



**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
Anne Goldie	Vice Chair
Anne Chilton	Specialist Counselling Area – Relationships
Patricia Joyce	Specialist Counselling Area – Alcohol/Drugs; Bereavement
Vacant	Rurality
Mhairi Canning	Training; Recognition Scheme
Birgit Schroeter	Accreditation – Counsellors and Trainers
Susan MacRae	Statutory Agencies
Linda MacLeod	Criminal Justice
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

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

## 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)



**A meeting of the COSCA Board was held on  
Monday 13 August 2018 from 11:00am to 1:00 pm in the  
Wallace Room, Stirling Council Offices, Viewforth, Pitt Terrace, Stirling FK8 2ET**

## **1 PRESENT**

Dorothy Smith	Chair
Anne Goldie	Vice Chair
Rosamund Carmichael	Statutory Agencies
Maria Jackson	Ethics
Lynn Geddes	Rurality
Patricia Joyce	Specialist Counselling: Alcohol/Drugs; Bereavement
Mhairi Canning	Training; Recognition Scheme
Anne Chilton	Specialist Counselling: Relationships
Jamie Cooke	Co-optee – Lay Representative
Harry McEwan	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.

The Chair extended thanks and appreciation to the outgoing members of the Board: Rosamund Carmichael, Jamie Cooke and Harry McEwan. Due to retirement and end of tenure on the Board, this is their last meeting. The Board will miss the valuable contributions made by all three members.

Apologies: Ronnie Hamilton, Treasurer

## **3 CONFLICTS OF INTEREST**

No conflicts of interest were declared.

## **4 MINUTES OF THE BOARD MEETING**

### **4.1 Minutes of Board meeting of 14 May 2018**

**Decision:** The Minutes of the Board Meeting of 14 May 2018 were approved as a true record.

### **4.2 Redaction of Minutes**

There were no redactions to the Minutes of 14 May 2018.

## 5 MATTERS ARISING: FEBRUARY 2018 BOARD MINUTES

### 5.1 7.1.4 Scottish Government Funding

The Chief Executive advised that he had attended a meeting called by the Scottish Government in relation to future funding of COSCA. It had been a positive meeting and the Chief Executive is preparing a report on his input at that meeting for the Scottish Government.

### 5.2 7.1.7 COSCA EBulletin

The Chief Executive advised that an EBulletin had been circulated to the COSCA membership in early August 2018.

### 5.3 8.1 Scottish Government Suicide Prevention Strategy

The Chief Executive reported on COSCA's involvement and engagement with the Scottish Government's consultation and draft strategy for suicide prevention. The strategy was launched on 9 August 2018. The following points are included in the strategy:

- ✓ Target – 20% reduction in suicide rate by 2022
- ✓ New National Suicide Prevention Leadership Group (NSPLG)
- ✓ Refreshed mental health and suicide prevention training by May 2019
- ✓ Scottish Crisis Care Agreement to support those affected by suicide
- ✓ Appropriate reviews into all deaths by suicide

Counselling has not yet been incorporated into the strategy despite overtures to have this included in the services offered in the strategy. The Strategy also hopes to make suicide a national concern and not only a concern and responsibility for the NHS.

**Decision:** The Board is asked to report back to the Chief Executive should they hear of any relevant outcomes from the National Suicide Prevention Leadership Group.

## 6. RISKS

### 6.1 Assessment of New Risks to Clients

Following the small group sessions, it was agreed to increase the current level of risk to high in the client risk matrix for the following risk:

- ✓ Counsellors offering sessions out-with their competencies – see 2f in the client risk matrix

The following risks were identified but it was decided that these were either not significantly harmful risks at this time and/or that they were more relevant for further discussion under the review of the COSCA Risk Register:

- ✓ The possibility of an increase in complaints coming to COSCA, although it was stated that there is no indication of this happening (steps are taken to mitigate this)
- ✓ Governance and consistency of placements in training (placements require to be approved by the training providers)
- ✓ The possibility that counsellors could also be viewed as being 'clients' and viewed in the way that actual clients are in terms of risk.

**Decision:**

- ✓ The Chief Executive will produce a paper to assist the Board to decide on relevant risks to clients
- ✓ The Chief Executive will change the level of risk of competencies of counsellors on the client risk matrix, and raise it from amber to red (the highest level).

**7. DEVELOPING, COMMUNICATION AND MARKETING COSCA****7.1.1 Report of the Treasurer and**

Paper previously circulated for Consent

In the Treasurer's absence the Chair spoke to the report of the Treasurer submitted for the first quarter of 2018/19, explaining the reason for the small deficit and stating that COSCA's financial situation is very satisfactory. There were no questions from the Board.

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

**7.1.2 Actual v Budget/Expenditure for Year to 31 June 2018**

Paper previously circulated for Consent

There were no questions from the Board.

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

**7.1.3 Report of the Trustees and Financial Statements for the Year Ended 31 March 2018**

Paper previously circulated for Decision

**Decision:** It was agreed that the Report and Financial Statements be taken to the COSCA Annual General Meeting 2018 for adoption.

**7.1.4 Report of Board Member's Area of Interest**

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

The Chief Executive stated that this was found to be a good report and commented on the following:

- ✓ CAMHS Rejected Referrals: A new CAMHS Taskforce is being created to reshape and improve child and adolescent mental health services (CAMHS). This is being backed with £5m of investment.
- ✓ Domestic Abuse (Scotland) Bill: the control and coercion aspect of this Bill should be kept on the COSCA agenda. The Scottish Government has not as yet produced guidance on this Bill. Contact has been made with Scottish Women's Aid regarding guidance being issued by them. COSCA will issue a Guidance document when the Scottish Government produces its own guidance.
- ✓ Increase access to training: this is an ongoing important issue in that counselling training costs are prohibitive for many people who wish to follow a career in counselling and discussions in the past have been held with Scottish Government on the financing of such training, but without success.

**Decision:** The Report was accepted.

**7.1.5 COSCA Corporate Affairs Group 19.7.18**

Report previously circulated for Information

**Decision:** The Corporate Affairs Report of its meeting of 19.7.18 to the Board was accepted.

### **7.1.6 Board Elections – Trustees/Appointments of Lay Representatives**

Paper tabled and Verbal Report by the Chief Executive

Following the call for nominations, two candidates were proposed uncontested:

Area of Interest: Criminal Justice: Linda MacLeod

Area of Interest: Statutory Agencies: Susan MacRae

There were three nominations for the Area of Interest of Accreditation (Counsellors and Trainers) and following a ballot Dr Birgit Schroeter was nominated.

**These three proposals will go to the Annual General Meeting 2018 for adoption.**

**The Board approved** the appointment of the following two named Lay Representatives:

Lachlan MacKinnon

Tatjana Hine OBE

Thanks were given to both the current Lay Representatives for their co-operation in the recruitment of the Lay Representatives.

**Decision:** The Report was accepted

### **7.1.7 Staffing**

The Chief Executive advised the Board of the imminent departure of Angela Ramsay, Development Officer (Individuals/Courses). Angela has been a much valued member of staff and COSCA wishes her well for the future. Interviews have been held for a new Development Officer and it is expected that an appointment will be confirmed in the near future.

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

### **8.1 Scottish Government Cabinet Reshuffle**

Verbal Report by the Chief Executive for Information

Shona Robson MSP has been replaced by Jeane Freeman MSP as the Cabinet Secretary for Health and Sport. Maureen Wall MSP has been replaced by Clare Haughey as Minister for Mental Health. Discussion took place on these changes of Cabinet Secretary and Minister.

**Decision:** The Chief Executive will make contact with the above Cabinet Secretary and Minister.

### **8.2 Scottish Government PVG Consultation**

Paper previously circulated for Information

The Chief Executive confirmed that no agreement has been reached within the National Counselling Agencies on what should be listed posts in the PVG Scheme. The COSCA response reflected this, among a number of other points.

**Decision:** The Report was accepted.

### **8.3 Scottish Government Getting It Right for Every Child Practice Development Panel**

Paper previously circulated for Information

**Decision:** The Report was accepted.

## **8.4 Scotland's Public Health Priorities**

Paper previously circulated for Information

The paper outlined the six priorities recently published by Scottish Government/COSLA and it is noted that mental wellbeing has been included in these priorities.

**Decision:** The Report was accepted.

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

### **9.1 Professional Standards Authority**

#### **9.1.1 PSA Annual Renewal of Accreditation**

Verbal Report by the Chief Executive

The Chief Executive informed the Board that COSCA has been awarded PSA Accreditation for the fourth year with no 'Recommendations' or 'Conditions'. The following Achievement was noted by PSA:

'COSCA's work to ensure registrants' online presence complies with its standards and helps service users make informed decisions.

PSA have requested that they be included in the circulation by Registrars of their Journals and EBulletins. This has been actioned.

**Decision:** The Report was accepted.

### **9.2 Scottish Government CAMHS Services**

#### **Paper previously circulated for Discussion**

It was noted that the Scottish Government commissioned report on 'rejected referrals' has found that young people are not being given adequate explanations for the refusal, or directed to alternative support services. A new CAMHS taskforce is being created backed with £5m of investment to reshape and improve child and adolescent mental health services.

**Decision:** The Report was accepted.

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

### **10.1 National Counselling Agencies Group Meeting 12.7.18**

Draft notes had been previously circulated for Discussion

The Chief Executive spoke to the notes. Discussion took place on the standard of training of those counselling children and young people. COSCA is seeking more information about the training/qualifications of those being approved by Head Teachers to work as counsellors in Scottish schools.

**Decision:** The Notes were accepted.

### **10.2 Past Events**

#### **10.2.1 COSCA 20<sup>th</sup> Annual Trainers Event 6.6.18**

Verbal Report by the Chief Executive

To celebrate the 20<sup>th</sup> event, there was a looking back and also to the future within the programme. The programme included the following:

- ✓ Creating first impressions
- ✓ Social Media and technology
- ✓ ACEs and trauma
- ✓ Using metaphor and expressive writing for personal insight
- ✓ Neurodiversity and dyslexia
- ✓ Diversity

A new venue has been chosen for the event and overall, the feed-back following the event had been positive.

**Decision:** The Report was accepted.

### **10.3 Future Events**

#### **10.3.1 COSCA Recognition Scheme Standards Event 16.8.18**

Verbal Report by the Chief Executive

The theme for this year's event is 'What Makes an Ethical Organisation?' The event will look at the different structures of organisations, the external constraints on organisations and what a client group does to affect the organisation – does that impact on the services?

**Decision:** The Report was accepted.

#### **10.3.2 COSCA Annual General Meeting 19.9.18**

Verbal Report by the Chief Executive

Andrea Wigglesworth of Vital Connexions is the key note presenter and her talk will be around working with men and their emotions.

**Decision:** The Report was accepted.

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

### **11.1 UK Ban on Conversion Therapies**

Paper previously circulated for Information

The UK Government Equalities Office will fully consider all legislative and non-legislative options to prohibit promoting, offering or conducting conversion therapy. COSCA's Guidance on Conversion or Reparative Therapies is on its website. It is a robust and clear statement which is kept under review by the Ethics Committee. The Chief Executive is working with the Scottish Government on this issue and while there is no indication that such therapy is happening in Scotland, Board members should report any information to the contrary direct to COSCA.

**Decision:** The Report was accepted.

## **12 DATE OF NEXT MEETING**

The next meeting of the Board will be held on Monday 29 October 2018 – 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 1.00 pm with a sandwich lunch.