



Meeting of the ACP Board of Directors

Summary and Decisions for Publication

Held on Friday, 21st September 2018 at 32-36 Loman Street, London SE1 0EH; 15:00-17:30

Present: Isobel Pick (Chair), Kate Robertson, Sarah Gilmour, David Hadley, Andrew Hughes, Phillip McGill, Jemima Phorson, Heather Stewart, Mary Walker, Nick Waggett (CEO), Jessica Jarmon (minutes)

The Chair welcomed Kate Robertson to her first Board meeting as Vice-Chair.

The Chair also welcomed Jessica Jarmon who joins the ACP as the new Business Manager.

1. Apologies

There were no apologies.

2. Minutes and matters arising

- 2.1. Minutes of the July 2018 meeting were agreed.
- 2.2. The Board agreed to publish the summary of the Board minutes to the public and in future include any significant actions from other committee minutes that were not made public. Other committee minutes would be put in the members section of the website.

3. Thanks to office staff

IP thanked the office staff for work done since the departure of the Operations Manager.

4. Finance

4.1. Report from Finance and Remuneration sub-committee

JP presented a paper updating the Board on Director and other committee members' pay by honoraria.

The Board agreed that those paid by honoraria will go onto payroll in order to comply with HMRC rules.

4.2. Update on budget 2018

JP presented the comparative Profit and Loss account from Jan to Sept 2018.

4.3. Member fees 2019

JP presented a paper to inform the discussion over the level of fees paid by members and make some suggestions on the appropriate level of fees to be introduced for 2019.

It was agreed to investigate ways of generating income as part of the business plan for 2019

It was agreed that a membership survey about member benefits would be helpful to inform further discussions on this matter.

The board agreed that the fee increase for next year should be in line with inflation.

5. Planning for budget and business plan 2019

IP proposed that the strategic objectives set out at the AGM be agreed by the Board and operationalized as a business plan and budget for 2019.

The ACP Board approved the proposed strategic objectives and business planning process.

The cycle for business planning was agreed as very helpful and a Business Plan and Budget for 2019 would be brought to the November Board meeting.

6. Professional Standards

6.1. Data retention policy

HS presented a paper concerning the handling and retention of data post-investigation.

The Data Retention Policy was agreed.

It was agreed that the Privacy Notice will be published on the website.

6.2. Supervisor associate members

HS updated the board about the procedure by which non-ACP members can be supervisors who sign off members' Continuing Professional Development.

It was agreed that a new membership category should be created for 'supervisor associates'.

The Board agreed the criteria for this membership category and set an annual fee of £75.

7. Board matters

7.1. IP informed the Board that the ACP is recruiting for Deputy Directors of Scientific Development & Professional Standards.

7.2. Changes to Functions and Role Descriptions for ACP Board

IP circulated a new version of the 'Functions and Role Descriptions for ACP Board' that had been updated to fit with the Rules of Association and with improved role descriptors for NEDs.

The new version was agreed by the Board following a small number of corrections.

7.3. Report on progress of recruitment of lay and CAPt NEDs

IP informed the Board that Barbara Lund had agreed to join the Board as a lay NED. She has served for many years on the Training Council and works in Health Education England.

Currently Mary Walker is the only CAPt NED and it was agreed that IP should proceed with interviewing a potential CAPt NED who had previously applied.

It was agreed that the Board would not recruit further additional NEDs at the current time, though it was also noted that we need to increase the diversity of the Board.

7.4. Proposal for development of scrutiny function of Board and NEDs

IP presented a paper which summarised the briefing given to the ACP by members of the Independent Scrutiny and Advisory Committee whose role had now been taken up by the Non-Executive Director members of the Board.

It was agreed:

- To approve the induction pack for new Directors and NEDs.
- To approve the plan for progressing the scrutiny function of NEDs led by the Vice-Chair.
- The scrutiny group were asked to draft a description of their activities and findings in time for the next PSA review in March 2019.

8. APPCIOS online platform

The organisation APPCIOS has developed a platform for a learning website and had invited the ACP to invest in the platform. This could be an opportunity to market the ACP to people interested in psychoanalytic thinking.

It was noted that online learning and resources need to be included in the Business Plan, including a review of the ACP website and whether it could support what we want to do. The Board would then be in a position to know whether the APPCIOS site was the best solution.

9. Policy work and campaign

Two key meetings had happened:

- a) a new Policy Strategy Group to help the ACP thinking about the future of the profession in relation to public policy. This thinking will inform the next stage of the Treat Them Right campaign
- b) Training Funding Strategy Group which considered an Impact Assessment document which outlines the impact on children and young people and CAMHS if funding of CAPt training were to be cut. It was agreed to send this to HEE, other officials and politicians.

10. Reports from Committees

10.1. Professional Standards

The CPD audit had identified a problem with a small number of members doing only a limited amount of CPD. The PSC to look into addressing this.

The PSC is aware that the guidance on parental permission in the guidelines for independent practice needs to be reviewed.

10.2. Training Council

The Birmingham Trust for Psychoanalytic Psychotherapy was successfully reaccredited in July.

Planning is under way for the 2019 accreditation of Human Development Scotland.

10.3. Scientific Development

The process is under way to recruit an Editor in Chief for the Journal.

10.4. Operations and Liaison

The next meeting of this committee will include all those involved with media and comms work across the ACP, so that the committee can get an overview of what is happening. Trainee reps are also attending.

10.5. Board working groups

Diversity and Equality Working Group has recruited several new members.

70th birthday Working Group is progressing on the programme for 2019.

11. AOB

11.1. NW informed the board that KR had been added as a Director on the Companies House profile.

11.2. NW confirmed that the annual statement as part of the reporting to Companies House has been completed.

11.3. Accommodation: CAN Loman Street is being refurbished. The office staff will have to move out of the building approximately next July. The ACP will be housed in CAN Borough during that time and will move back to Loman Street once the refurbishment has been completed.

11.4. Memorandum of Understanding on Conversion Therapy: The ACP is not currently a signatory to this MoU. The Diversity and Equality Working Group were asked to review the document and report back to the Board.

12. Date of next meeting

The next meeting will be held on Friday, 23rd November 2018 from 15:00-17:30.