting members. The Chair of RAP will have a casting vote. In the event that a meeting is not quorate for voting purposes any decision taken will be ratified at the next quorate meeting. At the RAP Chair's discretion, a video-conferencing call can be arranged between scheduled meetings to discuss any significant issues that emerge and require input from RAP.
- 9) The Registrar will normally take the minutes and be responsible for circulating them.
- 10) The RAP will produce an agreed written record of each of their meetings, of which a redacted version excluding confidential information will be published on the ACC website.
- 11) The RAP will review these terms of reference on an annual basis.

**Date of revision 27<sup>th</sup> April 23**

Purpose – to bring terms of reference up to date with changes to standards.

Date of last published revision: September 2020 (following June meeting of RAP)

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