

## The Association of Christians in Counselling and Linked Professions (ACC) Register Advisory Panel Governance Document No 2 Recruitment Process

Please see ACC's Website [here](#) for all RAP Standing Documents

Please see the Professional Standards Authority (PSA) website for information about [Accredited Registers](#), [Standards for Accredited Registers](#) and [Resources for Accredited Registers](#).

### 1. Background

- 1.1 The Association of Christians in Counselling and Linked Professions (ACC) is a charity whose purposes include the holding of an accredited register of counsellors under the Professional Standards Authority's Accredited Registers Programme.
- 1.2 The Register Advisory Panel (hereafter referred to as the Panel) was established by ACC in 2014 to assist in meeting the obligations and commitments set out by the Professional Standards Authority (PSA) in the Standards for Accredited Registers, published on the PSA's website.
- 1.3 The Panel exists to support ACC through review and constructive critique of the governance, design and management of ACC's accredited register, with reference to the Standards, and to make comments and/or recommendations to ACC's Board of Trustees on any proposed changes to the same.
- 1.4 For further information about the Register Advisory Panel please see Terms of Reference.

### 2 Succession Planning

- 2.1 ACC are responsible for managing succession planning for the voting members of RAP.
- 2.2 Succession planning is influenced by
  - a) anticipation of vacancies due to limits on the length of service set out in the Panel's Terms of Reference (para. 2.7) and
  - b) the current Panel members breadth of experience and representation of diversity in relation to the Panel's purposes
  - c) the need to secure quoracy at meetings

### 3. Raising Awareness and Advertising

- 3.1 ACC will regularly (at least once per annum) include a section on the work of the Panel in the quarterly journal Accord, with an invitation to members of the public to make contact if they are interested in joining the panel.
- 3.2 ACC will also advertise the work of the Panel through our membership and marketing contacts and on our website, asking for expressions of interest from those who meet the membership specification.
- 3.3 ACC will otherwise use its professional and Christian networks to seek out people whose background, profession and/or life experiences would bring value to the work of the Panel and issue invitations to individuals or organisations for people to put themselves forward for consideration.
- 3.4 ACC will ensure that the organisations commitment to equality, diversity and inclusion is clearly stated in any campaign relating to recruitment to the panel and reference protected characteristics under the Equality Act 2010 [available here](#)

#### **4. Recruitment Process**

- 4.1 For any expressions of interest received by ACC, or for those invited by ACC, prospective applicants will be sent a copy of the current
  - a) Terms of Reference
  - b) Recruitment Policy
  - c) Membership Selection Criteria
  - d) Conflict of Interest policy
  - e) Professional Standards Authority's Resources for Accredited Registers
  - f) Links to relevant section of ACC's website
- 4.3 Prospective applicants wishing to apply to become Panel members will be requested to send in a C.V. or equivalent biographical information and details of a referee who is willing to endorse their candidacy. A referee can be anyone who holds a responsible post in a professional, academic, church or community setting.
- 4.4 Optionally for any self-selected applicant (i.e. that is not 'co-opted' by invitation from ACC), a short statement (up to circa 600 words) describing why they wish to serve on the panel may also be required.
- 4.5 All applicants will be required to submit a list of relevant personal and professional interests and loyalties that may impact on their suitability as a candidate as set out in the Conflicts of Interest policy

- 4.6 The CEO together with the Panel Chair will review the applicant's C.V./biography, and where required, written submissions, and conduct checks to verify the identity and suitability of the applicant in relation to the Panel's Membership Selection Criteria and ACC's code of ethics.

These may include but are not limited to:

- Social media postings
- LinkedIn Profiles
- Published works/articles
- Professional Websites

- 4.7 Any applicant who does not meet the selection criteria or whose expressed views and opinions are not in keeping with the ethics of ACC or otherwise demonstrate that they may not be able to fulfil the responsibilities set out in the Terms of Reference, will be notified by ACC that their application has not been successful.

- 4.8 Otherwise the applicant will be invited to have a video or telephone call with the Panel Chair and/or the CEO and if suitable will be invited as an observer to the Panel's next meeting.

- 4.9 The Panel Chair, in consultation with panel members will determine whether the applicant will be invited to become a panel member.

## **5. Preparation**

- 5.1 No formal process of induction will normally be required, although panel members may benefit from having an overview of the Register Process and ACC's standards for membership, practice and renewal.
- 5.2 In preparation for taking up Panel membership, successful applicants are expected to
- a) sign ACC's Confidentiality policy (if they have not done so prior to observing a panel meeting)
  - b) declare any current relevant personal and professional interests and loyalties and agree for them to be entered into the conflicts of interest register
  - c) provide a photo and brief bio for publication on ACC's website

- 5.3 Panel members will receive copy of ACC's Whistle Blowing Policy

## **6. Problem Resolution and Termination of Appointment**

- 6.1 Panel members normally serve for the term that is set out in the Terms of Reference.

- 6.2 The role and value of the Panel rests on the ability of members to engage in constructive critique. Discussions including where there are disagreements should be conducted in a spirit of mutual respect and understanding. Any problems experienced by a member that arise due to disagreements, can be discussed with the Panel Chair and the Chair of ACC with a view to amicable resolution.
- 6.3 However, any member who is experienced by other members of the panel as being disruptive, vexatious and/or who attempts to undermine panel members or the work of the ACC or the Professional Standards Authority will be asked to resign from the panel. Similarly, any member who fails to engage with the work of the panel and/or who misses multiple meetings can be asked to resign from the panel.
- 6.4 A member can resign at any time from the panel.

## **7. Document Control**

Last updated March 2025