



Minutes of the ACP Board of Directors Meeting *Summary and Decisions for Publication*

Held on Friday, 24th January 2020 from 3.00pm to 5.30pm
at CAN Borough, 7-14 Great Dover Street, London SE1 4YR

1. Present and Apologies

Present: Isobel Pick (Chair)
Marie Bradley (in attendance)
Francesca Calvocoressi
Sarah Gilmour
Andrew Hughes
Jemima Phorson
Kate Robertson
Mary Walker
Jason Kaushal (by video call)

In attendance: Jessica Jarmon (minutes); Nick Waggett.

Apologies: Janet Shaw

2. Minutes and Matters Arising:

Minutes of the previous meeting

The minutes of the meeting held on 22nd November 2019 and the public summary minutes were agreed as a correct record following minor corrections.

3. Governance

a. Risk Register of ACP

The Risk Register was reviewed. It was noted that work is ongoing to link the register to legal frameworks and identify individual risk holders.

b. Report from Scrutiny Group

SG presented a report on the specific areas reviewed by the Scrutiny Group in the last year which examined whether the systems that the ACP have in place are sufficiently robust to protect the public. The Scrutiny Group examined the following areas: Complaints, Communications within the ACP and with the public and the Independent Practice Group.

Complaints

The Scrutiny Group asked the Ethical Practice Group for a summary of complaints from 2017 to 2019. There were no causes for concern in this process identified by the Scrutiny Group. There were 9 complaints over the two-year period. 7 out of the 9 complaints were dismissed at an early stage and 2 complaints had been escalated to a disciplinary hearing. It was noted that many of the complaints, although not all, were concerning members working independently.

To better support members and maintain ACP's accountability, it was agreed that the Professional Standards Committee and Ethical Practice Group would work on describing what lessons could be learnt, for the ACP and members, from complaints received. This exercise should be done on a yearly basis.

Communication

The Scrutiny Group wished to consider how communications are used by the ACP to protect the public and to assist members to discharge their professional duties in relation to protecting the public. This was an information seeking exercise.

The Scrutiny Group found that communication takes place in a variety of ways and was well managed.

The Scrutiny Group raised the question of how trainees first become familiar with the Code of Ethics and their duties to protect the public; how it is referenced in the QAF and if it was part of the training. Training Development Group will review this.

Independent Practice Group (IPG)

A member of the Scrutiny Group had telephone conversations with the two co-Chairs of the Group which did not raise any concerns in relation to protecting the public. The IPG have produced new guidelines for those working in independent practice.

The main issue to emerge was a feeling from this group that the ACP was more focused on members working in the NHS, partly due to the threats to the child psychotherapy training. Members of the IPG to be invited to speak at the next Board meeting.

c. PSA Risk Matrix

NW presented the Risk Matrix that the ACP is required by the PSA to hold and review regularly. The Matrix had been reviewed by all committees. It was noted that the primary value of a risk matrix is as an aid to thinking within the organisation and identification of issues that should be addressed.

A number of suggestions were made for minor changes to the matrix.

4. Finance

a. Report from Finance and Remuneration Committee 17/1/20

The minutes of the last Finance and Remuneration committee meeting were noted.

b. Review P&L 2019

JP presented the year end management accounts. JP reported that the accounts had been reviewed by the finance and remuneration committee at their last meeting and they were satisfied with the accounts.

c. Final budget for 2020

Final budget for 2020 was noted.

5. Political work

a. Verbal update on HEE review of funding of training

IP and NW noted that the HEE review was ongoing and not yet concluded. We hope our review will be concluded in the spring with a decision about salary funded at 100% plus travel and accommodation, analytic fees and a national scheme for England. There are several areas that will need further work: – exploring a new system of payment with training analysts, pre-clinical supply & routes into the training, discussion with schools re training costs.

b. Update on child psychotherapy in relation to the NHS Long Term Plan and Psychological Professions Workforce Group

IP and NW provided an update on the national PPWG and its importance within the NHS at a strategic level. CAPT is one of the 12 professions represented in the workforce group. The group is producing a vision and workforce plan for the psychological professions that will include CAPT. The vision is currently out for consultation. There is a separate but connected crowd sourcing project called Psychological Professions into Action that members have been encouraged to contribute to.

It was noted that the focus of this work was on England and the aim this year was for the ACP to have greater contact with the devolved nations. A visit to Northern Ireland is planned and there has been communication with Wales.

6. Succession planning – Chair and NEDs

Lay NEDs

IP reported contacting a total of 6 people suggested by Board members. One of these is more suited to Training Council and will be asked if he is interested in that role. All the others are potentially interested in the role and 2 applications have already been received.

Succession for Chair

IP described a proposed process for succession to the Chair's role. IP had been in post for 18 months and the intention was for individuals to serve 2 years in a Deputy role followed by 2 years as Chair/Director, were they to be appointed to that role. It was noted that the Chair is appointed by the Board and ratified by the AGM with the handover taking place after the AGM. It was consequently agreed that, if a new Chair were to be ratified at the AGM, then the appointment of a new Vice Chair also needed to be ratified at the AGM.

Following IP's invitation to CAPPT members on the Board to express their interest in standing for election as Chair, there was one expression of interest, from KR, current Vice-Chair. IP asked KR to leave the room whilst discussion took place. IP reported that she and SG had met with KR before the Board meeting to discuss her application. Following discussion the Board voted unanimously on the election of KR as Chair-elect.

7. Professional Standards

a. Independent Practice Group guidelines

FC reported that that PSC had agreed the guidelines as presented. With minor additions, the guidelines were adopted.

The Board thanked the IPG for a beautifully and clearly written document.

8. CAPPT and Regulation

NW presented a paper that sets out the difficulties with the current regulatory status of CAPPT and considers the options there are for addressing this. The Board were asked to consider which course of action it wishes to pursue.

The options to address the issues included applying for CAPPT to be statutorily regulated in its own right; to do this in collaboration with other counselling and psychotherapy bodies; or to remain as a voluntary register and take a number of actions to address specific issues such as VAT.

It was noted that there are lots of developments that may lead the government to consider further regulation and other professional bodies are thinking what they want to do. It was agreed that NW would write to PSA to request a meeting to discuss options for addressing the difficulties that have been identified about our currently regulatory status.

9. Applying to become a charity

KR presented a paper that described what a charity is and laid out some of the issues in relation to the ACP deciding whether to apply for charitable status. The purpose of the paper was to assist the Board in deciding whether the ACP should invest in pursuing this. An investment would need to be made in terms of ACP time and paying for expertise to assist us in thinking through the issues in more depth, particularly about potential changes to the structure of the organisation and the implications of this. The main impetus behind considering charitable status has been the perceived financial benefits to help the ACP reduce the deficit and in accessing additional sources of income.

The board engaged in a detailed conversation exploring several scenarios. The board did not support the ACP having a separate charitable arm as this would duplicate structures and workload. However, the Board would like to continue exploring the idea that the ACP itself might be a charity in the way that other professional bodies are.

10. Friends of ACP proposal

KR updated the Board on the 'Friends of ACP' proposal.

The board engaged explored the question of fee levels and the benefits of the 'Friends of ACP' membership. It was thought that this category may attract people that may be the future of the ACP.

In principal, the Board was happy for KR to develop this membership category further. Any financial implications would have to be approved by the finance and remuneration committee.

11. Reports from Committees

There were no additional reports from committees.

12. Dates of next meetings: The board agreed for the July meeting to take place on 17th July 2020