



ACP Board of Directors Meeting

Friday 24th September 2020 from 3.00pm to 5.30pm

Summary Minutes and Decisions

1) Present and Apologies

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

In attendance: Jessica Jarmon (minutes); Nick Waggett, Matthew Chuard (Deputy Director Scientific Development)

Apologies: Emma Whitlock

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

Minutes & summary minutes approved.

3) Regulation

a) PSA Review of Accredited Registers

Further to discussions at previous Board meetings about the regulation of child and adolescent psychotherapy we have now submitted an initial response to the Professional Standards Authority's consultation on the Strategic Review of the Accredited Registers Programme.

b) SCoPEd

The aim of SCoPEd is to agree a common set of baseline training requirements, competencies and scope of practice for the psychotherapy and counselling professions, currently for adults, but this includes ACP members as we work with up to age 25.

As recommended, the Board agreed that the ACP should join the Scope of Practice and Education (SCoPEd) project to develop shared standards for counselling and psychotherapy with individual adults.

4) Update on developments in training

a) Developments in relation to National Training Scheme for CAPT

The National Training Scheme was secured in March, with salaries and other employment related costs agreed. The 25% increase in places has been implemented, with a lot of hard work by Training Schools. Work has now started on other elements of the funding package – Training School fees, analytic fees, alignment of the CAPT curriculum with the NHS Long Term Plan and access routes to the training. It is hoped that these will be agreed in time for implementation in 2021.

5) Governance

a) Risk Register of ACP

At the meeting in July 2020 the Board requested changes to be made to the process of identifying and managing risks to the organisation in order that the Board could better conduct its role of oversight and be informed to take decisions where significant changes to the risks facing the organisation had been identified. NW introduced a paper setting out the changes made to the Risk Register and the processes for monitoring risks going forward. The Risk Register will be discussed in the exec group meeting before each Board meeting so that Risk Managers can identify changes to risk and measures for mitigation. These will then be entered into the register for the Board to consider.

The Board noted the updated Risk Register and approved the process for review going forward laid out in the paper.

b) Proposal from Scrutiny Group re monitoring specific risks

KR introduced a paper with proposals from the Scrutiny Group. This had recently reconvened and decided as its first task to review the recommendations made in the Scrutiny Report presented to the Board in January 2020. All the recommendations or suggestions had been followed up since the report was presented. Two proposals had resulted from more recent discussions about the report:

1) Complaints

The report found that the complaints process was robust and identified no concerns in the way complaints were handled and processed within the ACP. However, given the risk posed to the financial security of the ACP by litigious complaints and the importance of monitoring complaints for the protection of the public, the Scrutiny Group felt that the process of making the Board aware of complaints during the year should be formalised.

The proposal, which was agreed, is that the Board should be made aware at every meeting of any new complaints; a summary of outstanding complaints; and complaints resolved. The seriousness of complaint should be indicated and the likely pathway through the complaints process.

2) Independent Practice on Board agenda

The Scrutiny Group also recommend that Independent Practice is a more regular item on the Board agenda (with the option of someone from the Independent Practice Group attending). There was a consensus that it is important the Board is knowledgeable about and understands the issues facing members in independent practice and that members in independent practice feel that the ACP Board is familiar with any issues.

It was noted that issues in relation to independent practice come to the Board via Professional Standards Committee and Ops and Liaison, and IPG is represented on both those committees, but that independent practice would be on the Board agenda regularly as well.

c) PSA re-accreditation

NW reported that the PSA have let us know that the ACP has been re-accredited. There are a few recommendations which will be formally reported to the Board in November after their report has been published.

6) Finance

a) Report from Finance and Remuneration Committee 18/9/20

This was presented by JP. The report was noted.

b) Policy on reserves

JP, BW and NW had written a policy outlining how the ACP's reserves could be managed going forward. The aim is to give a framework defining the principles governing how we approach the reserves and for making decisions about how to use and invest the reserves. It was clarified that this policy applies only to "long term reserves" (as reported in the annual financial accounts), not to "working capital" (the funds used each year to pay the operating costs of the ACP).

With regard to the further funds identified in the report as needing investing a number of issues were clarified and the proposal approved.

7) Mid-year review of 2020 business plan

NW presented a chart showing an assessment of what progress has been made against the plan. In a separate paper, key developments were noted and an assessment of challenges going forward was presented to inform the development of the ACP's strategy and Business Plan for 2021.

The Board noted the review of the 2020 Business Plan and agreed that the challenges set out should inform the ACP's long-term strategy and Business Plan for 2021.

8) Strategic objectives for the ACP

NW introduced this paper on the development of strategic aims for the ACP and the profession, which will inform the business plan for 2021. The organisation has moved on, the threat to the funding of the training has been resolved for the time being: it is a good time for a thorough review.

The Board discussed the aims and a number of changes were suggested. The process going forward would be for the Exec Group to work further on the strategic aims and then for the final draft to come back to the Board for approval in November.

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

a) Professional Standards

FC presented the CPD Report

Members of the Board commented on the level of detail in the report and wondered if a more general anonymous version should be put together for the website as it should be publicly accessible.

10) Thanks to Mary

The Board joined IP in thanking Mary for her many years of committed service to the ACP, and wished her luck for her future plans. Mary was Editor of the Journal, Chair of Membership Committee and then Director of Professional Standards at the critical time that the ACP was first accredited by the PSA. She has been an important member of the Board and will be missed.

11) Dates of next meetings: 27/11, 22/1/21, 26/3, 28/5, 23/7