



ACP Board of Directors Meeting

Held on Friday, 26th November 2021 from 15:00 to 17:30 via Zoom

Summary Minutes and Decisions

1. Present and Apologies

Present: Kate Robertson (Chair)
Olatayo Afuape (left at 17:15)
Marie Bradley (left at 17:00)
Jane Elfer
Sarah Gilmour
Jason Kaushal
Janine Sternberg
Brian Waring

In attendance: Jessica Jarmon, Business Manager (minutes); Nick Waggett, CEO.

Apologies: Francesca Calvocoressi, Kath Hinchliff, Claire Hopkins and Mick Wood.

2. Minutes: approve full and summary minutes of Friday, 24th September 2021 meeting

a) Minutes

The minutes of the meeting held on Friday, 24th September 2021 were approved as an accurate record of the meeting.

b) Summary Minutes

The summary minutes of the meeting held on Friday, 24th September 2021 were approved as an accurate record of the meeting.

3. Matters Arising

Actions from the previous meeting were completed.

4. Governance

a) GDPR/HR policies update

HR policies update

NW updated the board on the ongoing HR project. CH, JJ & NW have worked with an HR agency to produce a staff contract and handbook which will be introduced to staff in January 2022.

The next phase of this project is for the HR agency to produce additional contracts for other roles within the organisation.

GDPR update

JJ updated the Board on the ongoing work around data protection. The first step is to build a ROPA (a record of processing activities). The ROPA is essential to build an accurate privacy notice. JJ expects the ROPA and the privacy policy will be near completion if not completed by the next Board meeting.

Members of the Board wanted to acknowledge the hard work that had gone in to getting the HR policies and GDPR up to date.

b) Summary of complaints

The Board noted the summary of complaints. The summary is more detailed this time to give the Board a sense of the work that goes into a Practice Review.

c) Risk register (NW)

NW reported there were no significant changes but given that there are a number of changes expected, there will be a major review of the Risk Register in January 2022.

d) Scrutiny Group

SG presented a paper previously circulated. This paper is an overview of a piece of work by the ACP Scrutiny Group to review the progress the ACP is making in relation to issues regarding diversity and inclusion. In January 2021, the Scrutiny Group started a review of this topic, due to their belief in its importance to the ACP, the wider psychotherapy profession, and the public they serve.

The report highlighted the significant achievements of the ACP led by KR and NW but also noted that it was important to take ACP committees onboard and that the ACP had set itself quite an ambitious task.

It was acknowledged how helpful it will be for the Board to take part in the diversity workshop on Friday, 3rd December 2021.

The Board was impressed by the hard work and the rigour of the report by the Scrutiny Group.

5. Regulation

a) Statutory regulation update

NW updated the Board on the decision to put this project on pause given the number of other conflicting priorities for the organisation. In addition, there is lack of clarity about the government's intentions. It is in the interest of the ACP to see how things develop in the near future and stay open minded for now as to whether this is a direction to pursue. It was agreed to reconvene the group on Statutory regulation in the New Year.

b) ACP rule change

The Board was asked to consider and agree the following amendments to the ACP rules:

- Two small amendments suggested by an ACP member when the rules were circulated prior to the AGM in June 21. These items 4.22 and 22 are highlighted in blue.
- Changes to the rules to clarify the situation for members who are working virtually, offering psychotherapy or supervision either from the UK to those outside the UK or residing outside the UK but working virtually within the UK. These items are highlighted in yellow: 4.12 and 4.15
- an amendment to clarify that supervising associates cannot have been ACP members highlighted in yellow. Item 4.2.1

The changes were agreed apart from 4.12 and 4.15. It was agreed the guidance for members working overseas needed more work.

c) Consultation on legislation to ban conversion therapy

KR and NW gave an update on the ACP response to the government consultation on banning conversion therapy.

The ACP initial response which had been sent to the PSA had been circulated to the Board who agreed with the approach taken. Concerns are that the wording of the legislation is unclear which might be other unintended consequences of the legislation.

ACP consultation with members is on Tuesday, 1st December 2021. Lay Board members are welcome to attend. KR/NW will finalise the ACP response after this and submit by 10th December 2021.

6. & 7. Business Plan and organisational review

These two items were taken together. NW reported back on the organisational review which has started with the staff team plus KR mapping business as usual. The review now needs to look at organisational priorities. Because the review is ongoing NW asked the Board to accept an interim business plan as the priorities need to be agreed before moving forward. This was accepted by the Board.

8. Finance

a) & b) Summary report finance & Minutes of the Finance and Remuneration Committee

These items were not discussed in the absence of CH. However, the recommendations from F & R committee for the CiviCRM/website discovery exercise were agreed.

JJ updated the Board on the issue in relation to access to the Nationwide accounts.

c) Budget

This item was not discussed as CH was unable to attend the Board meeting.

d) Changes to Taylor & Francis contract with ACP

KR presented previously circulated document about the proposed changes to the ACP publishing agreement/contract with Taylor and Francis which will take effect from December 2022.

The board agreed to accept the new terms but asked that other alternatives are explored in case T and F become financially unviable.

9. Diversity work

a) ACP statement on diversity

The revised ACP Diversity statement was discussed. KR thanked those Board members who had submitted comments. General comment that the statement reads extremely well.

It was agreed to put the statement on the website and to recirculate to all committees again and ask how they are going to take this up in their committees.

b) Issues for ACP and training arising from the Black, Asian and Minority Ethnic Forum

The paper raises issues that have emerged from the Black, Asian and Minority Ethnic Forum. The importance of recognising the issues experienced was discussed and that something needs to be logged in a formal way within the professional body that was felt to have not been adequately addressed before.

It was agreed that it would be helpful for this paper to be circulated to all ACP committees and for them to feed back to the Board via KR their discussions.

10.Reports from Committees

a) Training Council

JK reported to the Board for information: there has been unfortunate coincidence of two factors: losing the Director and deputy Director at the same time. JK needs to leave in January instead of March 2022 due to being appointed to a new NHS post. The deputy Director was going to step up but with a 6-month overlap. However, he has resigned.

There is a plan in place. Isobel Pick was approached and agreed to step back into the role for up to 6 months to allow time to recruit a new director and deputy director. JK will be available to support this process.

11.AOB

12.Dates of next meetings: 2022: 28/1; 25/3; 27/5; 22/7; 22/9; 25/11