

Minutes of Societies Council Meeting
Tuesday 3rd of April 2018
At the Societies' Offices, Worthing via Skype

In Attendance

Vicky Parkinson (CEO Societies)
Kate Mahoney (Head of Professional Standards)
Megan Nunn (Societies Administration Manager)
Karen Finneran (Societies Administration Manager)
Samantha Hurdley (Societies Public Protection Officer)
Rob Kidd (Lay Council Member)
Steve Roche (Lay Council Member)

Apologies

Dr Chris Forester (Chair of Societies)
Freya Bottomley (Societies Deputy CEO)
Ros Wright (Lay Council Member)
Wayne Bateman (Lay Council Member)

The meeting was opened, and all were welcomed to the meeting. Thanks were given to all for attending.

It was confirmed by all that there were no declarations of interest.

The minutes of the last Council Meeting on the 7th of November 2017 were agreed by the Council. There were no changes to make to the minutes, and no questions or comments from the Council.

Report to Council from CEO

The new Code of Ethics was launched in January 2018 following an 8 week consultation process, and so far there have been no comments raised or issues arisen. Prior to launch we responded to feedback from members with regard to clarification of wording, and made the necessary amendments as per their guidance. We were asked to provide guidance around GDPR within the Code, but felt that it was more appropriate to provide this guidance as a standalone publication. It is hoped that the new Code is much clearer for members and members of the public, and that it will prove to be a superior reference tool with regard to complaints.

[REDACTED]

There has been a wide range of information reviewed and courses attended regarding the new GDPR regulations. It was noted that we should not provide specific advice in case a member wrongly implemented such guidance and felt the Society was responsible for misinformation. Every person's situation is different, especially as we have registrants working in a variety of settings, and therefore everyone will have different requirements. We have therefore issued signposting and believe members should take responsibility for their own practice and understand requirements fully.

The Council were asked their thoughts on GDPR, and they commented that it appears to be a minefield as things stand currently – they appreciate that everyone would like to be supported by their professional body, but agree that the cautious approach the Society is taking is the best approach at the moment. The onus for data protection should be on the individual. [REDACTED]

[REDACTED]

[REDACTED]

The Council had no further questions for the CEO.

Report to Council from Administration Manager

The newest member of the administration team left the Society in January, and has been replaced with a new administrator who has picked the role up very well, and is extremely passionate about working with the Society. The two other administrators have been with the Society for a long time, one over two years and the other over 18 months. This means that the knowledge has stayed within the team; important for morale, and also because the admin manager is due to start maternity leave on the 4th of May, and having a knowledgeable team will be vital for the manager undertaking maternity cover.

In terms of maternity cover, the Society has employed Karen Finneran, who is starting on the 3rd of April. This will give 5 weeks for a handover with the current admin manager. Karen is a very experienced office and people manager, and will make a great addition to the team. The team are looking forward to welcoming her aboard. The new Direct Debit system has now been successfully implemented, and procedures, documentation and training have all been completed. [REDACTED]

[REDACTED]

[REDACTED]

CPD events for 2018 are now in full swing, and they have been very successful so far. We have decided not to run any events throughout the summer, as these often have very low numbers. It does mean that the rest of the year is quite hectic from an administration perspective, with most weekends having two events running concurrently. However, it does mean that there is a break of around 2 months with no events to manage. We have added some very interesting events to the calendar, including some specific hypnotherapy training, courses covering LGBT issues, and understanding & preventing suicide.

The Society has been busy preparing for the upcoming GDPR implementation on the 25th of May, and we have contacted all members to obtain permission for newsletters, surveys, CPD events, and work/placement opportunities. Our declaration and terms & conditions have only recently been updated under the direction of our solicitor. There are a few more tasks to complete before the 25th of May, which the current admin manager will be undertaking prior to maternity leave starting.

We have also put together a list of helpful information for our members, which has been gratefully received.

[REDACTED]

The Council had no questions for the Administration Manager.

Report to Council from Public Protection Officer (PPO)

The PPO advised that further information about particular cases can be found in the full report sent to the Council, however an overview will be provided at the meeting today.

There are nine complaints in all. Four have been dealt with, one has gone to an Assessment Panel, and three complaints were considered but did not reach the Registrant as they did not fall within our Code of Ethics, therefore we were unable to hear them. Two complaints were in relation to Training Providers.

[REDACTED]

The PPO has now been with the Societies for a year, and attended an event relating to Gender and Sexual Diversity, which she felt was very enlightening in that there is a need to be clearer with Registrants around the ethical process. It was also interesting to hear how Registrants view regulated Societies. It is important that we let Registrants know that we are here to help them.

[REDACTED]

The Council asked if the level of complaints had increased, to which the PPO replied that it was slightly higher than when she started with the Societies, but that this has only increased in line with the general increase in members over all. The Societies would rather hear about all levels of complaint, as it allows us a view of what is happening for people in the UK and broadens our awareness.

[Redacted text block]

The Council had no further questions for the PPO.

Report to Council from the Head of Professional Standards

[Redacted text block]

Interest has also been received from a wide variety of other training providers across the country. Full details can be found in the Standards report.

The Society has also completed a significant number of annual renewals for existing training providers, which is incredibly encouraging.

[Redacted text block]

Some applicants were finding it hard to understand criteria differences for Accreditation and Advanced Specialist recognition. A number of providers were wanting to 'upgrade' their Adv Spec courses to Accredited status but course content was to remain the same – i.e. Supervision; Working with CYP. Additional wording has now been included and has enabled training providers to gain further clarity and understanding of what is required for Accreditation and underlines the reasoning behind why Adv Spec courses are not able to be 'upgraded'.

[Redacted text block]

[REDACTED]

Following the last Professional Standards Committee meeting (Oct 2017) a request was made by the Committee to further clarify criteria for Fellowship. The wording has now been updated. In addition, the requirement to include a Personal Statement detailing why the applicant believes they meet the requirements for Fellowship has been added to the upgrade application form (a requirement that has always been in place but has been requested on receipt of application). Adding this to the application form has reduced time taken to gather all the information required and enables the applicant to address and confirm they meet criteria for this level of membership.

[REDACTED]

Minutes from the most recent Professional Standards Committee meeting will be forwarded to the Council once available.

The Council had no questions for the Head of Professional Standards.

Report to Council from Deputy CE

As the Deputy CEO is not in attendance, the report was given by the CEO. The Deputy CEO has been very busy since the last Council Meeting, with lots of contact and communication with a variety of organisations. The full list of meetings has been provided to the Council.

[REDACTED]

With regard to Committees, the Deputy CEO is responsible for the Professional Development & Supervision Committee, which meets regularly, as well as the Membership Services Development Committee. Unfortunately the Membership Services Development Committee only currently has one member, who has been hard to contact and therefore Committee meetings have not taken place recently. The role of the Committee is currently

completely undertaken by the Deputy CEO, so the Deputy CEO asked the Council if they are happy for this Committee to be dissolved. The Council confirmed that they are happy for the Societies to dissolve the Committee, as there appears to be no demand or member engagement.

[REDACTED]

The Council had no questions for the Deputy CEO.

A.O.B.

With regard to attendance at Council Meetings, the CEO noted that Wayne Bateman has not attended any meetings recently. We will be contacting him to confirm that he is still interested in sitting on the Council, and if not then we will recruit for a new Council member. The Council advised that it would be helpful to have an attendance policy in place.

The CEO will send through potential dates for the next Council Meeting, likely to take place at the end of July.