



Meeting of the ACP Board of Directors Meeting

Held on Friday 27th November 2020 from 15:00 to 17.30 via Zoom

Summary Minutes and Decisions

1. Present and Apologies

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

In attendance: Matthew Chuard, Jessica Jarmon (minutes); Nick Waggett

Apologies: Anjum Iqbal and Emma Whitlock

2. Minutes

The full minutes & summary minutes of the meeting held on 25th September 2020 were approved.

3. Appointment of Claire Hopkins as Director of Finance and other recruitment news

IP congratulated CH on her new role as Director of Finance on the board starting from January 2021.

In relation to the appointment of a new Vice Chair, it was recognised that the demands of the role may be quite a lot for an individual to take on. It was therefore agreed to make this a joint post and for the cost of this to be included in the budget for 2021.

4. Regulation

a) PSA Review update

NW updated the Board on the strategic review of accredited registers being undertaken by the Professional Standards Authority. The ACP had met with Alan Clamp and others from PSA to give them an idea of the particular risks and issues involved in the regulation of CAPT. The case was made for counselling and psychotherapy to be statutorily regulated. The PSA Board was due to meet to make a decision on recommended changes, and they will consult all the accredited registers after that.

b) PSA re-accreditation – recommendations and action to address these

NW reported on the successful re-accreditation of the ACP by the Professional Standards Authority and the recommendations.

The accreditation, for the period of 20 June 2020 to 20 June 2021, came with 4 recommendations. These 4 issues need to be implemented by submission of annual renewal documentation. Next accreditation process starts in April 2021 and our response needs to be in place to sign off by the board meeting in March.

5. Update on developments in training

a) HEE targeted funding of pre-clinical course

Health Education England had let the ACP know that they had successfully bid for money to support students doing pre-clinical courses, to support people in the regions and from BAME backgrounds. The money is associated with the NHS people plan and developing the workforce. The money is for this financial year so will have to be spent by March 2021.

b) Other developments in relation to National Training Scheme for CAPT

A successful meeting was held for Heads of Service in October, at which Adrian Whittington, National Psychological Professions Lead, gave a presentation on the alignment of CAPT to the priorities of the NHS long term plan. Work is now progressing towards a workshop on aligning the curriculum with the long term plan.

We are also working closely with members in the devolved nations on service and workforce planning.

6. Governance

a) Risk Register of ACP

The Board was asked to note the current Risk Register for the ACP. No new risks or changes to existing risks have been identified by the Risk Holders since the last Board meeting.

b) Complaints monitoring form

Jo Goldsmith, Chair of the Ethical Practice Group had prepared anonymous data on current complaints. This was noted.

c) Response to Board on complaints monitoring form

FC introduced a paper in relation to recommendations made by the ACP Scrutiny Group that the Board be formally kept up to date regarding complaints currently active. The paper and the proforma for complaints monitoring were accepted with agreement that:

- the Board would get updates at each meeting (every 2 months) so each report should cover a 2-month period
- the Board will be notified of complaint outcomes via email, not at meetings, so that the timescales of the Disciplinary Code are adhered to.

7. Diversity and equality in child and adolescent psychotherapy

a) Headline results of survey of diversity in the profession

KR presented a paper on the results of the survey on diversity in the profession. The board were impressed by the level of consideration and thoughtfulness in the way the questions were asked. This was seen as a very valuable basis for being able to address issues to do with diversity in the profession.

The survey will be repeated by the ACP every 4 years.

b) Diversity and Equality Plan

IP introduced the Diversity and Equality Plan. This had been developed from the work of the ACP's Diversity and Equality Working Group (DEWG) over 2 years. It addresses the findings of the diversity survey and the issues raised in the BAME Forum held in July 2020, as well as other issues.

Several points were made in discussion and it was agreed that the plan would be amended before it was communicated to members.

8. Revised strategic objectives for the ACP

NW presented a paper in which a SWOT analysis was summarised and proposed aims and objectives were listed. The Board was asked to agree them, subject to any agreed changes, so that they can be used to finalise the Business Plan for 2021-2022 which is currently in draft form. The final Business Plan will be presented to the Board in January 2021 for agreement.

The strategic objectives were agreed with some amendments and that they be communicated to members and they be asked to comment.

9. ACP Business Plan

NW presented the Draft Business Plan for 2021-2020. The Board was asked to agree that the final Business Plan will be presented for signing off at the January 2021 Board meeting. This will allow for further work by the Executive Group to ensure the plan is workable and realistic and incorporates timescales, resource implications and identified leads.

In order for the plan to address the large and wide-ranging agenda currently facing the ACP the Board is also asked to agree that the plan covers a two-year period for 2021-2022.

10. Finance

a) Report from Finance and Remuneration Committee

JP presented the minutes of the F&R committee. There were no questions.

b) Profit and loss 2020

JP reported that including the contribution from the journal, the prediction is that the ACP will end the financial year £5000 in deficit. This is an improvement on the plan.

c) Budget for 2021

JP reported on the review of salaries and honoraria.

The Board unanimously accepted the budget with honoraria and salary increase and the additional cost for a second vice chair.

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

Nothing to report

12.Thanks to Jemima and Isobel

Isobel thanked Jemima for all her hard work, especially in developing the F&R committee as its remit widened, and for helping the board to make decisions about the investment of the ACP's reserves.

Nick thanked Isobel for her hard work as Chair of the ACP and congratulated her on her achievements. He noted that Isobel has transformed the ACP in many ways and had taken the profession to new heights. This included engagement with NHS officials, the treat them right campaign, the diversity and equality agenda, our response to COVID-19. She had also moved on the organisation and functioning of the Board in really significant ways.

13.Dates of next meetings: Friday, 22nd January; 26th March; 28th May; 23rd July 2021

14.AOB - none