



## Minutes of the ACP Board of Directors Meeting

Information for members about the ACP Board meeting held on Friday, 25th January 2024.

The ACP is governed by the Board of Directors in accordance with the Rules of the Association and is accountable to the membership through the AGM and regular communications.

The Board meets quarterly and after each meeting we send a summary to members to keep you up to date with developments.

### 1. Present:

Lynne Taylor, Chair of the ACP (until 15.45)  
Kate England, Director of Community Matters  
Sarah Gilmour, Lay Non-Executive Director  
Jo Goldsmith, Director of Professional Standards  
Kath Hinchliff, Lay Non-Executive Director  
Claire Hopkins, Director of Finance  
Anne Hurley, Co-Director of Training (from 16.00)  
Anjum Iqbal, Lay Non-Executive Director  
Janine Sternberg, CAPT Non-Executive Director (from 17.00)

### In attendance:

Liz Bodycote, new NED (Observer),  
Graham Hallows, new NED (Observer) (until 16.00)  
Christine Robson, new NED (Observer)  
Tessa Trabue (Minutes)

**Apologies:** Olatayo Afuape, CAPT Non-Executive Director

### 2. Hellos and goodbyes

Lynne started the meeting by welcoming everyone to the Board meeting. A round of introductions was made, with the new NEDs Liz Bodycote, Graham Hallows, Christine Hallows giving some background about themselves.

Lynne confirmed that it was the last Board meeting for Anne Hurley, Sarah Gilmour and Kath Hinchliff, and that Anjum Iqbal would be stepping down in May.

### 3. Minutes of previous meeting

The minutes of ACP Board meeting 20<sup>th</sup> October 2023 were accepted as an accurate record.

### 4. Recruitment

#### a. CEO

Claire will be starting her new role as CEO on Thursday 14<sup>th</sup> March. Some of her first tasks will

be to work on job planning, line management, appraisals with the Operational Team and making sure resources are where they need to be.

b. Non-Executive Directors

In addition to welcoming Christine, Graham and Liz at the meeting today, Lynne confirmed that two more NEDs will be joining the Board in the spring.

c. Director of Training

Jessie Woods will be starting in her new role on Friday 9<sup>th</sup> February, and Anne has ensured that there has been a good handover.

d. Deputy Director of Training

Lynne is currently working on the recruitment for this vacancy.

e. Director of Finance

As Claire is shortly moving into the CEO role the SMT are working on the recruitment for a new Director of Finance. The Board considered if the recruitment for this role should be advertised more widely to non-CPTs in order to ensure a pool of applicants with a strong finance background. In the end it was agreed to advertise widely, and if the successful candidate was a non-CPT then a rule change could be instigated.

It was agreed that Claire will draft the job description and bring to SMT for approval. The job will then be advertised in February with any further decisions needed about appointments brought back to the Board at the April meeting.

f. Vice Chair

This post will be advertised shortly.

g. Director of Scientific Development

This post will be advertised shortly.

Lynne closed the recruitment updates by formally thanking the Operational Team for their hard work during the busy recruitment period over the last few months.

## 5. Diversity Work

a. Diversity & Equality Working Group (DEWG) update

Lynne and the DEWG have been working together to find a mutually convenient time to meet. It was agreed that Lynne and Claire would urgently try to find a time to meet with the DEWG to review the function of the group and how it can be integrated more into the ACP. Lynne added that she is keen to see EDI embedded across the organization more widely.

Lynne updated that CAPT Non-Executive Director Board Member Olatayo Afuape is very keen to start a piece of work on EDI within the ACP, and that one of the other Lay NEDs will be focused on this too.

b. Meeting with pre-clinical leads

Lynne and Anne were unable to find a compatible time to meet with the pre-clinical training leads about the EDI report by Jemina Phorson and Rachel Abedi so Lynne will continue to work to get this into the diary.

## 6. Proposed change of Rule 9 – Jo Goldsmith

Jo said that the current ACP Rule 9.6 states that the privileges of membership will be withdrawn if members are in breach of meeting their CPD requirements, with members given 90 days' notice before they are removed from the register. The Professional Standards Committee (PSC) discussed that 90 days is a long time for a member to be on the register that either hadn't paid

their fees or successfully completed their CPD, and that this raised safety concerns for ACP members, the public and the profession. The proposal from the PSC is for a rule change to reduce the 90 days to 20 days' notice. Jo added that if a member had extenuating circumstances, such as illness, bereavement, etc, then this could be discussed with the Registrar. The proposal was being brought to the Board to consider after having been agreed by the Executive Group. After a short discussion, the Board agreed to the proposed change, and that this will go to the AGM for final approval.

## **7. Finance – Claire Hopkins**

Claire gave a summary of the current financial position and update on the matters below.

### **Premises**

One of the biggest outgoings is for the premises. Further to the discussion around this at the October Board meeting, Claire subsequently researched four other nearby office providers and brought these quotes to the meeting for discussion. Comparing the quotes to the current office costs, and also taking into account all the recent and ongoing changes in the organisation, and the time and stress an office move would place onto the Operations Team, the Board agreed that it was not the right time to move office.

### **Accountants**

Another large outgoing is for the accountants, and further to the discussion at the last Board meeting Claire gathered quotes from other accountants and presented these to the Board. Claire added that a change to some of these accountants would also involve switching to a new accountancy system, which would take considerable work by the Business Manager. After a brief discussion, it was agreed that the current accountants, Wyatt and Co, offer the best value for money and that no change should be made.

### **Millertech update**

In 2023 the ACP had put a large investment into upgrading the outdated Case Management Record (CRM) system. This work was done by Millertech over the last year (with assistance from the Business Manager, Jessica Jarmon) and the new CRM was launched in Autumn 2023. Claire explained how the new upgrade was much more useful for the Operational Team, and user friendly for the ACP membership, for example by now allowing the option of payment by installments. Claire added that to date 42% of the registered members had chosen to pay by installments, which should have a very positive impact on lessening the workload of the Operational team.

At the October 2023 Board meeting concerns were raised about the high number of bugs being reported by members during the membership renewal period, and the Finance & Remuneration team was asked to investigate if the ACP had received good value for money for this project. After re-examining the contract further, speaking to the contractor at Millertech, and meeting with Jessica Jarmon, Claire concluded that many of the reported bugs were unavoidable and could not have been picked up before the launch, despite the vast amount of testing done. In terms of the extra charges, the initial contract only costed in the major changes needed so the extra costs were necessary to complete the work. Claire concluded that overall Millertech had gone above and beyond in supporting the production and implementation of the new system, including helping to sort out bugs after the launch. Claire asked if the Board was happy to support the extra costs in light of her findings and the Board agreed.

### **Investments**

Claire presented the returns received on the investments made in 2019 which were detailed in the Evelyn report. Overall, the investments are doing well. Concerns were raised again about ethical investments, greenwashing and ESGs, and if the ACP was confident about where the money was being invested. Claire said that she has met with Evelyn about ethical investments and they confirmed that they try to invest ethically wherever possible. It was suggested that ethical

investing is specified as a criteria in any future or revised investment contracts the ACP.

### **Contracts**

Another source of income for the ACP are the royalties received from the Journal of Child Psychotherapy. The contract with Taylor & Francis finished at the end of 2023 and has changed to a rolling contract. Taylor & Francis want to change the terms of the contract by a significant reduction in their upfront payment, and Claire confirmed that despite the change she is confident that this change will not impact the amount of monies received overall. However, a new addition by Taylor & Francis to the contract specifies an additional publication from the Journal, which may not be achievable and Claire will discuss this further with the Editor before agreeing the contract.

### **Human Resources**

There has been ongoing work to develop a more robust recruitment policy which will include improving equality and diversity issues, reasonable adjustments in regard to working from home and resources, data protection training, and GDPR in relation to communication between members. Contracts and handbooks for new volunteers and NED's have largely now been issued. Work is also underway to make best use of the HR system Breathe to act as central point for all HR related issues. Claire added that F&R has also done a lot of work on the PSA Standard 9 system around EDI.

### **Accountancy**

The presented 2024 Budget overview was based on the financial position as of August 2023, as due to the busy period over the last few months the 2024 management accounts have not yet been finalised. Since the last finance presentation it had been discovered that the income from royalties had not been factored into the budget, which has reduced the 2024 deficit significantly to £32k. With several significant roles still vacant (Vice Chair, CEO, etc) there will be some underspend as well. The new CRM system will require some additional funds, but apart from that there were no other major changes since the budget was last presented.

Anne raised a potential conflict about the ACP being both a training provider and also a professional body, and around regulating the Training Schools and also potentially being in competition with them by also providing that training, so there needs to be careful selection of the kind of training events that the ACP provides to increase revenue. Kate confirmed they will be thinking about that in terms of planning events, along with the general communications policy and internal review, ensuring that key messages are identified and what the primary tasks of the ACP are.

## **8. Governance**

### **Risk register – Claire Hopkins**

Since the last meeting, there was an increased risk of the ACP not maintaining financial viability, due to the necessity of having increased paid roles, in order to address the pressures on the ACP. The upcoming Organisational Review will need to address the imbalance in workload and resources.

The small size of the organisation was another key risk – the Operational team had been enormously squeezed in recent months. Limited capacity and a growing number and range of tasks could also impact on the ACP's ability to deliver against key agendas or functions, and this risk had greatly increased due to the number of vacancies and the imbalance between the demands on the ACP and available resources. There had been a big recruitment drive to fill key posts over the past few months, but further action was needed on recruiting members to key roles, increasing diversity, and identifying skills gaps. The Board noted the urgency of putting together a Business Plan for 2024, which would be key in terms of informing the Budget, and the Events programme, and Claire together with SMT agreed to start drafting this.

A risk to capacity to train CAPT workforce was also identified, as some Training Schools are

under a lot of requirements and financial pressure to expand training places. Anne said the risk was likely to increase in regard to 25% growth as outlined in the NHS Workforce Plan which is going to be hard to deliver by training schools; if this is not met, there is a further risk that NHSE will commission child psychotherapy trainings that are not regulated by the ACP. However, the recruitment of the ACP Training Development Lead (funded until March 2026) should help mitigate this risk and the postholder Dr Mel Serlin was working hard on addressing these obstacles. Anne added that there were regular fortnightly meetings between the CEO, Training Director, Training Development Lead and NHSE which have been especially useful in penetrating NHS structures.

Jo flagged an ongoing complaint for which a solicitor has had to be employed – currently a medium risk but is adding to costs. After some discussion it was agreed that the term ‘legal costs’ should be used instead of ‘litigation costs’. Claire also agreed to look into whether the insurance the ACP has would cover a major legal challenge.

The group discussed the risk around loss of membership support for the ACP, currently set as a medium. There was an increased concern around this, especially in relation to those who work in independent practice. Jo said one of the main issues is that they can’t get VAT reductions as the ACP doesn’t have a protective title. The PSA and ACP have been taking this very seriously and trying to address this, but the IPG remain concerned. The need to respond to the PARN member surveys was also flagged. The Board agreed to raise this risk to high.

Kate said that work force development had come up as a frequent theme in the National and Regional group forums - some of the members with leadership roles within the NHS wished to have an active role in helping the ACP develop and contribute to the wider work force development plan. Kate said that this had been discussed in SMT and they will be letting these members know how they might be involved in the more strategic development of this, acknowledging the difficulties around this given the different needs of various geographical areas. Kate said that they have also identified they need an updated ACP communications policy. Christine requested information about the work force development. Janine mentioned that there are four papers in Nick’s handover notes which are briefing papers: Refugees, Schools, Looked After Children, and Hospital Work which are ready to go to government ministers when there is a change of government. Christine and Lynne agreed to meet with Christine to discuss her offer of getting in contact with politicians around these issues and to send her the papers.

### **Summary of complaints – Jo Goldsmith**

There are no new complaints. Regarding the two outstanding complaints, Jo is working to resolve one as the new Chair of Ethical Practice has a conflict of interest, and the other one has been handed over to a previous member of the Ethical Practice Group.

## **9. ACP Climate Change Group report**

The report had been circulated for the Board’s information and the feedback from the group was very positive. Jo said that some of the requests in the report were operational and should go to Executive Group to discuss how they could be implemented, and then be brought back to the April Board for discussion and decision.

Liz had worked on the report and said that the group would like to change their name from the “Climate Change Group” to the “Climate Emergency Group” and asked if this could be agreed. The Board approved this change.

## **10. AOB**

### **Independent Practice Group (IPG) letter**

Kath proposed a meeting with Lynne, Claire and the Independent Practice Group to talk through the issues in the letter and to agree an action plan. After discussion, the group agreed that this meeting, with Janine and Jo also joining, would be helpful.

### **Update on Organisational review**

Claire said there is a date booked on Friday 22 March for an all-day in person meeting at the Canopi offices to do a mapping exercise to identify the organisation's strengths/weaknesses.

### **Honorary Friends Membership**

Kate explained that the Honorary Friends membership is for any non-CAPT professional who has been actively involved in supporting the profession: for a reduced subscription each year they get a Friend's membership, access to the Journal of Child Psychotherapy online, and a reduced fee to appropriate events. The SMT has recommended that Nick Waggett is appointed as an Honorary Friend, so that he will still be involved in the organisation. The Board agreed to this proposal. The SMT will send a letter to let him know.

Claire and other Board members said a warm goodbye to Anne, Kath and Sarah, noting what a pleasure it had been to work with them and how much they would be missed. KH responded mentioned what a hard twelve months it had been for the organisation and wished the profession well.

**11. Date of the Board next meeting:** Friday 26<sup>th</sup> April 2024