

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

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

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

13 th	May	2019	11.00am to 1.00pm
12 th	August	2019	11.00am to 1.00pm
4 th	November	2019	11.00am to 1.00pm

4. COSCA Board Minutes

Approved minutes of COSCA Board meetings are posted on COSCA's website under About Us. www.cosca.org.uk

Brian Magee
Chief Executive
COSCA (Counselling & Psychotherapy in Scotland)

Charity Registered in Scotland No. SC018887
Charitable Company Limited by Guarantee Registered in Scotland No. 142360



**A meeting of the COSCA Board was held on
Monday 29 October 2018 from 11:00 am to 12.35 pm in the
Wallace Room, Stirling Council Offices, Viewforth, Pitt Terrace, Stirling FK8 2ET**

1 PRESENT

Dorothy Smith	Chair
Anne Goldie	Vice Chair
Maria Jackson	Ethics
Lynn Geddes	Rurality
Anne Chilton	Specialist Counselling: Relationships
Birgit Schroeter	Accreditation – Counsellors and Trainers
Susan MacRae	Statutory Agencies
Linda MacLeod	Criminal Justice
Tatjana Hine	Co-optee – Lay Representative
Lachlan MacKinnon	Co-optee – Lay Representative
Brian Magee	(in attendance)
Marilyn Cunningham	(Minute Recorder)

2 WELCOME AND APOLOGIES

The Chair welcomed all to the meeting of the Board and introduced the new Trustees and Lay Representatives.

Apologies: Ronnie Hamilton; Mhairi Canning; Patricia Joyce

Resignations from the Board

The following was noted:

Anne Goldie, Vice Chair, will resign from the Board at the February 2019 Board meeting.
Lynn Geddes, Area of Interest: Rurality – resigned from the Board with effect from 29.10.18.

3 CONFLICTS OF INTEREST

No conflicts of interest were declared.

4 MINUTES OF THE BOARD MEETING

4.1 Minutes of Board meeting of 13 August 2018

Decision: The Minutes of the Board Meeting of 13 August 2018 were approved as a true record.

4.2 Redaction of Minutes

There were no redactions to the Minutes of 13 August 2018.

5 MATTERS ARISING: AUGUST 2018 BOARD MINUTES

5.1 7.1.4 Report of Board Member's Area of Interest: Ethics (MJ)

2nd bullet point: Domestic Abuse (Scotland) Bill

The Chief Executive reported that COSCA's Annual Ethical Seminar in February 2019 will include this legislation in discussions on the law and the practice of counselling. Scottish Women's Aid will be one of the presenters along with a presentation from the counselling perspective.

3rd bullet point: Increase access to training

The Chief Executive reported that at his upcoming meeting with the Minister for Mental Health, the subject of the cost of training and the financial exclusion of those who cannot afford the cost of training in counselling will be raised.

5.2 7.1.6 Board Elections

The Chief Executive reported that the three nominations for appointment to the Board had been adopted at the Annual General Meeting held on 19 September 2018.

5.3 8.1 Scottish Government Cabinet Reshuffle

The Chief Executive reported that following contact with the Scottish Government, a meeting with Clare Haughey, MSP, Minister for Mental Health, has been arranged for 30 October 2018.

5.4 8.4 Scotland's Public Health Priorities

The Chief Executive reported that COSCA has been invited to an event along with the Public Health Reform team and SCVO to discuss the rolling out of the 6 priorities published by Scottish Government.

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 or levels to be updated

This Matrix will be updated following PSA adjustments that have been made to the template.

Decision: There were no new risks to be added to the Matrix.

6.2 COSCA Risk Management

COSCA Risk Management Report previously circulated

It was noted that there is a current debate about the use of the word 'accreditation' and it was noted that one of the PSA Accredited Registers refers to all of its registrants as 'accredited'. There may be an associated risk to COSCA in the use of the word outside its meaning by COSCA.

Decision:

1. No changes will be made to the Risk Management Report
2. The CE to contact the Registrar of the above PSA Accredited Register for clarity on the use of the word 'accredited'.

7. DEVELOPING, COMMUNICATION AND MARKETING COSCA

7.1.1 Financial Report to 30 September 2018

Paper previously circulated

There were no questions from the Board. **Decision:** Consent was given to the Report

7.1.2 Report of the Treasurer

Paper previously circulated

In the Treasurer's absence, the Chair spoke to the Report. There were no questions from the Board.

Decision: Consent was given to the Report

7.1.3.1 Report of Board Member's Area of Interest

Paper previously circulated – Area of Interest: Relationship Counselling (AC)

Following discussion, it was agreed that relationship counselling was different from individual counselling and it was suggested that competencies should be drawn up for relationship counsellors. The Chair thanked AC for her report.

Decision:

1. The Chief Executive will follow up on preparing a list of competencies for relationship counsellors.
2. The Report was accepted.

7.1.3.2 Report of Board Member's Area of Interest

Paper previously circulated – Area of Interest: Rurality (LG)

The Chair thanked LG for her report.

Decision: The Report was accepted.

7.1.4 COSCA Corporate Affairs Group 11.10.18

Report previously circulated for Information

Decision: The Corporate Affairs Report of its meeting of 11.10.18 to the Board was accepted.

7.1.5 Companies House – Appointment of Trustees

Verbal Report by the Chief Executive

The Chief Executive reported that, as part of the responsibilities of Trustees, Companies House has been informed and has accepted the appointment of new Trustees to the Board.

Decision: The Board noted this for information.

7.1.6 OSCR Online Annual Return Submission

Verbal Report by the Chief Executive

The Chief Executive reported that the Annual Return to OSCR has been submitted and acknowledged.

Decision: The Board noted this for information.

7.1.7 Board Members' Register of Interest

Paper previously circulated

The paper was accepted for information.

It should be noted that Board Trustees who have not yet submitted their report, should do so as soon as possible.

Decision: The paper was noted for information.

7.1.8 Staffing

Verbal Report by the Chief Executive

The Chief Executive reported that, following the resignation of Angela Ramsay, Jenny McLintock has been appointed as the Development Officer (Individuals/Courses). Jenny previously held the role of Recognition Scheme Development Officer with COSCA.

The Chief Executive reported that Marilyn Cunningham, COSCA Administrator, will retire from her post on 31 December 2018.

Decision: The Report was accepted

7.1.9 Future Funding of COSCA

Verbal Report by the Chief Executive

The Chief Executive reported that ongoing discussion was being held with the Scottish Government on the future funding of COSCA and he will attend a further meeting with them in November 2018. COSCA is in a transition period of grant funding between departments of the Scottish Government.

Decision: The Report was accepted.

8. INFORMING AND INFLUENCING POLICY MAKING

8.1 COSCA Contact with Scottish Government Minister for Mental Health

Paper previously circulated

The Chief Executive will meet with Claire Haughey, MSP, Scottish Government Minister for Mental Health on 30 October 2018.

Decision: The Chief Executive will report to the Board following the meeting with the Minister.

8.2 Scottish Government Programme for Government

Paper previously circulated

The Chief Executive spoke to his report and advised that it was considered that COSCA is interested in the role out of the commitments related to counselling as announced by the First Minister, Nicola Sturgeon, in September 2018. This will be a focus of the CE meeting with Claire Haughey MSP, Scottish Government Minister for Mental Health, on 30 October 2018.

Decision: The Chief Executive will report to the Board following the meeting with the Minister.

8.3 Stakeholders Engagement Strategy

Paper previously circulated

It was noted that a stakeholder's engagement strategy was a requirement of the Professional Standards Authority in its accreditation of the COSCA Register of Counsellors and Psychotherapists. It was noted that the CE has provisional arrangements for meetings to be held in 2019 with another European professional body. The inclusion of other counselling associations was noted for consideration.

Decision:

1. There were no changes to the Strategy.
2. The paper was accepted.

9. INCREASING ACCESS TO SERVICES

9.1 Professional Standards Authority

9.1.1 PSA Registrars Collaborative Meeting 16.10.18

Paper previously circulated

The CE expanded on his paper. There were no questions from the Board.

Decision: The paper was accepted.

9.1.2 Additional Reporting to PSA

Verbal Report by the Chief Executive

The CE advised that PSA have requested that it be informed of any relevant changes to policies and procedures related to the Accredited COSCA Register of Counsellors and Psychotherapists. PSA may then consult all other Registrars on these proposed changes.

Decision: The report was accepted.

10. INCREASING ACCESS TO TRAINING, KNOWLEDGE AND INFORMATION

10.1 Refreshed COSCA Website

Verbal Report by the Chief Executive

The Chief Executive reported that the refreshed COSCA website is now live and feedback has been positive.

Decision: The report was accepted.

10.2 Past Events

10.2.1 COSCA Recognition Scheme Standards Event 16.8.18

Verbal Report by the Chief Executive

The Chief Executive reported that this successful event had looked across some of the different structures of COSCA member organisations and how these impacted on performance. The event allowed those present to examine their own structures and follow up on them out with the event with a view to improving their performance and outcomes for clients.

Decision: The report was accepted.

10.2.2 COSCA Annual General Meeting 19.9.18

Verbal Report by the Chief Executive

The Chief Executive reported on this successful event, the guest speaker's topic being the emotional health of men and how to work with men in the counselling room.

Decision: The Report was accepted.

10.2.3 COSCA Annual General Meeting 2018 Minutes

Minutes previously circulated

Decision: The minutes were agreed as a true record

10.3 Future Events

10.3.1 COSCA 11th Annual Ethical Seminar 13.2.19

Flyer previously circulated

The theme of the Annual Ethical Seminar is 'Risk Assessment and Management in the Counselling Room'. Some discussion took place on the views of Scottish Women's Aid and the role of counselling in the area of domestic abuse. It was noted that Scottish Women's Aid are presenting at the event and it is hoped that lively discussion will be held on how best to deal with cases of domestic abuse, including when working with couples.

11. DEVELOPING AND PROMOTING SYSTEMS AND STANDARDS

11.1 COSCA Ethics Committee Meeting 30.8.18

Draft Notes previously circulated

Some discussion took place on the recording of client sessions by clients themselves, without permission, and the resulting risk factor to counsellors. To mitigate this risk, it was noted that counsellors should always consider how they conduct themselves in the counselling sessions in terms of what they say and do. It was suggested that AC may produce a COSCA journal article on this subject and that it could be a topic at the Ethical Seminar to be held in 2020.

Decision: The notes were accepted.

11.2 COSCA Recognition Scheme Annual Survey 2017/2018

The link to the Survey had previously been circulated to the Board

The Board had no questions regarding the Survey outcome.

11.3 Protecting Vulnerable Groups Scheme: Report on Responses to Consultation

Paper previously circulated

The Chief Executive reported that the outcome of the consultation will be published at a later date. Counsellors are named as one of the job titles in the consultation and because of this, there is a relevance for COSCA in the outcome.

Decision: The Chief Executive will report to Board when the outcome is known.

12 DATE OF NEXT MEETING

The next meeting of the Board will be held on Monday 25 February 2019 – 11am to 1pm.

Bruce Room, Council Offices, Viewforth, Pitt Terrace, Stirling FK8 2ET

13 DATES OF FUTURE MEETINGS:

COSCA Board:

Monday 25 February 2019

Monday 13 May 2019

Monday 12 August 2019

Monday 4 November 2019

COSCA Annual General Meeting 2019:

Wednesday 18 September 2019

The meeting closed at 12.35 pm with a sandwich lunch.