



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

Held on Friday, 22<sup>nd</sup> April 2022 from 15:00 to 17:30 via Zoom

### 1. Present and Apologies

**Present:** Kate Robertson (Chair)  
Olatayo Afuape  
Jane Elfer  
Sarah Gilmour  
Anjum Iqbal  
Kath Hinchliff  
Claire Hopkins  
Brian Waring

**In attendance:** Nick Waggett, CEO (Minutes). Jemima Phorson, CAPT EDI Lead (for Item 4).

**Apologies:** Janine Sternberg, Marie Bradley, Francesca Calvocoressi, Isobel Pick, Jessica Jarmon

### 2. Minutes of Previous Meeting

The full minutes and summary minutes of the meeting held on 28<sup>th</sup> January 2022 were agreed as a correct record.

### 3. Diversity Work

#### 3.1 Equality, Diversity and Inclusion Project

The Board received a presentation from Jemima Phorson on the Equality, Diversity and Inclusion project she is leading which is funded by Health Education England via the four English training schools and which is focussed on access to the training. The current project runs to June 2022. The aim of the presentation was to update the Board on progress and to consider ongoing development of the EDI work. The presentation set out the management structure for the project and the seven Key Performance Indicators that were agreed. Jemima shared emerging findings about the barriers for students from Black, Asian and minority ethnic backgrounds to progress through the pre-clinical training. An EDI Toolkit for Counselling and Psychotherapy Training & Education is in development through the Coalition for Inclusion and Anti-oppressive Practice, of which the ACP is a member.

The Board thanked Jemima and gave support for the ongoing work of the project.

#### 3.2 Board Diversity Training

Kate reported on plans for ongoing consultation to the Board on diversity issues which followed from a diversity training session in 2021.

#### **4. Commissioning of CAPT Training**

Nick gave a brief update on the process by which Health Education England are re-commissioning the CAPT training. Tenders had been submitted by the four existing schools in England and the outcome of the process will be known in July. Further meetings with HEE are planned to pick up further actions to support the development and expansion of the training.

#### **5. Committee Annual Reports**

Draft reports from the four main committees had been circulated. These will form part of the annual report that goes to the AGM which takes place on Friday 9th July from 10.00 – 12.00.

#### **6. Governance**

##### 4.1 Policies

Nick reported on the ongoing development of GDPR work. A new Data Protection policy and associated training would be in place by July. He also updated on the implementation of revised employment contracts for staff and agreement for Directors and other office holders.

##### 4.2 Summary of Complaints

At each Board a summary complaints being dealt with by the Ethical Practice Group is presented. There are two complaints ongoing.

##### 4.3 Risk Register

The ACP holds a Register of the current risks faced by the ACP and the profession which sets out the levels of risk and the controls and mitigations in place. This is reviewed at every Board meeting. Nick presented a revised risk register which had been simplified and current actions highlighted in order that it becomes a better working document. It was hoped that this would help the identified risk managers to keep the actions under review. Overall it was noted that the risk levels were stable or decreasing.

##### 4.4 Changes to ACP Rules

###### a) Working overseas remotely

Kate reported on proposed changes to the Rules in relation to overseas work. Advice had been sought from Bindmans Solicitors. Now that members in the UK can work remotely overseas using video it was agreed that this work needed to be regulated by the ACP, as well as advising members to fulfil local regulations and have appropriate insurance. A further issue is that members currently living overseas, and registered as overseas members, could be practicing remotely to patients in the UK and it was therefore felt that this element of their practice came under the jurisdiction of the ACP. There were risks to the ACP of not regulating these two areas of practice. The rule changes to allow this needed to go to the AGM. It was felt that there could be significant implications for overseas members who may need to register as full members and it was agreed that they needed to be consulted. Further guidance would be provided to all members once the changes are agreed.

###### b) New Membership Category

Kate presented proposed rule changes to introduce a new membership category of Reduced Hours which is aimed at older members and others who were doing less work which might mean they were not able to meet the full CPD requirements. They would also be able to pay a lower fee. Further work needs to be done on the financial impact of the Reduced Hours category but it was hoped the changes could be put to the AGM.

#### **7. Regulation**

##### 5.1 Statutory regulation update

Nick updated the Board on the work of the group that had been meeting to consider the

implications of statutory regulation compared to voluntary registration for the profession and for the ACP in order that a position could be put to members at an appropriate time. The group had identified pros and cons on both sides but was overall inclined towards recommending statutory regulation. It was noted that the external landscape on this was shifting with contradictory indications from government on their willingness to consider further regulation. The outstanding issue to consider was the impact on the ACP as an organisation if CAPTs were regulated via the Health and Care Professions Council which would mean they didn't have to be members of the ACP and we would have a reduced role in standard setting and potentially less capacity to influence the direction and development of the profession.

Brian agreed that it was important to do this thinking now so that a view can be put to members as and when this was felt to be appropriate. Given the current government position it was not felt necessary to make a decision on this at this time but it was agreed a solid piece of work had been done.

## **8. Finance**

### 6.1 Summary report finance

Claire presented the annual accounts for 2021 which had just been received from the accountant. Claire reported that it had been a good financial year with a positive variance. This included increased income from events which was felt to be an excellent development. The level of both turnover and expenses were higher than previously. The accounts will be presented at the AGM.

### 6.2 Decision on investment

Claire reported that the 2021 accounts show an increase in reserves and this means that the Investment Policy indicates that further reserves should be invested. The ACP has responsibility to protect the reserves but also to use them to further the objectives of the ACP and the profession. It was agreed to invest a further sum with Tilney at the same low level of risk as the current investment.

The AGM will be held online on Friday 9<sup>th</sup> July from 10.00 – 12.00.

Dates of next meetings: 22/7/2022 (in person), 25/11/2022