



# ACP Board of Directors Meeting

Held on Friday, May 28<sup>th</sup> 2021 from 3.00pm to 5.30pm via Zoom

## Summary Minutes and Decisions

### AGENDA

#### 1) Present and Apologies

**Present:** Kate Robertson (Chair)  
Francesca Calvocoressi  
Sarah Gilmour  
Kath Hinchliff  
Claire Hopkins  
Jason Kaushal  
Brian Waring  
Matthew Chuard (instead of Marie Bradley)

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

**Apologies:** Marie Bradley, Anjum Iqbal, Mick Wood, Emma Whitlock.

KR welcomed to Olatayo Afuape (CAPT Non Exec Director) and Jane Elfer (Vice Chair).

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

The minutes and the summary minutes of the meeting held on Friday, 26<sup>th</sup> March 2021 were approved as an accurate reflection of the meeting.

#### 3) Annual Reports from Committees (for AGM to be held on Saturday, 10<sup>th</sup> July 2021)

KR explained that she has asked for annual reports to be more succinct this year so that all reports could be collated into one annual report. It is hoped that this format will be more accessible to members. There will be a list of thankyou's rather than thank you being listed in each report and a page outlining the events programme.

Each Director presented their report to the Board. These are the key points for each report.

##### a) Operations and Liaison Committee

*KR presented the annual report previously circulated:*

OPS & Liaison committee has changed focus. The committee will now be responsible for member engagement and member liaison. External communications will be managed separately.

There have been developments with the Regional Groups with Kate England as lead.

The 'Friends' category will be launched in September 2021 at the school's conference.

#### **b) Professional Standards (FC)**

FC will present the annual report as part of the item 4 on the agenda.

#### **c) Scientific Development Committee**

*In MB's absence, MC presented the annual report previously circulated:*

The SDC has had a successful year. Members of the committee work well together, and the committee works well with the research group.

The link with events is really thriving as the online programme has meant that we have been able to reach members in more geographical locations. Nearly 300 members have signed up to attend the first online ACP Conference taking place in June 2021.

The commissioning of the systematic review has also been particularly significant this year. SDC is in the process of commissioning a similar review for work with 0-3 year olds. The new Editor in Chief for the JCP has settled in well and is exploring issues around ethical publishing and consent.

#### **d) Training and Development Group/Training Council**

*JK presented the annual report previously circulated:*

JK outlined the difference between Training Council and Training Development Group. Training Council is responsible for the competence framework and reaccreditation of training schools. Training Development Group works alongside Training Council to help uphold standards.

Training Council has produced statements of variance to assist the Training Schools with changes to the training requirements and the move to remote teaching as a consequence of the pandemic.

Training Council and Training development group have also been instrumental in developing the minimum standards of entry for CAPT training and with the move to an HEE funded national training scheme.

#### **e) Chair's report**

*KR presented the annual report previously circulated:*

KR raised the issue of how many different groups fall outside the ACP committee structure and wondered how to make sure the work was best represented and held within the ACP.

KR agreed to reflect the different nature of the groups in the chair's report.

### **4) Workings of professional standards committee (FC)**

***FC presented the annual report previously circulated and the key areas the professional standards committee have been working on.***

FC explained to the Board the different sub-groups and activities currently being undertaken under the umbrella of the PSC:

- The Independent Practice Group works on particular issues pertaining to those who work independent practice. The Independent Practice Guidelines were updated this year and the IPG have delivered a successful series of workshops for members working in Independent Practice.
- The Ethical practice group whose role is to take on complaints is currently working on 'working across international borders' with the assistance of John Halford, solicitor.
- The Safeguarding Lead has developed a safeguarding policy for the ACP which is being presented to this Board meeting for approval.
- Accreditation of prior learning. There are currently no applications.
- The Employment Standards Group is a sub-group which focuses on issues relating to employment. The ESG asked members to complete a survey on leadership in June 2020. The data collected is being used to inform training on leadership to support ACP members in taking leadership roles.
- CPD and registration also fall under PSC, the dates for CPD and registration have been moved forward to avoid the Xmas period as a result of feedback from members. The change will also help the process run more smoothly. The CPD audit is underway. 6% of full members are audited yearly.
- Following a recommendation from the PSA, adjunctive therapies have been removed from personal statements appearing in the 'Find a therapist' directory.
- The PSC are currently developing Supervision guidelines; a standardised form for details appearing on the 'find therapist' directory and will be developing guidelines for those working with children/young people going through court proceedings.
- FC commented that the PSC has greatly benefited from on-line meetings as it has allowed for a wider participation without the previous geographical boundaries.

## **5) Governance**

### **a) Risk Register**

NW updated the Board on a change to the Risk Register: point 11 - Risks to viability of the Journal of Child Psychotherapy - had been added to the risk register to reflect substantial delays in the production of issues and ongoing concerns in relation to the ACP meeting its contractual obligations with Taylor & Francis.

NW reported that as a consequence of these issues coming to light, F & R agreed to fund a Junior Editor post which should help to reduce the delays and help with succession planning. It was noted that the JCP is vital to the academic life of the profession and is also an important source of income for the ACP.

It was also noted that there is an expectation from ACP members that they will receive 3 publications a year as part of their membership of the ACP. KR reassured the Board that regular review meetings would take place so that issues could be addressed as they arise and to ensure there is support for the editorial team.

The hard work of the current editorial team was noted. It was also noted that the current issues were systemic and historic, not linked to the recent changes in the editorial position.

**b) Return to work policy**

FC presented the 'return to work policy' developed by Louise O'Dwyer, CPD Lead, Janet Shaw, Registrar and FC. The policy was ratified by the Board.

**c) Safeguarding Policy**

FC presented the 'Safeguarding Policy' developed by Tanya Leonard, Safeguarding Lead and Helen Ritzma, IPG representative on the PSC. The policy was ratified by the Board.

**d) Standards of entry to CAPT training**

JK presented the 'Minimum Standards of entry to CAPT training which had been agreed by Training Council. JK outlined the purpose of the document which is to increase access to the CAPT training by allowing for a more modular approach and defining the number of hours of work experience for the first time.

The document included a formal statement that analysis is not a requirement of entry but is strongly encouraged for applicants.

**e) Summary of complaints (FC)**

It was reported that there is one ongoing complaint, and one new complaint received in March 2021.

## **6) Regulation**

**a) Verbal update on PSA**

NW informed the meeting that the annual report had been submitted to the PSA and that we were waiting the outcome.

The PSA have conducted a review of the accredited registers scheme which all the accredited registers were consulted on and have responded to, including the ACP. The PSA are changing their fee structure which means the ACP will have to pay £4000 extra per year but at the same time are reducing the reaccreditation schedule from yearly to every 3 years. There is a great deal of uncertainty around regulation as there is also a government consultation about regulation which the ACP has contributed to. The main issues are that there is a move towards greater simplification and there is no recognition of counselling and psychotherapy. The ACP have a sub-group looking at the pros and cons of statutory regulation which will be very helpful in informing the ACP position.

## **7) Finance**

**a) Annual accounts**

CH informed the meeting that the annual accounts for 2020 are delayed due to issues related to coronavirus. The accountants have promised to deliver the accounts by Friday, 4<sup>th</sup> June 2021 at the latest.

Due to the tight timescale for the accounts to be circulated to the membership in advance of the AGM the Board agreed that KR could take chairs action once the accounts have been properly reviewed.

**b) Feedback Finance and Remuneration Committee**

CH updated the Board on the financial position of the ACP. The overall picture is promising. The ACP is in a much better financial position than last year.

Although there was a major loss in income due to the cancellation of the ACP conference, there is a surplus due to an increase in events; refund for costs of venue for the conference and a decrease in overall costs due to on-line events.

CH informed the Board that the most sustainable development in income going forward is the events income which, it was noted, is also a way to provide something to members.

It was also noted that the good financial position of the organisation is a credit to the organisation showing rigour, attention to detail and good management of the accounts. It was agreed that this needs to be fed back to the ACP membership at the AGM.

CH went through the F & R minutes, previously circulated.

#### **Change of accountant and auditor**

Following a review of current suppliers, CH provided a potential cost saving by changing accountants and auditor. This had been agreed at F and R and needs agreement by the Board.

The board agreed unanimously to the change of accountant and auditor.

### **8) Update on developments in training**

#### **a) Developments in relation to National Training Scheme for CAPT and HEE Funding**

NW reported that HEE have provided funding for a further 25% increase in training places which we may not be able to meet this year. HEE have also provided more funding this year to be distributed between the training schools for the bursary scheme to support diversity and training in underserved areas.

In addition to this, there is additional money to support the training schools with the alignment of the curriculum to the long-term plan. It was acknowledged that the training schools will need some support in deciding how best to use this additional resource.

### **9) A.O.B.**

#### **• Acknowledging the work of the committees**

It was agreed to write to all committee members to thank them for their hard work this year. KR agreed to think about the best way to go about doing this. This is to be in addition to committee members being thanked verbally at the AGM.

It was also acknowledged the amount of work that goes into registration and how smoothly the process runs.

### **10) Dates of next meetings: Friday, 23/7, 24/09 and 24/11**