



ACP Board of Directors Meeting

Held on Friday, 23rd July 2021 from 15:00 to 17:30 via Zoom

Summary Minutes and Decisions

1) Present and Apologies

Present: Kate Robertson (Chair)
Francesca Calvocoressi
Marie Bradley
Kath Hinchliff
Anjum Iqbal
Jason Kaushal
Janine Sternberg
Brian Waring - joined at 16:30 until end of the meeting
Mick Wood

In attendance: Jessica Jarmon, Business Manager (minutes); Nick Waggett, CEO

Apologies: Olatayo Afuape, Sarah Gilmour and Claire Hopkins.

KR welcomed Janine Sternberg as a new CAPT NED. Members of the committee introduced themselves.

Leslie Ironside, Lead of for the Independent Practice Group will join the September Board meeting instead of the July meeting.

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

a) Summary Minutes

The minutes of the meeting held on Friday 28th May 2021 were approved as an accurate record of the meeting with the following correction:

- Olatayo Afuape and Jane Elfer were also present.

b) Summary Minutes

The minutes of the meeting held on Friday, 28th May 2021 were approved as an accurate record of the meeting with the following correction:

- Olatayo Afuape and Jane Elfer were also present.

3) Workings of Training Council/Training Development Group

JK was invited to present the work of the Training Council and the Training Development group. He gave an overview of the training council and training development group which included the following points:

- At the heart of training council is the management of training standards and how these are defined in the QAF. The QAF is a living document as it has to be constantly updated: for example, currently the QAF is being updated in relation to remote working and diversity
- The Training Council manages the regular cycle of the training schools' re-accreditation by an independent panel.
- There are 2 sub-groups that sit under Training Council:
 - Training Analyst sub-committee led by Nina Wessels
 - Training Registration Group led by Kate Purdy

4) Governance

a) PSA re-accreditation review

NW informed the Board of the successful re-accreditation of the ACP by the Professional Standards Authority for the period June 2021 to June 2022. There are only two recommended actions.

NW drew attention to other key points from the review:

- the ACP would undergo a full assessment against the Standards within the next three years (rather than yearly).
- In the PSA revised Standards, the inclusion of a new Standard 1b relates to evidence that the work undertaken by registrants is of public benefit, and that benefits outweigh potential risks.

b) Supervision policy

FC presented the 'Supervision Policy' document developed by a working group including FC, Louise O'Dwyer, MB and Janet Shaw, Registrar and ratified by the Professional Standards Committee.

FC explained that the policy arose from thinking about how to maintain standards in an equitable and impartial way especially when considering supervision requirements: what it entails to be a supervisor, how a supervisor gets to know the work of the supervisee and what a supervisor's role is in term of CPD.

The policy is only relevant to Full Members (qualified) as supervision of Trainees Members is the responsibility of the training schools. The working group on the supervision policy hoped the ACP would consider this as a first step, moving towards offering seminars and even training as part of the requirements to becoming a supervisor.

Following discussion it was agreed that further changes were required and that the policy would be considered at the next Board meeting.

c) GDPR/HR policies update

NW updated the Board on the progress with GDPR/HR policies. The ACP has commissioned an HR and GDPR expert to help work on these. There have been delays but it is now moving forward.

d) Summary of complaints

FC presented the summary of complaints provided by Jo Goldsmith, Chair of the Ethical practice Group. These were noted and the Board thanked JG for providing the summaries.

e) Risk register

NW invited the Board to note the following actions in relation to identified risks to the organisation:

- *7.Risks associated with failure of suppliers*

Following the agreement of a contract with a new provider of accountancy and bookkeeping services and an ongoing review of other contracts this risk status has been changed to decreasing though the residual risk remains at 6.

9. Risks of ACP failing to act lawfully

Processes are in place to review HR processes and implement a new staff handbook and policies with the support of outside consultancy. Outside support has also been requested in relation to data protection policies. Risk levels remain as previously until these pieces of work are completed.

11. Risks to viability of the Journal of Child Psychotherapy

Following agreement to fund a fixed-term Assistant Editor post to support the workflow of the JCP plans are now in place for the publication dates to be back on track by the end of the year. Progress is being followed with regular reviews with JCP

Board members commented on the significant achievement for the ACP in having no 'red' risks, given the pandemic.

5) Regulation

a) Statutory Regulation/PSA update on working group

KR updated the board on the progress of the working group looking at Statutory Regulation/PSA. There have been 4 meetings so far, which have highlighted the complexities that need to be considered. The next step is to produce a report which will outline the pros and cons of both staying with PSA and pros and cons of statutory regulation. This will need to go to the membership before a final decision is made.

It is unclear if statutory regulation would protect the title in the way we had thought it would and it is unclear if the government would support more organisations coming under the statutory regulation umbrella but there may also be other options going forward and it is crucial ACP is prepared.

6) Finance

a) Minutes Finance and Remuneration Committee and financial overview

The financial reports were circulated in advance of the meeting. In CH's absence, KR gave a brief overview of the ACP's position. The ACP is currently in a good financial position, with a reasonable surplus anticipated at the end of the year and investments which are currently rising.

The Finance and Remuneration committee minutes were circulated ahead of the meeting. The committee had decided that the issues around direct debit payments were complicated and that the F& R committee would benefit from a meeting with the accountants to explain the issues in more detail.

b) Membership Fee Increase 2022

Given the pandemic and the members having such a challenging time, the Board agreed not to increase the membership fees for 2022.

7) Business Plan Mid-Year Review

The Executive Group reviewed the Business Plan to identify progress against objectives. This was contextualised by an understanding of the increasing demands on the ACP and limited resources so the focus of the review was to identify items that could be delayed or postponed in order that sufficient resources were available for those objectives agreed as being priorities. This connects to the paper on a wider organisational review. Further work on resource implications needs to be done.

It is proposed that each committee reviews this version of the plan at their next meeting to inform their ongoing work plan and the proposed prioritisation. This should include an assessment of available resources and whether these are sufficient or need to be supplemented.

An example was given, of working on updating the code of ethics and the QAF competencies to reflect Diversity would be a step forward in itself.

8) Proposed organisational review of ACP

The paper on the organisational review of the ACP was circulated in advance of the meeting. The paper was prepared with the assistance of Brian Waring following meetings with KR and NW. The paper recognises that the ACP and its functions have undergone considerable growth and development in the previous 5 years. These changes have resulted in additional workload on already limited resources within the ACP, causing stresses in the system.

The paper proposes a basis for a review of the ACP organisational structure, roles, and responsibilities across employees and all other positions including volunteers.

The intended output is a proposal for the ideal structure for the ACP going forward and aligned to a review of job descriptions, remuneration etc.

The Board agreed the plan going forward and the funding of an external resource to support this work.

9) Diversity work

a) Memorandum of Understanding on Conversion Therapy

KR introduced a paper from the Diversity and Equality Working Group which provided background on the Memorandum of Understanding (MoU) on Conversion Therapy for Lesbian, Gay, Bisexual and Transgender People and requested consideration of whether the ACP should join the coalition of organisations who are campaigning for conversion therapy to be banned by the government. The document set out that the ACP is against conversion therapy and highlighted some of the complexities of the issues in relation to children and young people.

There was agreement from the Board that this is a complex decision but on balance the ACP would be better placed to support members to protect children and to support the provision of child psychotherapy if it was part of the coalition.

The Board was also supportive of the ACP 's involvement in the Cass Review and in setting up a clinical supervision group.

b) ACP Diversity training/consultation

KR presented a proposal by Gillian Neish for a half day workshop to facilitate discussions to explore racism, unconscious bias and the implications for relationships at work for the Board and Staff Team.

The aim will be for participants to develop a shared understanding of the systematic nature of racism and its impact on individuals, their behaviour and relationships at work. Participants will also have the opportunity to consider their own power and to challenge power inequalities and promote a culture of inclusion both internally and as a regulatory body.

There was general support for this at the Board and it was agreed that KR & NW take this forward.

10) AOB

KR invited MB to present the working of the Scientific Development Committee to the Board at the next meeting taking place on Friday, 24th September 2021.

11) Dates of next meetings: 2021: 24/9; 26/11

2022: 28/1; 25/3; 27/5; 22/7; 22/9; 25/11