



# Terms of reference for the Scientific Development Committee

## Functions and Role Descriptions

### 1. Background

The Scientific Development Committee (SDC) of the Association of Child Psychotherapists (ACP) first met in December 2017. It was commissioned based on the thinking about the changing structure of the organisation of the ACP led by the Board of the ACP with the duty of developing, monitoring and maintaining the standards of practice of child and adolescent psychotherapists. Within the new structure of the ACP the Directorate for Scientific Development will be responsible for all matters relating to generating resources for the professional development of child psychotherapists, and for promoting good standards of research, dissemination of research and learning.

#### *The Scientific Development Committee has four functions:*

- Providing a lead for the scientific work of the ACP in order to support the development and reputation of the Profession.
- Ensuring that research is communicated effectively: embedded in the work of child psychotherapists and brought to the attention of commissioners, managers of services, policy makers and the public. This will involve liaison with other parts of the ACP involved in policy and communications work.
- Development and oversight of scientific events, e.g. the annual conference and also one-off events, creating an environment that enables learning and engagement for the profession, other mental health professionals and for commissioners, managers of services, policy makers and the public.
- Support for the Journal by ensuring good communication between the editorial board of the Journal, the SDC and the Board and encouraging cross-fertilisation of ideas and projects between the different constituencies of the SDC. Ensuring an annual review and also liaising with the treasurer in respect of contracts with publishing bodies.

### 2. Sub-groups/Individuals with specific responsibilities

The functions and responsibilities of the sub-groups for the Scientific Development Committee are as follows.

#### *The Research and Audit Development Group*

- Take guidance from the Board of Directors as to priorities in research and development within the profession.

- Bring to the attention of the Board and make recommendations on issues relating to research and its importance to the professional development of Child and Adolescent Psychotherapists.
- Ensure that there is good communication between Training Council and itself in relation to research projects being developed by child psychotherapists in training and those in professional practice so that membership is up-to-date with current research projects and outcomes.
- To liaise with all committees and groups within the ACP as well as externally with working groups, associated universities, parliamentary groups and other organisations as appropriate.
- Support members to increase their engagement with both qualitative and quantitative research, and evidence-based practice, in psychoanalytic child psychotherapy and child and adolescent mental health and promote a research culture within the ACP.
- Promote public knowledge of ACP research.
- Provide mentoring and support for any research assistants employed by the ACP.

### **Journal Board**

This is led by the Co-Editors of the Journal and through them advises the SDC on all matters relating to the Journal.

### **Programme Planning Groups**

The programme planning function is a shared task of the SDC and the ACP Events and Development Manager. Committee members will advise on and contribute to programme planning and the SDC may authorise working groups to develop and plan specific events such as the annual conference, to which additional members may be recruited.

Programme planning tasks of the SDC and the groups it authorises will include:

- To liaise with the membership, events and development manager, other committees of the ACP and the Board to assist in planning a programme of events for members, ideally both short-term and long-term planning.
- To advise on the topic and programme for the annual conference of the Association of Child Psychotherapists.
- To support working groups tasked with organising particular events, as required.
- To assist in coordinating the call for papers and selection of papers for the annual conference in conjunction with the Events Manager.
- To support the development of events and programmes which promote the psychoanalytic model of working with children and families and the profession of psychoanalytically trained ACP registered child and adolescent psychotherapists.

### **Supported Clinical Networks**

These will be identified by the SDC in collaboration with the Events and Development Manager and CEO. Where appropriate, a representative of the network will be co-opted onto the SDC.

### **Other working groups**

The SDC may authorise additional working groups to undertake specific tasks or developments within its remit.

### **EFPP Representative**

The ACP is a member of the European Federation for Psychoanalytic Psychotherapy in the Public Sector. It appoints a representative to ensure that the ACP plays a full and active role in this organisation. This representative will provide feedback to the Board through the Scientific Development Committee and be the person responsible for liaison between the two organisations. The functions of this role are:

- To attend events and contribute to discussions arranged by the EFPP.
- To liaise with EFPP delegates in Europe to ensure that when issues arise for ACP members working in a member country of EFPP, they are offered support where possible and to be available to talk to EFPP delegates about the ACP perspective and how it can support EFPP members working in their own countries.
- To liaise with delegates of other UK sections of EFPP, e.g. Adult or Couple and Family delegates to discuss joint response from the UK to issues arising where appropriate and to ensure that there is good communication between the sections in UK and at delegates' meetings.

## **3. Composition**

### ***The composition of the Scientific Development Committee is as follows:***

- Director of Scientific Development: appointed by interview who will chair the committee for up to 4 years.
- Deputy Director of Scientific Development; elected in good time to support the Director and with a view to taking on the Director role through subsequent interview.
- Leads for each of the sub-groups or representatives.
- Two elected Members of the Association.
- Up to four lay members.
- Any member of ACP staff employed with a remit to develop or support research projects and development and events management.

The Scientific Development Committee may co-opt additional Child psychotherapist members for specific tasks.

## **4. Role descriptor for Director of Scientific Development**

### ***Key responsibilities of the role:***

- Set agenda and chair bi-monthly meetings of Scientific Development Committee.
- Report to ACP Board.
- Draw up a budget for scientific development work (with the Treasurer and the Events and Development Manager) and monitor spending against this during each financial year.
- Ensure that the ACP and its members meet PSA standards in relation to the scientific development of the profession.
- Carry out correspondence as required.
- Attend meetings of the Board of Directors 6 times per year.

- Report annually to ACP's Annual General Meeting on the work of the Scientific Development Directorate.
- Attend Annual conference of ACP.
- Set up working groups as appropriate to address issues of relevance to scientific development and research.
- Together with members of the Board, draft changes to rules and procedures related to research protocols and publishing, as approved by the Board.

### **Responsibilities relating to oversight and liaison:**

- Oversee the work of the sub-groups of the Directorate of Scientific Development to ensure that they are meeting any priorities set by the Board.
- Ensure good communications with other parts of the ACP to ensure that the work of the SDC is part of a coherent programme of work across the organisation, and to ensure effective communication with members about the SDC and to secure their involvement in it.
- Oversee the process for recruitment of new members of the Scientific Development Committee, including election of CAPT members and co-option of lay members.
- Oversee the process by which documentation on research and information about events and conferences are kept up to date on the ACP's website, along with information of interest to members.
- Liaise with Director of Training to create directory of research projects being undertaken by trainee members, and with academic centres for those undertaken by qualified members.
- Liaise with other parts of ACP and outside bodies to develop and promote new ideas relating to the research and professional development of CPTs.

## **5. Core competencies of all members of committees and groups within the Scientific Development Directorate**

### **The core competencies for all members include:**

- A good understanding of current research issues and a willingness to learn and develop.
- The ability to contribute to strategic direction;
- The ability to explore accountability of self and others;
- The ability to take an independent, unbiased and objective view;
- Awareness of and commitment to diversity and inclusion;
- The ability to listen and communicate effectively;
- The ability to examine evidence/complex documentation;
- The ability to work effectively as part of a team;
- The ability to inspire confidence and support amongst stakeholders;
- The capacity and skill to understand the priorities of stakeholders.

## 6. Term of office

The term of office for all members of the Scientific Development Committee is up to four years. In order to establish continuity as it is being set up, some members may serve up to four years and others only two years so that within three years we have a system where changes to the membership are staggered.

## 7. Frequency of meetings and commitment to the role

Meetings of the Scientific Development Committee are every two months on the second Friday of the month.

### *There is an expectation:*

- of strong commitment to the role for all members;
- of regular attendance at the meetings;
- that members will have read meeting papers in advance in order to be able to enter into discussion about them;
- that all matters relating to the meetings will be kept confidential;
- that any member will become an active member of a sub-group or working group if needed;
- that any member will undertake training if needed.

No committee member can act on his or her own on matters relating to the Scientific Development Committee as a whole without reference to the Director of Scientific Development as to whether this needs to be brought to the whole committee.

Together with the ACP Board the Scientific Development Committee will review its own effectiveness annually, the review to include whether the size and structure is fit for purpose and whether its members have the necessary skills.

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