



Meeting of the ACP Board of Directors

Summary and Decisions for Publication

Held on Friday, 16th March 2018 at 32-36 Loman Street, London SE1 0EH; 15:00-17:30

1. Present and apologies

Present: Heather Stewart, Mary Walker Alison Roy, Sarah Gilmour, Isobel Pick, Nick Waggett, Andrew Hughes, Jemima Phorson, Phillip McGill, David Hadley, Morwenna O'Brien

There were no apologies

2. Minutes and Matters Arising

Minutes of the January 2018 meeting were agreed with no corrections.

3. Proposal for Business Plan

NW submitted a proposal to the Board to gain authorisation of the Board for a new approach to business planning and management within the ACP. This would include an annual business plan for the organisation as a whole and for each directorate. This has been raised by the operational team to help manage competing priorities and to make everyone aware of what is happening across the organisation. There was a discussion about it being standard practice to set the developmental objectives and priorities for the year as part of the budget planning cycle. Priorities need to be agreed and then reflected in the budget. This work would typically start in August and September with a view to being signed off by the end of the year.

- ❖ The Board agreed to introduce a business planning cycle for developmental tasks tied to the budget cycle. Work to start in the autumn to be implemented in 2019.

4. Proposal for role and structure of Board in light of the appointment of a CEO

NW shared his proposal for the role and structure of the Board in light of the appointment of the CEO. One aspect of the CEO's role was to provide thinking about the future roles of the CEO, Chair and Directors. The scrutiny function (previously held by ISAAC) will be taken over by the non-executive directors. The executive directors have a dual role as they sit on both the Board and the Executive Group.

It was felt that the proposals were a healthy direction of travel. The Board's key function is to make decisions and reviewing if the aims and objectives of the organisation are met, therefore it is best if fewer purely operational issues are brought to the Board. While the logic of moving organisational discussions out of the Board was understood, some felt that having a lay perspective on issues has been helpful and is therefore important to maintain.

In addition to planning work, the Executive Group is an important forum for the directors to think together about issues. It is important that people are not isolated in their roles and have a space to

think through challenging issues and share information. The ACP is still a small organisation which requires people to be able to multitask.

- ❖ The Board agreed with the aspiration of the proposals but felt that it was too much to do immediately. It was agreed that a timetable for changes would be the next step and a focus on a smaller number of priorities.

There was a discussion about the principle of having more NEDs than EDs on the Board. It was felt that it was important to have member NEDs on the Board to have a pool of people with experience of the Board to be able to take on Executive roles.

- ❖ It was agreed to increase the number of NEDs in line with the Rules of the Association

It is important to carry the members with us on any changes that are being made. There needs to be proactive communication with the members about what the Board is doing. There are a number of gaps in the organisation and active recruitment to these posts needs to start soon to be ready for the AGM in July.

- ❖ Work on recruitment is ongoing and an update will be brought to the May meeting.

It was proposed to produce a stand-alone Annual Report with reports from all the directorates which would be printed and available at the conference.

- ❖ The Annual Report will be sent as a PDF to members as well as being published online. Printed copies will be available at the AGM.

Ken Foote and David Fanthorpe from ISAAC have offered to hold a handover meeting with the non-executive directors about taking over the scrutiny function.

- ❖ HS and MOB to contact the NEDs to find suitable dates

5. Remuneration Committee and Financial Matters

The Remuneration Committee met on 18th March and the following was discussed and agreed. It was agreed that JP would speak to Redford & Co for advice about the employment status of directors. NW will be collating and sharing the role descriptions for the paid appointments. The importance of continuing to encourage voluntary work was discussed. This is key for the ACP.

NW will be producing a policy for discounted conference/events places etc. based on decisions made for this year's conference. JP expressed her intention to regularly bring the figures to Board meetings.

6. Process for reviewing Risk Matrix and update on PSA Accreditation

The Professional Standards Authority (PSA) annual review has always fallen between September and November. As this is the busiest time of year for the ACP and the PSA we requested to move this to a more suitable time. From this year it will take place between April and June. This year we will need to update on six months rather than twelve.

As part of the submission to the PSA the ACP is required to update the Risk Matrix. Monitoring risk for the organisation is part of the Board's remit and it is therefore important to have a process for them to be able to do this. The Risk Matrix covers three types of risk, risk to the patient, risk to the

registrant and risk to the organisation. The Board will approve any changes to the Risk Matrix and be responsible for monitoring.

- ❖ A risk around GDPR should be added to the Risk Matrix both for the organisation and for registrants
- ❖ The Chief Executive will take a lead on managing risk and the Risk Matrix. It will be on the agenda of the Board meeting every March and at other times in the year as required.

7. Developing Links with Other Organisations

The Association for Psychodynamic Practice and Counselling in Organisational Settings (APPCIOS)

APPCIOS have been developing an educational platform on their website. This website would allow different organisations have an educational space where they could host webinars or post relevant content. This could be a useful resource for members. APPCIOS is looking for organisations to invest to help continue the development of the website and for that will get their own area of the website. The Board are being asked to consider whether this is something the ACP should be investing in.

There was a discussion about what the benefits would be to the ACP and whether there would time and resources for the ACP to produce content for the website. Board members found it hard to visualise what the website would look like.

No decision was made as the Board felt they did not have enough information at this time about what the ACP would use it for.

Institute of Psychoanalysis (IOPA)/British Psychoanalytic Society (BPAS)

The Institute of Psychoanalysis (IOPA)/ British Psychoanalytic Society (BPAS) would like to develop a child analytic training and clinic. To do this they would need support from Child and Adolescent Psychotherapists. One of our members has been approached as a Senior CAPT. She has asked about being involved as a representative of the ACP rather than as an individual.

There was a discussion about the benefit for the ACP. There were concerns about it undermining the NHS training and work of ACP members but also it could be seen as an opportunity for people to do longer term work in the private sector if current training in the NHS remains under threat.

There was a question about where in the organisation an ACP representative would link to. Should it be the Independent Practice Group or the Operations and Liaison Committee directly? This raised the discussion about whether the ACP should be focussing on links with other psychotherapy organisations or whether it should prioritise links with other NHS professions.

- ❖ The Board agreed to authorise Gillian Ingall to explore further the potential for a collaboration on behalf of the ACP but not to agree to anything at this stage

8. Updates and Decisions from Directorates

i) Professional Standards

HS is holding the Professional Standards Committee since Mary Walker stepped down as Director of Professional Standards and Registrar. Work has been ongoing to update the ACP's Disciplinary Procedures. This has included responding to the queries raised in the report produced by the

Independent Scrutiny and Advisory Committee in 2017. There have been meetings between HS, Mary Walker (as Director of Professional Standards), Jo Goldsmith (Chair of the Ethical Practice Group) and Janine Sternberg (Deputy Chair of the Ethical Practice Group) to discuss and implement the required changes.

HS circulated the most recent draft of a version for approval which includes updating all out of date titles and lines of accountability to reflect the new ACP structure.

❖ The Board agreed the following:

- i) Board agreed that the rules for appointments to, membership of and resignation from the Ethical Practice Group should be in the terms of reference and role descriptions for the Professional Standards Committee and not form part of the Disciplinary Procedures.
- ii) Board agreed to make titles consistent by disciplinary committee and appeals committee to disciplinary panel and appeals panel.
- iii) To have a future discussion regarding calling people Members or Registrants. For this version of the procedures they will be left as Members.
- iv) That while all members are subject to the Code of Ethics the complaints could only be made against practising members.
- v) To include information about the use of the legal panel but not the exact process by which the ACP appoints and pays them.
- vi) No decision was made on the issue of whether a deemed complaint should automatically go to the screening panel or whether the decision to proceed should be made between the Chair of the Ethical Practice Group and the Director of Professional Standards.

❖ Deemed complaints to be put on May Board meeting agenda for a decision.

There was a discussion regarding point (iii) and (iv) that there is a tension between being a membership organisation and being a professional body. This is currently being looked at in connection with the Professional Standards Authority annual review and whether the ACP needs to make more of a distinction between practising and non-practising members.

Further changes to the Disciplinary Procedures are being considered. The Ethical Practice Group have been looking at introducing a Practice Review as a form of alternative dispute resolution which would mean that complaints involving small breaches of the Code of Ethics, where the member accepts responsibility could be dealt with in a different way.

- ii) Training Council

Training Council Complaints Procedure

PM brought the latest version of the Training Council Complaints Procedure (agreed at Training Council) to the Board to ratify.

It was suggested that an extra point should be added to section 3 'Making a Complaint' to distinguish this process from making a complaint against an individual member and to signpost them to the ACP Complaints process/Disciplinary Procedures if they wish to complain against an individual.

❖ The Board agreed to ratify the agreed Training Council Complaints Process as agreed by Training Council with a request to give consideration to the proposed amendments.

Student Analysts and Therapists Subcommittee

There has been a letter from the Student Analysts and Therapists Subcommittee supported by PM requesting that they retain the title of subcommittee rather than group and for Margaret Rustin to remain the 'Chair' rather than 'Lead'.

A discussion took place in which the important role of this sub-committee was recognised.

- ❖ The Board agreed that the titles of Subcommittee and Chair could remain for the tenure of the current Chair and then the Board felt that the precedent set for the Ethical Practice Group should be applied.
- ❖ Terms of Reference for the Student Analysts and Therapists Subcommittee need to be created in consultation with the group and included in the Terms of Reference for the Training Directorate with clear lines of accountability and arrangements for recruitment and appointments.

Membership for Assistant Psychotherapists

- ❖ Working group of Director of Training and Registrar to be established to look at ACP membership for Assistant Psychotherapist (funded by HEE and others)

iii) Scientific Development

DH chaired his first Scientific Development Committee meeting in February. A document was presented to the committee about the purpose and management of scientific events and development, within the wider function of the Scientific Development Committee. The SDC is still a work in progress and the roles and membership of the committee will evolve. This is a key part of the work for the committee over the next year.

It has now been agreed that Leanne Stelmaszczyk (Events and Development manager) is in the driving seat for programme of events. A programme has been drafted into 2019.

There was a discussion about setting up Supported Clinical Networks. These will replace what were Special Interest Groups. It is hoped to identify those groups that are in existence and integrate them in to the programme of work. There a couple of groups that are already in touch with DH and an email will be sent out to the membership to see if there is any other interest.

v) Communications

AR reported that handover of her responsibilities as Director of Communications has now taken place. Key links have been introduced to the most relevant people in the ACP. AR will be producing one final newsletter at the end of March before stepping down. AR will produce an Annual Report before the AGM and hopes to be in attendance.

It was agreed that there needed to be a transition process and that the current media and comms team should continue to meet on zoom with the CEO holding that group while they settle into new committees and roles.

HS expressed her gratitude for everything AR has done for the ACP over the years. AR has been key member of the ACP since she started working on the Bulletin in 2005 and has been the face of the ACP during that time. Her dedication to the role has been incredible and will be missed.

9. Changing dates for future Board Meetings

There has been a suggestion to change the dates of future Board meetings. Currently the three committees on the protecting the public side of the organisation are all on the same day. This creates a bottleneck of work for the office. In addition these committees all being on the same day means that it is difficult for anything agreed at either the Training Council or Professional Standards Committee to be ratified by the Board until the next meeting two months later.

No agreement was made as to when the Board meetings should be moved to although there was general agreement that it would be a good idea to move meetings to not all be on the same day.

Date of next meeting: 18th May 2018