



## Minutes of the ACP Board of Directors Meeting

Held on Friday, 26<sup>th</sup> March 2021 from 3.00pm to 5.30pm via Zoom

### 1. Present and Apologies

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

**In attendance:** Jessica Jarmon (minutes); Nick Waggett (CEO)

**Visiting the meeting:** Caroline Connell from Tilneys (15:00 -15:38)  
Leslie Ironside, IPG Lead (17:00 -17:30)

**Apologies:** Anjum Iqbal, Jason Kaushal and Emma Whitlock

### 2. Tilney's presentation and discussion

Caroline Connell from Tilneys attended the meeting to go through their valuation report which had been circulated to the Board prior to the meeting and to answer any questions. The current value of the portfolio investment is £378 000 which has risen from the original £350 000 invested. Caroline explained the reasons why the investments have done well but emphasised the volatility of the markets and that this was their value at this point in time. However, Caroline explained that with a portfolio spread to mitigate risks and a risk level 3 (low to medium risk) the long-term gain should achieve the expected percentage growth for risk level 3. Caroline addressed questions raised by the Board:

- Explanation of level 3 risk (low to medium)
- How markets are responding currently – and expected level of return
- That Tilneys are investing within an ethical framework as requested by the ACP

### 3. Minutes: approve full and summary minutes of previous meeting and Matters Arising

The minutes of the meeting held on Friday 22<sup>nd</sup> January 2021 were approved as an accurate reflection of the meeting with the following changes:

On page 2, under 4 (a):

- in the third line the words "on the" appear twice
- in the fourth line, "develop the ACP's course..." rather than "ACP's the course.."

The summary minutes were approved following the same corrections.

**AP 1: JJ to make the corrections to the minutes and upload the summary minutes to the website.**

## **ACTION POINTS**

AP 1: JJ to make the corrections and upload to the website. [Done](#)

AP2: JK to circulate the statement of variance & write a paragraph for the newsletter introducing the statement of variance. The information for the newsletter is needed by beginning of February. [Done](#)

AP3: KR & NW to take forward suggestion about including a question about statutory regulation in member survey. Not doing a survey in the usual way – members will be consulted as part of the process.

AP4: Any member of the Board interested in joining the working group on statutory regulation to contact KR or NW. [Done](#)

AP5: Board members were asked to formulate questions in preparations for Tilney's visit. [Done](#)

AP6: CH to note this question and to ask Tilney. BW agreed to join CH at her next meeting with Tilney. [Done](#)

AP7: CH to produce a summary update for every Board meeting and to prepare a full & detailed report every six months, the first of these for the July 21 Board meeting. [Done](#)

AP8: NW to take Risk Register for discussion and updating to the next Exec meeting. [Done](#)

AP9: Review the risk matrix and updated risk register at the next Board meeting KR/NW. [Done](#)

AP10: FC to take questions raised at the Board about the complaint to EPC. It was suggested there may be an opportunity to review this complaint to see what could be learnt from it. [There have been discussions in the PSC and EPG.](#)

AP11: KR to bring additional changes to the next Board meeting and to ensure members are notified of all agreed changes to the Rules after the meeting in March. [Done](#)

AP12: NW to take Business Plan to the next exec meeting to discuss. [Done](#)

AP13: NW to take Scrutiny Group reports to the next exec meeting to discuss. [Done](#)

## **4. Regulation**

### **a) PSA update on reaccreditation**

NW informed the Board of the changes to the annual PSA reaccreditation process. Firstly, the request came a month earlier than expected. Secondly, the process is more light touch with the PSA only asking for the ACP to report on any changes.

NW also updated the Board about the recommendations from the PSA re-accreditation last year. The following recommendations have been implemented:

- Website updated to enable anyone viewing the website to find out how to complain much more easily.
- The section about advertising in the Independent Practice Guidelines has been updated and uploaded to the website.

## **b) PSA recommendations in relation to complaints**

FC presented 2 papers relating to recommendations about the complaints' procedure made by the PSA in the 2020 reaccreditation: an updated version of the Summary of the Disciplinary Procedure and "plain English" summary of complaints procedure.

The PSA's recommendation was to update the summary of the Disciplinary Procedure to include the 'Practice Review'. The Board thought the Summary of the Disciplinary Procedure was a very clear and well explained. However, following a detailed discussion, some members of the Board felt it was confusing to have a summary of the Disciplinary Procedure on the website as inevitably not all parts of the process could be included.

It was therefore agreed, to remove the summary of the Disciplinary Procedure from ACP website, particularly as the new 'easy to read' version of the complaints process partly supersedes it.

### **AP 2: FC to remove the Summary of the Disciplinary Procedure from the website and to feedback this decision to the EPG.**

The Board agreed the 'plain English' version was very clear and well-constructed. The only suggestions were in relation to the flow diagram:

- to display the flowchart in a different way to improve readability.
- Under 4.8 'screening', it should be indicated that that screening panel can decide not to investigate the complaint.

The Board asked about access to this document for visually impaired people and for non-English speakers. It was suggested that this should be dealt with on a case-by-case basis but also needed to be taken back to PSC for further exploration.

### **AP 3: JJ to make the changes to the plain English version of the disciplinary procedures suggested and upload to the website.**

### **AP 4: FC to ask PSC to consider how to make the easy-to-read versions available to visually impaired members and non-English speakers (including doing this on a case-by-case basis).**

The Board were asked to consider the decision made by the EPG in relation to the appeals process for complainants. The EPG had been asked to look at the appeals procedure by the PSA following a complaint (by a complainant) to the PSA. The PSA had suggested that the ACP may wish to formalise routes of appeal and make guidance about appeals clearer.

The proposal put forward by the EPG was that the appeals process remain the same. This was agreed by the Board. The document presented to the Board from the EPG about the appeals process and the reasoning behind it was discussed in some detail. It was agreed that the PSA did not need as much detail. NW offered to summarise the document to form the response to the PSA. This was agreed.

### **AP 5: NW to summarise document presented to Board about appeals for PSA. FC to feedback this decision to the EPG.**

## **5. Finance**

### **a) Summary report finance**

CH presented a summary of the ACP financial position.

From the summary presented there is a surplus accumulating and there should be underspent funds available at the end of the year. CH informed the Board that the surplus is mainly due to one-off savings (such as conference venue hire) and will not be an ongoing reduction in expenditure.

The Board thanked CH for the clear and well-constructed report and agreed that the information was presented in a way which made the financial position of the ACP very easy to understand.

CH reported that to ensure that the ACP is compliant with all HR procedures, F&R are meeting to review which policies and procedures the ACP need to develop. Depending on the outcome of this meeting it may be that external consultation is needed to assist the ACP in developing the procedures that are required.

KR informed that Board that the Data Protection Procedure and Safeguarding Policy would be presented at the next Board meeting in May.

#### **AP 6: Data Protection Procedure and Safeguarding Policy to be an agenda item at the May Board.**

In preparation for registration, CH and JJ will be meeting with an accountant in the next few weeks to talk through possibilities of setting up direct debit to enable members to pay their membership fees in instalments. A question was raised about how expensive PayPal as a payment processor is. It was confirmed other options are being explored whilst recognising that PayPal as a reputable processor may be our best option.

#### **b) Decision about reserves**

BW presented the Reserve Strategy to the Board. The Reserves Strategy had been agreed by the Board previously but has been updated to reflect how Tilneys describe different levels of risk and the current financial position. BW reminded the Board of the purpose of this document which is to outline a strategy for the ACP Reserves. BW explained that the Reserves Strategy is to carry a reserve in cash equivalent to 50% of annual revenue, which for the ACP would be circa £200k.

Following a decision by the Board in 2019 to invest some of the remainder of the reserve (£350k) with Tilneys, the decision for the Board in this meeting is to consider investing a further £100 000 at level 3 risk. This would leave 50% of annual revenue in line with the Reserve Strategy. The decision to invest had already been agreed by the Board, but to invest at Tilney's risk level 3 had not.

The proposal for investing these reserves was outlined in the document produced by Tilney's circulated prior to the Board meeting. Tilney's proposal is to invest these reserves in the same portfolio as ACP current investments, under risk level 3.

The following questions were raised:

- Was it sensible to put all ACP money with Tilney's?  
**Response:** *the portfolio is spread over many different types of investments.*
- Could ACP access the money quickly if needed?  
**Response:** *yes, but the recommendation is to leave investments for long term and there is £200,000 readily available.*
- What was the tax position in relation to the investments?  
**Response:** *BW clarified that the ACP would have to pay capital gain tax on any valued accrued if the investment was withdrawn.*

Following a detailed discussion about the responsibility of the Board to make sure that the money is well invested if it is not being used, the board unanimously agreed to the proposal.

#### **AP 7: CH & BW to inform Tilney's of the Board's decision to agree to their proposal for further investment by ACP.**

## 6. Governance

### a) Risk Register of ACP

NW presented the Risk Register to the Board which has been updated and revised including removal of the separate column for COVID-19 related risks. Where appropriate, these risks and their mitigations have been incorporated into the main text. Updates have been made across all risk areas.

The Board considered the revised Risk Register. It was noted that the risks are generally going down. The Board agreed to keep the risk register as a standing item on the agenda for all Board meetings.

**AP 8: KR to keep the Risk Register as a standing item for all meetings. All risk managers to review risk prior to Board meeting.**

### b) Risk Matrix

NW reminded the Board that an update of the Risk Matrix is required as part of the ACP's annual re-accreditation by the Professional Standards Authority. A number of revisions have been made including removal of the separate column for COVID-19 related risks. Key changes have been highlighted in red. A couple of areas that needed checking are highlighted in blue. The Board considered the following items:

- 1.b the ongoing risk is mitigated as there are more mitigations in place
- 2.a. the inherent risk factor has increased due to the increase in online assessments which might increase the risk of misdiagnosis.

NW drew attention to the increased risk of burnout which might lead to members going off sick, leaving services etc. This was mitigated by additional guidance and CPD from the ACP.

The board noted these were both very comprehensive and useful documents.

The Board agreed that the Risk matrix should be reviewed annually in line with the PSA reaccrreditation.

**AP 9: NW to bring an updated version to the Board each year before the PSA reaccrreditation.**

### c) Summary of Complaints

Summary of complaints was presented to the Board. There is one investigation ongoing. This was noted by the Board.

### d) ACP rule changes

Changes to The ACP rules were brought to the January 2021 Board all of which were agreed apart from the item on supervising associates (4.4.2). KR asked for a decision on the revised wording which had been suggested at the January 2021 Board. This was agreed.

**AP 10: JJ to upload new version of the ACP rules to the website.**

KR advised the Board there may be further changes to the rules in due course in relation to members working online with children and families who are outside the UK.

## 7. Update on developments in training

### a) Developments in relation to National Training Scheme for CAPT

NW updated the Board about the developments in relation to the funding of child and psychotherapy training. The ACP and Heads of Training met with HEE to look at the alignment of the training with the long-term plan. This was a very good meeting and our willingness to align with the long-term plan puts child psychotherapy in a strong position going forward.

The funding for this year has been increased to 76 places. It will not be possible to create this many training posts. The ACP are hoping to be able to use the unused resource to develop different pathways to the training.

These developments relate to England only. There are other initiatives being supported by the ACP in the devolved nations.

HEE has also funded a bursary scheme for the pre-clinical training particularly aimed at BAME students and underserved parts of the country. The Training schools pooled some of the funding from HEE to create an Equality, Diversity & Inclusion Lead. The post has been appointed to and will be managed by the Birmingham school.

KR and NW highlighted that the Psychological Professions Network is a significant development and CAPT involvement in this is crucial. Our involvement has been very helpful in bringing about change in the regions to help develop child psychotherapy. A good example of this is in the East of England whereas a consequence of this, child psychotherapy posts have been created to support the development of training posts.

A question was raised about whether there was a time scale in terms of aligning the training curriculum with the long-term plan. NW explained there isn't an expectation that things will happen immediately and there is an understanding by HEE that significant changes may need to be validated by the different universities involved.

## 8. Independent Practice Group – Leslie Ironside

LI attended the Board to update Board members about the Independent Practice Group (IPG) and particular issues in relation to members working in independent practice.

LI outlined the involvement of members from the Independent Practice Group in other ACP committees, such as the Professional Standards Committee; Ops & Liaison Committee and the Covid Response Team. LI said that Independent Practice was more integrated into the ACP than previously.

Issues highlighted:

- Many people work in both the NHS and in Independent Practice
- Many of the concerns are shared across Independent Practice and NHS such as HCPC registration which may be of benefit to everyone. For members in IP one difficulty in not being HCPC registered is the issue in relation to VAT. LI explained that this can make some members 20% more expensive than other practitioners, which has an impact on business.
- Issues about adjunctive therapies which are being worked out.
- Members who are working abroad online (i.e., they are based in UK but seeing patients or offering supervision in other countries is "complex". Legal advice is being sought around this.
- A group for overseas members has been created.
- Advertising standards and GDPR.
- How can the ACP contain the safeguarding anxieties of members working in IP?
- The importance of members in IP attending the Regional groups.

LI was asked if the support the ACP provided to members in IP was sufficient. LI said that it was good and had improved but there is always room for improvement. KR had visited the IPG which had been helpful.

**Independent Practice workshops** – LI and MB informed the Board about the Independent Practice Webinars. The first (of 3) has already taken place and was very successful. Over 100 attended. Breakout rooms were used which will remain the same over the next two workshops. The hope is that this will result in networks being formed.

MB reported that the presentations by LI and a colleague were excellent. Issues raised in the webinars will be incorporated into the guidelines which are reviewed every June.

LI asked if it might be more helpful for the IP representative to attend the whole Board meeting. KR agreed to give this consideration.

## **9. Reports from Committees – items not already on agenda, including any items needing recording in Board minutes**

KR reminded the Board that one committee would be discussed in more depth at each Board meeting. The first of these is the PSC. FC can bring another member of the committee or Chair from sub-committee if this would be helpful.

## **10.AOB**

KR informed the Board that following the application process and interview for child psychotherapy NED, Janine Sternberg and Olatayo Afuape have been appointed. JS will be joining in September and OA was hoping to join sooner. Interviews for the vice chair roles will be taking place in the next couple of weeks.

## **11.Dates of next meetings: 28/5, 23/7 (and to confirm 24/9 and 24.11 and onwards meetings?)**

## **ACTION from this meeting**

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