



ACP Board Meeting
18th May 2018
Minutes

1. Present and apologies

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

No apologies

2. Minutes and matters arising

Minutes of the March 2018 agreed with David Hadley added to list of those present.

Matters Arising

Action points from the November meeting were updated, taken with items on the agenda or deferred as appropriate.

3. MOB Leaving

The ACP's Operations Manager (MOB) handed in her resignation at the end of April giving eight weeks' notice with a leaving date of 22nd June 2018.

MOB will be working with the office team and the individual executive directors to ensure that there is a comprehensive handover of work and responsibilities.

IP also acknowledged HS change in roles from Chair to Vice Chair and Director of Professional Standards.

4. PSA and GDPR

The annual review for the Professional Standards Authority was submitted on 20th April. This used to take place in September-November, but the APC requested that it be moved so that it didn't come at the busiest time of the ACP calendar. The process has changed slightly this year so it will be assessed by a moderator rather than a panel, but the next stage is for the accreditation team to check the documents submitted and come back with any additional questions. The process should all be completed by 20th June.

MOB has also been working to ensure that the ACP is compliant with the General Data Protections Regulation (GDPR) by the May 25th implementation date. An email has been sent to all members with the organisations updated privacy policy and letting members know how they can update their communications preferences.

5. Policies to be agreed

a) Whistleblowing policy

A draft whistleblowing policy was shared with the Board. This is not a complaints procedure but lays out how people coming forward with serious concerns about the organisation would be protected. It would not be the appropriate policy/process for the potential complaint, but the ACP should have one.

The Board did not feel that they could adopt the policy in its current format and that further work would need to be done to clarify when it should be used, by who and the most appropriate person to manage any issues raised under this policy.

6. Funding of the training and joint select committee response to the Green Paper

The ACP responded to the Green Paper in January and this was among the evidence gathered by the Joint Select Committee. The full response is available on the government website.

Health Education England (HEE) is now undertaking a review of training funding focussed on salary support. A first meeting has been scheduled for June.

The NHS CAMHS survey that was recently completed as part of the Treat Them Right campaign has provided a lot of information. As well as statistical information there is a lot of qualitative information. There are three case studies looking at the disintegration of CAMH services. This is being written up and will be condensed into a two-page document that can be shared.

7. Priorities for 2018

A plan for the rest of the year has been drafted showing all the work agreed or required in 2018. This is a work in progress and the executive directors should check that it accurately reflects the requirements for their area of the organisation.

A full work plan for 2019 will be started later in the year linked to the budget for 2019. This will show the priorities for the organisation in 2019.

8. Finance update and remuneration committee update

a) Financial update

The 2017 end of year accounts have now been received from Redford and Co. JP shared them with the Board, they show the 2017 and 2016 figures and the variance between the two.

There was a profit in 2017 but staffing increases mean that that will not be the same in 2018. Savings were made in legal fees and because the scientific development director vacancy was not filled.

Currently the directors (and other members who have a paid ACP role) invoice the ACP monthly for their time. Advice from HMRC via Redford and Co is that they should be paid through PAYE.

b) Discounted places at conference

The proposal for who receives discounted places at the conference was considered and agreed by the remuneration group

9. Professional Standards

a) Deemed complaints procedure

The ACP disciplinary procedures have a provision for 'deemed complaints' where there is no formal complainant. There is a concern that the current wording places a burden on the ACP to pursue issues where there is no complainant and it is not in the interests of the ACP or the public.

The Board felt that the proposal to remove it needed further consideration to ensure that there was a way that ACP could investigate if information came to its attention regarding a member that raised concerns about their practice.

b) Associate members

The papers that were supposed to be circulated before the meeting were not so the Board were unable to make a formal decision at the meeting but will be asked to approve the proposal by email before the July meeting.

10. Journal

DH shared a paper containing background information on the ongoing issues with the Journal of Child Psychotherapy. DH has met with the journal board and have started to generate a plan for moving forward.

A meeting is being scheduled for June regarding the contract with Taylor & Francis that is due for renewal.

AOB

Dates need to be agreed to move the Board meetings so that they do not fall on the same day as the other committee meetings.