



Minutes of the ACP Board of Directors Meeting Summary and Decisions for Publication

Held on Friday, 28th January 2022 from 15:00 to 17:30 via Zoom

1) Present and Apologies

Present: Kate Robertson (Chair)
Olatayo Afuape
Marie Bradley
Francesca Calvocoressi
Jane Elfer
Sarah Gilmour
Anjum Iqbal
Kath Hinchliff
Claire Hopkins
Isobel Pick
Janine Sternberg (minutes)
Brian Waring

In attendance: Jessica Jarmon, Business Manager (minutes); Nick Waggett, CEO.

Apologies: None.

KR welcomed Isobel Pick to the Board who has joined in the role of Interim Director of Training for 6 months.

KR noted that Mick Wood had stepped down as a Non-Executive Director.

2) Minutes: approve full and summary minutes of July meeting

a) Minutes

The minutes of the meeting held on Friday, 26th November 2021 were approved as an accurate record of the meeting.

b) Summary Minutes

The summary minutes of the meeting held on Friday, 26th November 2021 were approved as an accurate record of the meeting subject to 1 typo- P 3 line 5 (5c) should read 'might lead to'.

3) Matters Arising

Actions from the previous meeting were reviewed.

4) Governance

a) GDPR/HR policies update

NW reported that the staff handbook and contracts had been finalised. They need to be signed off by the Finance & Remuneration Committee.

JJ reported that systems were advancing re GPDR & that things would be in place before the next Board meeting.

b) Summary of complaints

FC drew attention to the table that had been sent. The limited number of complaints was noted.

c) Risk register

NW spoke of the Risk Register, with some thoughts about how to alter the presentation so that current or high risk was better emphasised. He explained that the document needs further work, which will be done at an extended Exec meeting, so that more defined actions can be identified.

5) Regulation

a) ACP rule change

The rule change about members working from outside the UK whether with UK based or overseas patients had needed additional clarification. An amended draft will come to the next Board or be sent out to Board members by email for discussion.

b) Consultation on legislation to ban conversion therapy

A paper had been circulated which was a summary of the response that had been sent. KR explained the response had been sent in time for the original deadline, although the deadline had been extended and the time for submissions was early February.

6) Organisational Review

a) ACP Priorities

NW reported that this is in process. NW and KR have met with the staff group and the next steps will be brought to an extended Exec. There is recognition that there is a lot the organisation could do and there are limited resources. There will be thinking about roles and resources to be put into them, and this will be brought to the Board in due course.

b) Review of the Board

KR led a discussion in which she outlined the proposal that the roles of the Exec and the Board are more clearly delineated with the Board setting the strategic direction with the Exec having a more operational role. She suggested that the Board meet quarterly rather than bi-monthly. This she hoped would also free up the non-Exec directors on the Board to give time to the organisation in other ways. It was agreed that the Board will move to meeting quarterly, so the next meeting being in April.

7) Finance

a) Budget, b) Update on ACP reserves; c) Feedback Finance and Remuneration Committee

CH shared the management accounts up to the end of Dec 2021. They showed £38K extra income and an underspend of £16K on outgoings. There was a £54K variance on the budget (£15K had been budgeted as surplus). Some of this potential surplus (£24K) had been allocated and spent on important projects in the last months.

CH presented this year's proposed budget, in which there should be no surplus or deficit at the end of the year. She identified areas which were important for helping the ACP to continue and grow.

There was discussion about further money (about £120K) that is available for investment.

d) Changes to Taylor & Francis contract with ACP

KR reported on changes to the contract with T&F. A new contract has been signed.

8) Diversity work

a) Feedback from diversity training – next steps

It was reported that while there had been many aspects that were useful the Exec had not felt the training session had been quite what was hoped for and the Board agreed with this. It was suggested that something more ongoing and relational might be needed. There was consensus that it was important to think about how often the Board should meet, separate from Board meetings, to address these issues.

IP spoke about learning that has arisen from meetings with members of the profession from minority backgrounds which were being discussed in TC/TDG. A group will meet to review the Quality Assurance Framework, and the findings will also be discussed at the Student Analysts Committee meeting.

9) 'Friends' category

JE spoke to the paper already circulated. It was acknowledged that more discussion was needed for the category of 'honoured friend' and it was agreed that the decision would be made by the Exec and come to the Board for information. The Friends category will be launched in the next few weeks.

10) Workings of operations and liaison committee

Item 10 was not discussed for lack of time.

11) AOB

None

12) Dates of next meetings: 2022: 22/04; 22/7; 28/10; 2023: 27/01