



**COSCA (Counselling & Psychotherapy in Scotland)**  
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## Board of COSCA (Counselling & Psychotherapy in Scotland)

### 1. Membership of COSCA Board

Members of COSCA’s Board make up COSCA’s governing body and have the general control and management of COSCA. They represent an area of interest linked to COSCA’s Development Plan, including all the various kinds of counselling and psychotherapy in Scotland. The remit of the member is to assemble a broad overview of his/her area of interest and keep abreast of developments, as well as carrying out their general governance roles and activities.

COSCA members are encouraged to contact specific members of the Board to pass on information related to his/her area of interest and/or to request advice/assistance with respect to that area of interest.

The table below contains the names of COSCA’s Board and provides information on their respective area(s) of interest.

You may contact the COSCA Board members at [info@cosca.org.uk](mailto:info@cosca.org.uk)

Name	Area of Interest
Dorothy Smith	Chair
Birgit Schroeter	Vice Chair/ Accreditation – Counsellors and Trainers
Ronnie Hamilton	COSCA Treasurer
Anne Chilton	Specialist Counselling Area – Relationships
Patricia Joyce	Specialist Counselling Area – Alcohol/Drugs; Bereavement
Jill Whitfield	Rurality

Vacant	Training; Recognition Scheme
Susan MacRae	Statutory Agencies
Linda MacLeod	Criminal Justice
Vacant	Membership Services; Human Resources
Maria Jackson	Ethics
Tatjana Hine OBE	Co-optee Lay Representative
Lachlan MacKinnon	Co-optee Lay Representative
Vacant	Research

Charity Registered in Scotland No. SC018887

Charitable Company Limited by Guarantee Registered in Scotland No. 142360

## 2. Guidance on Public Attendance at COSCA Board Meetings

- The public may attend meetings of COSCA's Board as an observer only. Due to space restrictions, the number of attendees is limited to 10.
- No Board papers will be issued to the public attending as observers.
- Those wishing to attend must apply in writing to COSCA's office in Stirling two weeks in advance of the date of the Board meeting. Places will be allocated in the order that requests are received. Applicants will be informed about the outcome of their request prior to the meeting date.
- Those members of the public attending Board meetings are required to respect that the meeting is a Board meeting to conduct the business of COSCA and as such members of the public must not interrupt the discussion of the Board.
- COSCA reserves the right to discuss confidential matters at Board meetings in private
- No cameras or any recording equipment are allowed unless prior approval has been granted.

- Members of the public who attend Board meetings are not entitled to claim expenses for attending. They are also not entitled to any catering that may be provided for Board members.

### **3. Dates of COSCA Board Meetings**

18<sup>th</sup> May 2020 11am – 1pm

17<sup>th</sup> August 2020 11am – 1pm

9<sup>th</sup> November 2020 11am – 1pm

### **4. COSCA Board Minutes**

Approved minutes of COSCA Board meetings are posted on COSCA's website under About Us, [www.cosca.org.uk](http://www.cosca.org.uk).

Brian Magee

Chief Executive

COSCA (Counselling & Psychotherapy in Scotland)

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A meeting of the COSCA Board was held on  
Monday 4 November 2019 from 11:00 am to 1:00 pm in the  
Wallace Room, Stirling Council Offices, Viewforth, Pitt Terrace, Stirling FK8 2ET

## MINUTES OF MEETING

### 1 PRESENT

Dorothy Smith	Chair
Birgit Schroeter	Vice Chair
	Accreditation – Counsellors and Trainers
Ronnie Hamilton	Treasurer
Maria Jackson	Ethics
Anne Chilton	Specialist Counselling: Relationships. (Arrived at 11:30am)
Jill Whitfield	Rurality
Susan MacRae	Statutory Agencies
Tatjana Hine	Co-optee – Lay Representative
Lachlan MacKinnon	Co-optee – Lay Representative
Brian Magee	(in attendance)
Ashleigh Greechan	(Minute Recorder)

### 2 WELCOME AND APOLOGIES

The Chair welcomed all to the meeting of the Board and asked everyone to introduce themselves due to the new Board member Jill Whitfield and new administrator Ashleigh Greechan being in attendance.

**Apologies:** Linda MacLeod and Patricia Joyce.

### 3 CONFLICTS OF INTEREST

No conflicts of interest were declared.

### 4 MINUTES OF THE BOARD MEETING

#### 4.1 Minutes of Board meeting of 12<sup>th</sup> August 2019

**Decision:** The Minutes of the Board Meeting of 12<sup>th</sup> August 2019 were approved as a true record.

#### 4.2 Redaction of Minutes

There were no redactions to the Minutes of 12<sup>th</sup> August 2019.

## **5 MATTERS ARISING: 12<sup>th</sup> August 2019 BOARD MINUTES**

### **5.1 8.4 Disclosure (Scotland) Bill: Scottish Government Consultation**

The Chief Executive verbally reported that individuals who are not part of an organisation would be able to access the PVG scheme.

### **5.2 11.2 COSCA Domestic Abuse Guideline**

The Chief Executive verbally reported that members have been advised of the updated domestic abuse guidance which has also been posted on the COSCA website.

### **5.3 11.3 COSCA Duty of Candour Guidance**

The Chief Executive verbally reported that members have been advised of the new guidance which has also been posted on the COSCA website.

## **6. RISKS**

### **6.1 Assessment of New Risks to Clients**

Client Risk Matrix Risk Impact Probability Chart previously circulated.

Client Risk Matrix previously circulated.

There were no new risks to clients identified.

**Decision:** There were no new risks to be added to, or levels to be updated, on the Matrix.

## **7. DEVELOPING, COMMUNICATION AND MARKETING COSCA**

### **7.1.1 Register of Interest**

Paper previously circulated

**Decision:** The paper was noted for information.

### **7.1.2 COSCA Staffing**

Verbal report by the Chief Executive.

The Chief Executive reported that Ashleigh Greechan had been appointed as new Administrator following the resignation of Laura MacKenzie.

**Decision:** The Report was accepted.

### **7.1.3 Financial Report to 30<sup>th</sup> September 2019**

Paper previously circulated.

**Decision:** Consent was given to the Report.

### **7.1.4 Report of the Treasurer**

Paper previously circulated.

The Treasurer spoke to the reports indicating that COSCA's financial situation is satisfactory.

**Decision:** Consent was given to the Report.

### **7.1.5 Report of Board Members' Areas of Interest**

Paper previously circulated – Area of Interest: Ethics (MJ).

Discussion took place regarding the report about the need for the Scottish Government to have an overarching structure or pathway for the care of those with mental health problems. It was noted that there was a complexity of issues coming to counsellors for example active suicide and child protection issues and often there was nowhere else for clients to go.

It was also noted that some of these problems were probably linked to the use of the internet and people having reduced ability to hold and contain feelings. Other issues that were noted included the lack of funding for training courses and the need for some people to find their own funds to pay for training to become a counsellor.

The Chair thanked MJ for her report

**Decision:** The Report was accepted.

#### **7.1.6 COSCA Corporate Affairs Group – 17<sup>th</sup> October 2019**

Report previously circulated for Information.

The Chair noted that COSCA was gaining membership numbers and had more members than in previous years.

**Decision:** The Corporate Affairs Report of its meeting of 17<sup>th</sup> of October 2019 to the Board was accepted.

#### **7.1.7 Funding of COSCA**

Verbal Report by the Chief Executive.

The Chief Executive reported that COSCA's has been awarded funding for this year by the Scottish Government. The Chief Executive reported that a representative from the Scottish Government was at the COSCA AGM and this interest from our funder is welcoming. The importance of continuing COSCA's accreditation by PSA was emphasised.

**Decision:** The Report was accepted.

#### **7.1.8 Process for appointing new chair**

Paper previously circulated.

BS, TH and the Chief Executive were nominated for the committee which will be set up to appoint a new chair. The Chief Executive welcomed ideas from other Board members.

**Decision:** The Report was accepted.

#### **7.1.9 COSCA Development Plan 2019-20**

Paper previously circulated for information.

**Decision:** The Report was accepted.

#### **7.1.10 COSCA Development plan 2020-21**

Paper previously circulated.

The new development plan for next year will be discussed at the next Board meeting.

**Decision:** The Report was accepted for information.

#### **7.1.11 COSCA AGM 2019 Minutes**

Paper previously circulated.

The Chief Executive reported that this was a successful event and the guest speaker's presentation was excellent and he made a good connection with the audience.

**Decision:** The minutes were agreed as a true record

#### **7.1.12 Board Meeting Dates**

Paper previously circulated.

**Decision:** The Report was accepted for information.

#### **7.1.13 COSCA E-Bulletin**

Paper previously circulated for information.

The Chief Executive explained that part of the E-Bulletin was to inform members of the changes to the complaints procedure. PSA have also been notified of the changes.

**Decision:** The Report was accepted for information.

## **8. INFORMING AND INFLUENCING POLICY MAKING**

### **8.1 Scottish Government: counselling in schools, colleges and universities**

Paper previously circulated

The Chief Executive gave a verbal report on the announcement made by the Scottish Government on Friday the 1<sup>st</sup> of November 2019 regarding funding that will be given to colleges and universities in Scotland to allow them to appoint new counsellors. Some discussion took place around what this means for students and their mental health and also the counselling work force in Scotland. The Board welcomed this as a very positive step in the right direction and look forward to seeing this sustained in the future with counselling continuing to be part of the policy of the Scottish Government.

The Chief Executive reported that funding is also likely to be approved for counsellors in schools but the announcement from the Scottish Government has yet to come

**Decision:** The paper was accepted for information.

### **8.2 Scottish Government Wellbeing Information Sharing Bill**

Paper previously circulated.

Discussion took place around the implications for counsellors, the refresh of the policy and the role of the named person. The next COSCA e-bulletin will contain more information on GIFREC.

**Decision:** The report was accepted for information.

### **8.3 Professional Standards Authority Collaborative Meeting**

Paper previously circulated.

The Chief Executive expanded on the paper, highlighting the changes that are happening within PSA.

**Decision:** The Board noted this for information.

## **9. INCREASING ACCESS TO SERVICES**

### **9.1 COSCA National Counselling Agencies Meeting**

Paper previously circulated for information.

**Decision:** The Board noted this for information.

## **10. INCREASING ACCESS TO TRAINING, KNOWLEDGE AND INFORMATION**

### **10.1 Future Events**

#### **10.1.1 COSCA Annual Ethics Event 19.2.2020**

Flyer previously circulated.

**Decision:** The flyer was accepted for information.

#### **10.1.2 COSCA Annual General Meeting 16<sup>th</sup> August 2020**

The Chief Executive verbally reported the date for the next AGM.

**Decision:** The information was noted by the Board.

## **11. DEVELOPING AND PROMOTING SYSTEMS AND STANDARDS**

### **11.1 Recognition Scheme Standards Event: 15.08.19**

Report previously circulated.

The Chief Executive reported the event had been successful.

**Decision:** The report was accepted.

## **12 DATE OF NEXT MEETING**

The next meeting of the Board will be held on Monday 17<sup>th</sup> February 2020 – 11am to 1pm.  
Wallace Room, Council Offices, Viewforth, Pitt Terrace, Stirling, FK8 2ET.

## **13 DATES OF FUTURE MEETINGS:**

### **COSCA Board:**

Monday 17<sup>th</sup> February 2020

Monday 18<sup>th</sup> May 2020

Monday 17<sup>th</sup> August 2020

Monday 9<sup>th</sup> November 2020

### **COSCA Annual General Meeting 2020:**

Wednesday 16th September 2020

The meeting closed at 13.00 pm with a sandwich lunch.