



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

Held on Friday, 15th May 2020 from 3.00pm to 5.30pm via Zoom

1. Present and Apologies

Present: Isobel Pick (Chair)
Marie Bradley
Francesca Calvocoressi
Sarah Gilmour
Kath Hinchliff
Anjum Iqbal
Jason Kaushal
Jemima Phorson
Kate Robertson
Mary Walker
Brian Waring
Emma Whitlock

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

There were no apologies.

IP warmly welcomed the new NEDs: Anjum Iqbal; Kath Hinchliff; Emma Whitlock; Brian Waring and members of the Board introduced themselves.

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

The full and summary minutes of the meeting held on Friday, 20th March 2020 were agreed as a correct record.

3. Developments under COVID-19

Following on from a paper discussed at the last Board meeting, IP presented a paper which set out the actions taken to mitigate harmful impacts of the COVID-19 pandemic on the ACP and to support the profession.

4. Guidelines to be approved by the Board

New guidelines on remote working

The board signed off the new guidance on remote working.

Adaptations to training in relation to COVID-19

The board signed off the '[Statement of Variance](#)' document written by JK which was approved by CRT and Training Development Group.

Further guidance may be necessary and is being considered by Training Development Group.

5. Governance

Risk Register of ACP including COVID-19 risks and mitigations

NW presented a review of the Risk Register in light of the COVID-19 pandemic. NW reported this was a useful exercise as it guided us in the controls and mitigations that need to be in place.

PSA Risk Matrix including COVID-19 risks and mitigations

The ACP was asked by the PSA to undertake a review of the Risk Matrix in light of COVID-19. NW presented the review which identified additional risks due to the pandemic and responses to it such as lockdown and then what controls and mitigations had been put in place. A new risk area related to working online and remotely had been added.

PSA accreditation documentation

To be reaccruited by the PSA, the ACP completes an annual review form demonstrating that the organisation meets the Standards for Accredited Registers, which include areas such as complaints handling, education and training, registration and governance. In addition, the organisation needs to demonstrate its commitment to public protection. NW had submitted this year's form and we are awaiting the outcome.

6. Finance

Finance and Remuneration Committee minutes of 01/5/20

The minutes of the Finance and Remuneration Committee are circulated to the Board for information. The committee meets every 2 months ahead of the board. The minutes were noted by the Board.

Budget 2020 – impact of COVID-19

JP introduced a review of the budget which took into consideration the impact of COVID-19 on the organisation. Overall there is a small positive impact on the budget:

Proposal regarding investment of ACP reserves

JP presented a paper considering a range of alternative options for the investment of further amounts from the reserves. It was suggested the ACP should devise an investment strategy which defines the agreed goals for using the reserves to support and develop the ACP. This would help guide the decision made by the Board.

7. Annual Reporting

• **Board's Annual Report and Annual Reports of other committees**

All the annual reports were agreed subject to changes.

• **Virtual AGM on Saturday, 27th June 2020**

All members of the Board included NEDs are invited to attend.

• **The Board approved IP's request to ask ACP members to vote on the following resolution:**

"That the standard title for members of the ACP should be changed from "Child Psychotherapist" to "Child and Adolescent Psychoanalytic Psychotherapist"

This title would enable us to distinguish ACP child psychotherapists from other practitioners using the title of Child Psychotherapist.

8. Scientific Development

Review of Journal

MB presented a paper previously circulated which addressed the current functioning and scope of the JCP, including financial issues and the future development of the journal.

The Editor in Chief and the Assistant Editor have greatly improved the management of the JCP and are considering what the members are looking for and the profession needs. Their aim is to widen the scope of the journal including creating dialogue with people abroad.

MB and the Editor and Production Manager of the journal were commended for the enormous progress made in the management of the journal.

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

There was no further business recorded.

10. Dates of next meetings: 24/7, 25/9, 27/11, 22/1/21, 26/3, 28/5, 23/7

The July meeting which had been changed to the 17th July 2020 will now be held on 24th July as originally planned.

Following the new appointments of NEDs, the Scrutiny Group will reconvene. The group meets from 13:30-14:30 before each Board meeting.

11.AOB

There was no other business recorded.