



Minutes of the ACP Board of Directors Meeting

Held on Friday, 22nd January 2020 from 3.00pm to 5.30pm via Zoom

Summary Minutes and Decisions

1) Present and Apologies

Present: Kate Robertson (Chair)
Marie Bradley
Francesca Calvocoressi
Sarah Gilmour
Kath Hinchliff
Claire Hopkins
Jason Kaushal
Brian Waring
Mick Wood

In attendance: Jessica Jarmon (minutes); Nick Waggett

Apologies: Anjum Iqbal and Emma Whitlock.
Laurence Kalbreier has had to step back from her role as Vice Chair for a while.

KR welcomed Claire Hopkins in her new role as Director of Finance.

2) Minutes: approve full and summary minutes of December meeting and Matters Arising

The minutes of the meeting held on Friday 27th November 2020 were approved as an accurate reflection of the meeting.

The summary minutes were approved following two small corrections:

- The first line under item 9 should read: NW presented the Draft Business Plan for 2021-2022.
- The page numbering in the document needs correcting.

3) Guidelines to be approved by the Board

- a) Statement of Variance (JK)

JK presented the second version/update of the statement of variance for entry to and qualification from the clinical trainings. JK reported this has been approved by the Training Council.

The amendments were needed as a result of students on pre-clinical courses and the clinical training having had to adapt to different ways of working with children and families during the pandemic. The training schools and students have adapted remarkably well and there are less extensions than anticipated (possibly none).

4) Regulation

- a) PSA Consultation update (NW)

NW introduced a draft response to the consultation document from the PSA about proposed changes to regulation of accredited registers. The Board was asked to consider the draft response to the

Professional Standards Authority's consultation on the on the future shape of the Accredited Registers programme and the proposal to set up a working group to further develop ACP's the course of action in relation to regulation.

Members of the Board commented that this was a very well written and well formulated response. The Board endorsed the approach proposed: making a compelling case for statutory regulation whilst recognising that the implications for the profession and the organisation need further exploration.

5) Finance

CH presented the Finance Report which had been circulated prior to the meeting.

Investments

The Tilney report was also circulated prior to the meeting. It was agreed that Tilney's will attend the March or July Board to review the ACP's investments.

Update on ACP Tax position

CH reported that the ACP is not liable for corporation tax. However, the ACP is liable to pay capital gains tax for any income from our investments.

Membership Fees in light of Covid 19

CH reported back from the Finance & Remuneration committee which was held on 15th January 2021. In this meeting it was discussed whether the ACP could offer a discount in fees for members who were struggling financially as a result of the pandemic. As fees had already been frozen this year in recognition that members may struggle financially F & R decided that unfortunately a further reduction was not possible; members would be offered the option to stagger their fees in exceptional circumstances instead. The Board endorsed this approach and it was acknowledged that this had already been offered to a few members who had contacted the ACP to say they were in difficulty.

Frequency of financial updates to the Board

To ensure they understand the financial position, the Board asked for a summary update to be brought to each meeting and a full and detailed report every 6 months.

Other items in the Financial Report: review of salaries; direct debits for payment of fees for members; creation of HR policies were also noted.

6) Governance

a) Risk Register of ACP (NW)

NW presented the Risk Register which was circulated prior to the meeting. NW acknowledged that this had not been updated since the last Board meeting. It was agreed that it was crucial that the risk register was regularly updated and that an updated version would be made available at the next Board meeting. NW and KR agreed that the process for updating the risk register (discussion at Exec and then presented to the Board) would be followed in future.

b) Complaints (FC)

FC presented the complaints form from Jo Goldsmith, Chair of the Ethical Practice Group.

c) KR presented changes to the ACP rules to allow for

- (i) general meetings to be held on an online platform
- (ii) electronic voting by ballot in advance
- (iii) clarity in relation to the procedure by which the Chair is appointed

These changes were agreed.

The following change to rule 4.21 to take account of the new criteria for supervising associates was agreed in the meeting as follows:

Supervising Associates. These are **NOT** qualified members of the Association of Child Psychotherapists but have been approved as non-ACP supervisors who are able to supervise ACP members and to authorize their annual CPD returns. Approval is subject to fulfilling certain criteria which are agreed by PSC & the Board.

7) Update on developments in training

- a) NW gave a verbal update on the funding for bursaries for the pre- clinical courses from HEE to support greater access to the clinical training. Bursaries aimed at BAME students, those in financial difficulties and to increase geographical spread.

The funding is for the pre-clinical courses in England. In addition to bursaries, some of the money will be used to create a one year Equality and Diversity post to work across the Training Schools. The money for the bursaries and the post is only agreed for one year.

B) Other developments in relation to National Training Scheme for CAPT.

NW gave a verbal report about developments in relation to the national Training Scheme CAPT (England). The funding has been agreed but still outstanding is the amount of money that will be paid to the Training Schools to provide the training; the amount for analytic fees and alignment of the curriculum to the long-term plan.

8) ACP Business Plan

The Business Plan sets out the actions that the ACP aims to undertake over the next one - two years in order to work towards achieving the medium-term objectives set out in the Strategic Aims. NW proposed that, once agreed by the Board, the Business Plan would be further developed by committees and sub-groups to clarify priorities; timescales and resources required.

The Board commented unanimously on how well structured and easy to follow the Business Plan was. The Board agreed the Business Plan and authorised its implementation through the Executive Group. It was noted that each committee would need to be rigorous in identifying priorities and resources.

NW suggested that one Committee is given the opportunity to discuss how it is approaching the Business Plan and to present the Committee's more developed plans to a Board meeting on a rolling programme. This was agreed and it was left to the Exec Group to discuss the best way to take this forward.

9) Scrutiny Report (BW) (NW chaired this item).

BW presented the findings of the scrutiny group who have conducted a review on how the ACP adheres to four PSA standards (6, 7.c, 7.e and 7.f). The findings were presented in a summary document and three separate more detailed reports. Due to lack of time BW presented the recommendations in the report. BW acknowledged how much work the ACP has done across these standards already and for the recommendations to be viewed in the light of this.

NW thanked the scrutiny group and it was noted the amount of work that had gone in to producing these reports and the final recommendations. It was agreed that more time was needed to digest what was being recommended. The recommendations will be discussed at Exec Group with the view to making a decision about which recommendations might be more urgent and taken up now to be included in the Business Plan and which may be less urgent and left to a later date. This will come back to the Board in March.

The scrutiny group will reconvene in February and can now consider future work.

10) Reports from Committees – items not already on agenda, including any items needing recording in Board minutes

Nothing under this item.

11) Dates of next meetings: 26th March; 28th May; 23rd July 2021

12) AOB

The board was asked to note the following dates:

- Conference – to be confirmed – taking place the weekend of the 26th & 27th June 2021
- AGM – Saturday, 10th July 2021 am.