

## ACC Board Meeting Thursday 5<sup>th</sup> September 2024

<p><b>Title</b></p> <p><b>Opening:</b> SC shared about his recent experience of having counselling for himself and how it had sharpened his understanding of the client's experience, made him realising that as counsellors it is something that we may all benefit from time to time and that counselling really does work giving him a renewed confidence for continuing practice. Board members commented on the helpfulness of sharing this and SMR led in prayer.</p> <p><b>In attendance:</b> Sue Monckton-Rickett, Chair (SMR); Tony Ruddle (TR); Peter Roberts (PR); Sean Charlesworth (SC); Leroy Harley (LH); Christine Pinder (CP); Wein Fung (WF); Kate Pozzo (KP) Kathy Spooner, CEO (KS);</p> <p>KP was welcomed to her first meeting after recent election at the AGM. Each board member introduced themselves and their roles and KP introduced herself. .</p> <p><b>Apologies:</b> Chris Williams, Deputy Chair (CW); Gathoni Hamilton-Foster (GHF)</p>
<p><b>Minutes of the 11<sup>th</sup> July 2024</b></p> <p>The minutes were approved with one minor correction</p> <p><b>Matters Arising &amp; Reviewed actions:</b></p> <p>The meeting with Ethnic Tapestry re Accord editorial still to take place, as postponed due to personal circumstances.</p> <p>Board members invited to attend a meeting with the software company for on-line counselling bookings</p> <p><b>AOB:</b> None declared.</p>
<p><b>Standing items (continued)</b></p> <p><b>Conflict of Interest:</b> - SC and SMR declared an interest regarding their planned training at conference for which they will be paid. WF also declares an interest because his wife is providing training at Conference who will also paid.</p> <p><b>RAP/PSA</b> - covered in CEO report.</p> <p><b>Diversity &amp; Inclusion</b> - CW had submitted a report on current status of the MOU group. KS commented that the group will produce a point of principle that seeks to meet the harm caused by conversion therapy.</p> <p>ACC also involved with the SCoPEd group looking at good practice for working with LGBT+ issues.</p> <p>KS reported the Coalition for Inclusion and Anti-repressive Practice are continuing to meet while seeking a new chair.</p> <p>LH reported that Ethnic Tapestry met recently and have another meeting planned and are seeking new members through Accord.</p> <p>SMR reported that she sits on the SCoPEd data group and in discussions about the collection of EDI data, it appears that ACC's new database / joining and renewal processes should mean that our data will be significantly more extensive than the other bodies. We should be able to produce significant data next April / May when all existing members will have gone through a renewal process.</p> <p><b>Legal / Governance Updates</b> - Nothing new to report but to take notice of the King's speech, which included references to a new Mental Health Act and Conversion Therapy Act. ACC should be involved in consultation processes through being members of various forums and working groups as well as any public consultation process.</p> <p>The Charity Act 2022 was mentioned in Chair report with regard to reporting changes to governing documents.</p>
<p><b>Chair Report</b></p>

**Complaints Update** - SMR gave a written report and explained the concern raised by a student about a training organisation, which has been resolved. The student does not wish to make it a formal complaint and ACC do not believe that any further action is needed.

**Memorandum and Articles of Association** - SMR asked all Board members to read the comparison document provided by the end of September. At next Board meeting SMR wishes to bring a new draft for approval. It can then go to the Charity Commission for their approval. Once accepted it can go to membership for agreement.

**Safeguarding** - Sarah Palmer has agreed to be Deputy Designated Safeguarding Officer and it was proposed therefore that SMR will become the Safeguarding Trustee.

**The Board approved this arrangement.**

**Risk Registers** - SMR explained that ACC has 2 risk registers. One for PSA, which looks at risks for the counselling profession and an internal risk register one.

SMR led the board through the review of the PSA register. TR commented that the 2024 additions had helped the overall mitigation. KS suggested the Board consider how we can help training organisations where risk mitigation falls partly to their actions. KP sought clarification regarding PSA requirements and it was noted that they review only the counselling part of ACC. Various suggestions and additions were made to a number of sections. SMR will update incorporating the suggestions made and it will further be reviewed by RAP in October.

The Board then reviewed the internal risk register. TR asked if ageing membership posed a risk and WF added that other demographics such as gender and ethnicity should be considered. SMR said that the new data will help us be aware of any particular risk. Various comments and suggestions were made.

## **CEO REPORT**

**System Changes:** KS presented her report and requested that additional payments be made for minor but important improvements to the database. These proposals were agreed.

**Children & Young People Therapist Membership Group:** In order for ACC counsellors who are working with CYP to be included with a NHS list, it has been necessary for a new membership title to be created and submitted to the NHS in a short timeframe. KS had consulted with other members of the Management Team, SMR, CW and PR and they had agreed on the title ACC CYP Therapist. This will be a new membership grouping and criteria will need to be developed. The Board discussed and ratified the decision for the title and the approach.

**Staff update:** KS provided an update including the appointment of an assistant for Marketing and Communication.

**PSA Review Outcome** - KS reported on the PSA Outcomes and said that ACC had raised some questions and were hoping to meet for clarification. There was some discussion concerning EDI training for members of complaint panels.

**PSA Standards Review Meeting** - KS asked for any comments / questions that Board members would like to be raised. TR suggest the position of small organisations needing to meet standards in the same way as larger ones and sometimes statutory registers. SMR said that it would be helpful if PSA shared knowledge and learning from other registers submissions.

**Update on SCoPEd** - the course that will be provided at Conference in relation to SCoPEd Column B has been externally reviewed with no significant issues raised.

**Thailand Accreditation** - KS reported on the work that has been achieved so far.

**Conference** - KS provided an update with regard to Conference bookings and preparations.

**DBS Checks & Safeguarding** - KS reported on a meeting with thirtyone: eight with regard to DBS checking and safeguarding training.

The Board stated their appreciation for all of the work is being carried out by KS and the team as a whole. TR spoke to the incredible advances ACC has made under KS and SMR with the team they have built over recent years.

## **Finance Report**

PR presented July Management Accounts and Cashflow.

**Conference:** PR proposed that ACC make payments to those providing workshops at £500 each including Board Members and related parties, those being SC, SMR and Ellen Yun (spouse of WF). The three relevant board members did not participate in the discussion nor voting. The remaining Board agreed that these were appropriate people to provide the training and it would be to the benefit of ACC and approved these payments.

**AOB:** SMR drew attention to the data report provided.

**Next meeting: 11<sup>th</sup> October 2024**

Approved

A handwritten signature in blue ink, appearing to read 'J. M. P. A.', is written over a light blue horizontal line.

Chair of ACC

11 October 2024