

<b>Report Information</b>	
<b>0823PPC1.3b</b>	
<b>Meeting Date</b>	29 August 2023
<b>Venue</b>	MS Teams
<b>Confidential/Non-Confidential</b>	Confidential
<b>Author/Presenter</b>	Eileen Gambrell, Governance Officer

<b>Purpose of the Report</b> (Please tick all that apply)			
To obtain agreement	<input checked="" type="checkbox"/>	To canvas opinion	
For information/ to note		Regulatory requirement	<input checked="" type="checkbox"/>
To provide advice		To highlight emerging risk	
<b>Summary of Report</b> (Include key points and additional information as necessary regarding the purpose of the report.)			
Minutes of the PPC meetings held on 29 August 2023.			

<b>Recommendations</b> The PPC committee members are invited to:	Discuss and approve.
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Public Protection Committee (PPC) Minutes of Meeting: Tuesday 29 August 2023 via MS Teams			
<b>Committee Members Present</b>	Velia Soames	VS	Interim Chair/Committee Member
	Philip Matthews	PH	Committee Member
	Jo Burns	JB	Committee Member
	Humza Chaudry	HC	Committee Member
<b>In Attendance</b>	Prof Kate Smith	KS	Board Member
<b>BACP Staff Members</b>	Anna Daroy	AD	CEO
	Emma Hayes	EH	Registrar
	Judy White	JW	Head of Governance
	Eileen Gambrell	EG	Governance Officer
<b>Apologies Received</b>	Mervyn Wynne-Jones	MWJ	Committee Member
<b>Ref</b>	<b>Item</b>		
<b>General Matters</b>			
<b>1.1</b>	<p><b>Welcome, apologies and quoracy</b></p> <p>The Chair welcomed everyone to the meeting and explained the schedule of the meeting in line with the agenda and action tracker. Professor Kate Smith was welcomed to the meeting, attending on behalf of BACP’s Board. Anna Daroy, CEO, was also welcomed.</p> <p>The meeting was quorate as 80% of members were in attendance.</p> <p>Apologies had been received from:</p> <ul style="list-style-type: none"> <li>• Mervyn Wynn-Jones</li> </ul>		
<b>1.2</b>	<p><b>Declarations of interest</b></p> <p>KS flagged a minor declaration of interest in that she knew an individual who had been removed from the Register. No further details were provided. Agreed that the declaration did not appear to impact any item for discussion but if in practice a conflict of interest arose, the position could be reconsidered at that point.</p> <p>There were no further declarations of interest.</p>		
<b>1.3</b>	<p><b>Minutes of last meetings</b></p> <p>The Committee reviewed and approved the minutes of the previous meetings that had taken place on 27 March 2023 and 21 June 2023 as true and accurate records.</p> <p>The Chair undertook to check for redactions and those minutes would then be posted on the BACP website.</p>		

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<p>1.4</p>	<p><b>Matters arising and review of action tracker</b></p> <p>The Committee reviewed the action points listed on the action tracker and agreed the following:</p> <p>The first two actions related to the method of sharing meeting papers. Committee members were generally satisfied with the link to the shared folder that had been circulated for the August meeting. However, they agreed to explore Convene which is BACP’s preferred method of sharing papers with the Board and committees as it is password-protected and limits access, but very much on the proviso that notifications continue to be sent to personal email addresses to advise when papers are ready to view.</p> <p><b>Action 1: Governance Team to liaise with Committee members to trial sharing papers via Convene for next meeting whilst continuing to use personal email addresses for notifications.</b></p> <p>Safeguarding training - the Committee felt that an explanation of what safeguarding is, and its specific relevance to the work of the Register and to this committee would add value.</p> <p><b>Action 2: Governance Team to arrange for safeguarding training to be provided with specific relevance to the work of the Register and to the PPC Committee.</b></p> <p>The Equality Diversity Inclusion Lead post is currently vacant, but recruitment is planned and is a priority for the HR Director who sits on the Senior Leadership Team.</p> <p><b>Action 3: BACP’s HR Director to provide a recruitment update around EDI Lead for next meeting and new post holder to be invited to future meeting.</b></p> <p>There were no further matters outside of the agenda discussed within the meeting.</p>
<p>2</p>	<p><b>Reports</b></p>
<p>2.1</p>	<p><b>Chair’s report</b></p> <p>The Committee received a report from the Chair, providing a general update as follows:</p> <p>The Chair advised that she had been present with the Register Department for a very positive meeting with the Professional Standards Authority (PSA) in April at BACP House. She was impressed by evidence of the constructive relationship between the two bodies and gave credit to the work of the Register and the BACP in fostering that positive relationship. The Registrar advised that the PSA had also met with representatives from a range of departments, including marketing, communications, professional standards, and received a full day’s agenda.</p> <p>The Chair also advised that she was taking part on the interview panel for PPC Committee member interviews which were happening later in the week.</p> <p>On a personal note, she also noted that this would be her last PPC meeting. She had joined the previous Register Advisory Board in 2015 and had witnessed various changes over the year but felt that the Committee’s current form and professionalism was absolutely suited to what was</p>

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	<p>needed now and for the future. She took the opportunity to wish the BACP all the best for the future and advised that it had been an honour and a privilege to be part of the Committee.</p> <p>The CEO gave personal thanks to the Chair for her contribution both as Committee member and more recently as Interim Chair. Her support had been noted and appreciated at Board level.</p>
<p><b>2.2</b></p>	<p><b>2022 PPC Annual Report</b></p> <p>The Chair presented the 2022 PPC Annual Report to the Committee for its approval. The Committee discussed the report and commented that it showed an encouraging picture of activity from the Register department, with the focus on protecting the public whilst ensuring fairness to registrants by dealing efficiently and effectively with complaints.</p> <p><b>The Committee recommended the 2022 PPC Report to be presented to the BACP Board of Trustees for its formal approval.</b></p>
<p><b>2.3</b></p>	<p><b>2023 PSA Annual Check Form &amp; appendices</b></p> <p>The Chair presented the 2023 PSA Annual Check Form and appendices to the Committee for its approval.</p> <p>The Committee discussed the report and raised a query about the number of complaints that had been received in 2021 under the Article 12.6 procedure versus the number received in 2022. It was noted that the number seemed to have increased significantly. The Registrar addressed this point and advised that the process for counting complaints has essentially changed based on legal advice in 2022 which means that complaints are now effectively being double counted. The PSA has a formal notification of change process and the change in reporting should have been reported previously or will now be noted moving forwards.</p> <p><b>The Committee recommended the 2023 PSA Annual Check Form to be presented to the BACP Board of Trustees for its formal approval.</b></p>
<p><b>2.4.</b></p>	<p><b>Register Development Report</b></p> <p>The Committee discussed the Register Development Report and received an update from the Registrar, noting the key points:</p> <ul style="list-style-type: none"> <li>• In respect to SCoPEd (Scope of Practice and Education - shared framework of standards being implemented by six PSA accredited bodies, including BACP), it intersects with the work of the Register around the Certificate of Proficiency (CoP) which is BACP's mechanism for assuring that individual practitioners that join the Register having complete a non-accredited course are able to demonstrate the same skill set and competencies as those who've completed an accredited course. Work is underway to align BACP's CoP entry requirements with other members of SCoPEd and is expected to take around two years to complete.</li> </ul>

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- A review of the current Terms of Reference and Process Documents associated with Articles of Association 12.3 and 12.6 is underway with a view to simplifying the processes and language, also to provide a new baseline for audit purposes.
- BACP is reviewing its [Ethical Framework for the Counselling Professions 2018](#). A suggested approach for consideration is to create a separate set of Practice Standards to run alongside as a sister document to essentially distil the broad concepts/themes from the Ethical Framework into a series of rules that is easier for members of the public to understand. The Committee discussed the importance of framing any new document as a summary of the larger document. It is important to ensure that the two are aligned and matched, and that they don't in any respect contradict each other.
- In terms of Register reinstatement, work is underway to create greater parity between those who have undertaken an accredited course and those who have undertaken the CoP.
- A project approved in July will offer a service to Members who are subject to professional conduct proceedings. It will take the format of listening/emotional support during the process and will not include counselling or legal advice. The recruitment phase will be underway in the next two weeks with a view to launching at the end of October. It is expected to prove popular, but the first six months will be viewed as a pilot to ascertain viability.
- Improved data collection methods and analysis have been introduced to aid understanding of where members may be needing more support and to enable BACP to identify what resources we should be put in place.
- PSA Chief Executive, Alan Clamp, has written to Accredited Register CEO's asking for a response to Dr Whittington's letter to Education Providers for Psychological Professions Training and Members of Psychological Professions Workforce Stakeholder Group on Managing Risk in Mental Health. BACP recognises the importance of the issues raised in Dr Whittington's letter and the value of the evidence base that underpins NICE Guidelines; it additionally has its own Good Practice in Action guides. BACP's response highlights the challenges that the actions outlined in Dr Whittington's letter, if unilaterally applied, might represent to training providers, counsellors and psychotherapists that work outside of a medical modality. BACP has invited further discussion on this topic with the PSA and other Accredited Registers
- Following a [public consultation](#) the PSA have introduced Standard Nine - Equality, Diversity and Inclusion to their [Standards for Accredited Registers](#). The PSA will be assessing current Accredited Registers against this Standard between October and January 2023. Accredited Registers have been asked to complete a self-assessment form, which is based around the [minimum requirements](#) of the new Standard by 6 October 2023. Once the assessment is complete, registers will be provided with a short report detailing where they have met the Standards and where there are any gaps.
- BACP will be submitting a notification of change to the PSA with respect to the membership transition mechanisms that will be introduced in February 2024, as part of the SCoPED implementation. The notification of change will outline the temporary

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mechanisms and accompanying eligibility criteria that will be in place during 2024 - 2026 to enable members to move between membership categories.

The Chair thanked the Registrar for an interesting and well-presented summary.

The Committee further discussed threats and opportunities from emerging technologies. The Ethical Framework review project will also help to inform how to approach elements such as AI. The project is seeking feedback from the various member Divisions across BACP, specifically including the Workplace Division, who are typically the division that deal with these types of workplace support apps.

**Action 4: BACP's Transformation and Digital Director, to be invited to attend December meeting to update about how BACP is approaching threats and opportunities to the Register from emerging technologies.**

**2.5 Register Operational Report**

The Committee discussed the Register Operational Report and received an update from the Registrar, noting the key points:

- 75% of the overall membership are now on the Register and of those, 27% are both registered and accredited. The number of registered members has increased since the time of the last meeting.
- The Register audit is happening as per its KPI with the right number of individuals being selected for and engaging with the audit. An informal review of the audit process will be undertaken next year to ensure that it's aligned to best practice.
- The Get Help with Counselling Concerns, an information service that any member of the public can contact to ask a question about counselling or psychotherapy, is starting to get more usage and being promoted by the Comms team and Events team. Boundaries remains the top theme with members of the public ringing to ask whether the counsellor and themselves have adequate boundaries in place.
- The number of incoming complaints is stable. The previous backlog of cases has now been completely mitigated and there is a new system in place. A new forecasting system has been introduced to manage workflow better. Interim suspension orders remain low.
- Feedback forms have been rewritten with the assistance of the Data Protection Lead and came into effect in August. The aim is to collate feedback around the impact that the processes have had on both Members and complainants and whether those involved feel they have been treated fairly, that the process was transparent, and that the outcome was what they were expecting.

The Chair thanked the Registrar for another helpful and interesting report.

The Committee further discussed links between the Register and BACP's EDI strategy. It was noted that the Register has a responsibility to offer a fair, transparent, and accessible service to all, whether that's entry into the register or whether considering if a member should remain

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on the register. Improved data capture will help to explore whether those who are making or are the subject of complaints are part of groups that are under or overrepresented, and whether these align to BACP membership groups. Improved data collection will enable the organisation to ensure that those who are the subject of complaints are not marginalized in any way. It will also be interesting to consider whether certain counselling modalities receive more complaints by virtue of the work they undertake.

**3 Updates**

**3.1. Recruitment update**

There is currently provision for eight members to sit on the PPC, of which four are preferred to be BACP members, to provide a diversity of thinking and experience. The Head of Governance reported that the Committee Chair and a member of the Governance, Remuneration and Nomination (GRaN) Committee will be holding interviews with candidates for vacant seats on the PPC Committee on Friday 1 September.

If suitable to join the PPC, a recommendation will be made via the Gran Committee, which is responsible for nominations into the committees of the board, to the main Trustees board meeting in September to approve the appointments of the successful candidates.

Recruitment is also underway for the PPC Chair post which is taken by an external lay member. The role has been advertised on the BACP website for several weeks and has also been registered with Reach Volunteering (a skills-based volunteering charity) to reach a wider pool of candidates. It was noted that this appointment would also involve liaison with the Chair of the Board of Trustees as whoever is selected to be the Chair of the PPC automatically also becomes a Trustee of the Board.

**4. Any Other Business**

**4.1 AOB**

The Committee discussed any other business otherwise not listed on the agenda.

A request was made for a glossary of BACP acronyms and initials to be shared when papers are circulated.

**Action 5: Governance to create a glossary and ensure that it is circulated and made available to the Committee.**

Professor Kate Smith, on behalf of the BACP Board, gave a message of thanks and appreciation to the Chair for her work with the PPC Committee which had been greatly valued.

**5. Presentation of record on BACP website**

**5.1 To consider any items requiring redaction**

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	<p>The Committee agreed to defer this item to once the minutes of the meeting were drafted and to allow for review.</p> <p><b>Action:</b> The Registrar to review the draft minutes of the meeting (29 August 2023) in advance of the next meeting to flag any potential items for redaction prior to publication.</p>
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<b>6.</b>	<b>Date/ time and location of the next meeting</b>
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<b>6.1</b>	<p>The Committee noted and agreed on the following dates for the upcoming meeting:</p> <p><b>Tuesday 06 December 14:00-16:00, via MS Teams</b></p>
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<b>2024 meetings:</b>	
<b>Dates to be agreed so that meetings take place in advance of BACP Board Meetings</b>	

Summary of actions		
Action No.	Agenda Item	Action
Action 1: Review of Action Tracker	1.4	Governance Team to liaise with PPC Committee members to trial sharing papers via Convene for next meeting whilst continuing to use personal email addresses for notifications.
Action 2: Review of Action Tracker	1.4	Governance Team to arrange a general presentation around safeguarding with specific relevance to the work of the BACP Register and to the PPC Committee.
Action 3: Review of Action Tracker	1.4	HR Director to provide recruitment update around EDI Lead for next meeting; new post holder to be invited to future meeting.
Action 4: Register Dev Report	2.4	Transformation and Digital Director to be invited to attend next meeting to update about how BACP is approaching threats and opportunities to the Register from emerging technologies.
Action 5: AOB	3.2	Governance Team to provide a glossary of BACP acronyms and abbreviations to be shared when circulating PPC meeting papers.
Summary of Decisions		
Decision 1: 2022 PPC Annual Report	2.2	PPC Committee to formally recommend that the 2022 PPC Annual Report be approved by the BACP Board at its September 2023 meeting.
Decision 2: 2023 PSA Annual Check Form & appendices	2.3	PPC Committee to formally recommend that the 2023 PSA Annual Check Form & appendices be approved by the BACP Board at its September 2023 meeting.