



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

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

17th February 2020 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)

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A meeting of the COSCA Board was held on
Monday 12 August 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
Maria Jackson	Ethics
Anne Chilton	Specialist Counselling: Relationships. (Arrived at 11:45am)
Patricia Joyce	Alcohol & Drugs and Bereavement
Tatjana Hine	Co-optee – Lay Representative
Lachlan MacKinnon	Co-optee – Lay Representative
Ronnie Hamilton	Treasurer
Brian Magee	(in attendance)
Laura Mackenzie	(Minute Recorder)

2 WELCOME AND APOLOGIES

The Chair welcomed all to the meeting of the Board and introduced the new Vice Chair, Birgit Schroeter.

Apologies: Linda MacLeod and Susan MacRae.

Resignations from Honorary President

The following was noted:

Richard Holloway, COSCA's Honorary President, resigned from the Board with effect from 29th July 2019. It was noted there are currently no future plans regarding this position.

3 CONFLICTS OF INTEREST

No conflicts of interest were declared.

4 MINUTES OF THE BOARD MEETING

4.1 Minutes of Board meeting of 13th May 2019

Decision: The Minutes of the Board Meeting of 13th May 2019 were approved as a true record.

4.2 Redaction of Minutes

There were no redactions to the Minutes of 13th May 2019.

5 MATTERS ARISING: 13th May 2019 BOARD MINUTES

5.1 5.1 Scope of Practice and Education Project (SCoPEd)

The Chief Executive reported that this collaborative project was continuing with further consultation planned for October 2019. Major reworking of the previous report is currently being undertaken. Going forward, COSCA will still be Scotland's main professional body for counselling and psychotherapy. Discussion took place regarding the hierarchy of competencies, titles of professionals and the possible requirement for accreditation.

When further information is available this will be brought to the Board.

10.1 National Counselling Agencies (NCA) Group Meeting 22nd March 2019

Following previous discussion regarding the possibility of extending membership to new national agencies which provide local counselling services, the Chief Executive confirmed that there was now a new national organisational member and that there was a welcome continued interest from Human Development Scotland following the appointment of a new chief executive.

11.1 COSCA Ethics Committee Meeting 11th April 2019

The Chief Executive advised that the previously discussed clarification statements had now been made to the COSCA Complaints Procedure. These included: paragraph 1.4 - anonymous complaints, paragraph 3.4 – the Ethics Committee and paragraph 4.1 – the Complaints Panel process.

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.

The Chief Executive advised that a change to paragraph 1(d) in the Client Risk Matrix had recently been made as it is now illegal to ask prospective members about spent convictions. Reference is also now made to the Rehabilitation of Offenders Act in all our individual membership application forms. The Chief Executive also confirmed that the Corporate Affairs Group had been updated with this information and provided with updated guidance on spent and unspent convictions. Full discussion had taken place about the above change so that CAG could carry out its role in assessing convictions voluntarily declared by applicants for membership.

The Chair thanked the Chief Executive for keeping up to date with these changes.

Decision: Apart from the above change, there were no new risks or levels to be updated on the Matrix.

6.2 COSCA Risk Management Report

COSCA Risk Management Report previously circulated

Report discussed and it was agreed that no changes needed to be made.

Decision: No changes will be made to the Risk Management Report except to change the date when it was reviewed.

7. DEVELOPING, COMMUNICATION AND MARKETING COSCA

7.1.1 Financial Report to 30th June 2019

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

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

Discussion took place around variance in the Annual Trainers Event actual and budget figures. The Chief Executive advised that this happens due to some of the income for the event being received in the previous financial year and that as the year progresses the figure will increase to around the budgeted income.

The Chair requested that as this is a consent agenda item, questions like this should be submitted to the Chief Executive in advance of the Board Meeting in future, so that the answers can be prepared.

Decision: Consent was given to the Report

7.1.3 Annual Report and Unaudited Financial Statements: 31.03.2019

Paper previously circulated

The Treasurer confirmed that the above document had been completed by COSCA staff and French Duncan LLP and was now being submitted to the Board for approval.

The Treasurer advised the accounts were satisfactory, up on the previous year and that there was nothing concerning.

The document was approved by the Board.

The Chair thanked the staff who had worked on preparing the paperwork for the report.

LM also expressed thanks for the clarity of the document which shows the work undertaken against our stated objectives along with the financial information.

Decision: Consent was given to the Report

7.1.4 Board Elections

The Chief Executive advised that in the third round of elections, there had been a nomination. Jill Whitfield was nominated for the Rurality vacancy. As there were no other nominations for this vacancy, the above person is deemed to be the incoming Board Member. This nomination will be proposed at the Annual General Meeting on 18th September 2019.

The other vacancy, Training; Recognition Scheme, did not receive any nominations. The next round of elections to fill this vacancy will be held prior to the Annual General Meeting in September 2020.

Thanks was given to Board members for their input with this nomination.

Discussion took place about recruiting board members in the future, with the value of current and retiring Board members being actively involved in generating nominations being highlighted.

7.1.5 Report of Board Members' Areas of Interest

Paper previously circulated – Area of Interest: Statutory Agencies (SM)

Paper previously circulated – Area of Interest: Relationships (AC)

Discussion took place regarding the reports and how they complimented each other.

The Chair thanked SM and AC, in their absence, for their reports.

Decision: The Reports were accepted.

7.1.6 COSCA Corporate Affairs Group – 30th July 2019

Report previously circulated for Information

The Chair noted that COSCA was gaining membership numbers and that COSCA's membership was heading in the right direction. The COSCA office staff were thanked for checking the applications and making sure all the necessary information was available for the Corporate Affairs

Group meeting. This had greatly reduced the time required for checking applications by CAG.

Decision: The Corporate Affairs Report of its meeting of 30th July 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 grant application was still in progress with the Scottish Government and that funding is expected.

Decision: The Report was accepted

7.1.8 Stakeholder Engagement Strategy

Report previously circulated for information.

The Chair checked that the Board was clear about how this strategy works, discussing changes, additions to stakeholders and annual review.

The Chief Executive reported that there were no changes required, but noted that in the future there may be new entities to be added, for example Public Health Scotland.

Decision: The Report was accepted.

8. INFORMING AND INFLUENCING POLICY MAKING

8.1 Scottish Government: counselling in schools, colleges and universities

Paper previously circulated

The Chief Executive advised that there had been a recent ministerial group meeting, of which COSCA is a member, regarding the new counsellors in colleges and universities and that this confirmed the decision to delay provision of counsellors in colleges but to go ahead with the appointment of new counsellors to all the universities in Scotland. A commissioning report is expected, and there is a further meeting of the Group due in September 2019.

Discussion took place amongst the Board.

Regarding the appointment of 350 new counsellors in Scottish secondary schools, it was agreed that the Chief Executive would take two points forward again to the next meeting with the school counselling officials in the Scottish Government: increased resources for the training of counsellors to work with children and young people, and the need for appropriate counselling supervision of the new workforce of counsellors.

Decision: The Chief Executive will report to the Board following the next meetings of the above groups.

8.2 United Nations Convention on the Rights of the Child (UNCRC): Scottish Government Consultation

Paper previously circulated

The Chair advised this was to be incorporated into Scots Law.

The Chief Executive confirmed that the implications for counselling are huge, there are 43 statements in the convention regarding the rights of children.

It was agreed this item should be kept on the agenda until there is an outcome from the consultation.

Decision: The Chief Executive will continue to keep the Board informed with any progression.

8.3 Public Health Scotland: Scottish Government Consultation

Paper previously circulated

The Chief Executive expanded on the paper, highlighting that public health has a connection relevant to counselling and COSCA.

Decision: The Board noted this for information.

8.4 Disclosure (Scotland) Bill: Scottish Government Consultation

Paper previously circulated

The Chief Executive expanded on the paper, focussing on the Protecting Vulnerable Group (PVG) scheme. It was noted that the final list roles for mandatory PVG registration are still to be published.

Discussion took place regarding the apparent difficulty of obtaining a PVG certificate as an individual when not part of an organisation, even though the legislation allows people to do this, age limits for the checks to be carried out under the new system, and the fees for PVG registration. The Chief Executive advised that there is a financial memorandum attached to the Disclosure (Scotland) Bill confirming that there will be a fee waiver for volunteers. The Chief Executive has discussed with Disclosure Scotland whether this will be binding in the new legislation and has received assurances to this effect. If not, this could have a serious financial impact for organisations that provide counselling services via volunteer counsellors.

Decision: The Chief Executive will monitor the above waiver on fees for volunteers for PVG registration, and report to the Board on any changes.

8.5 Scotland: Suicide Statistics

Paper previously circulated

The Chief Executive expanded on the paper highlighting the recent increased figure of suicide in

Scotland and the need to understand why this reverse of trend has happened.

Decision: The Board noted this for information.

8.6 Scottish Government Families and Communities Fund (2020-2023)

Verbal report by the Chief Executive

The Chief Executive advised the fund will be running from April 2020 – March 2023 with up to £16m being made available annually. The funding is targeted at registered Scottish charities delivering work of national significance. The fund will support activities which are aimed at improving outcomes for children, young people and their families. The deadline for applications is 24th September 2019 and only online applications will be accepted. This is an open bidding process.

Decision: The Board noted this for information.

8.7 The Children & Young People's Mental Health and Wellbeing Programme Board

Paper previously circulated

The Chief Executive expanded on the paper and discussion was focussed on who would deliver the counselling.

The Chief Executive was asked if he would put himself forward for involvement with this.

The request was declined on the basis that there were other organisations with a much wider mental health remit than COSCA that would be more suitable to represent the whole of the voluntary sector working in this field.

Decision: The Board noted this for information.

9. INCREASING ACCESS TO SERVICES

9.1 COSCA's Annual Renewal of PSA Accreditation

Paper previously circulated

The Chief Executive confirmed the good news that COSCA had again received accreditation, for the fifth time, from the Professional Standards Authority. There were some recommendations: production of COSCA's guidance on the Duty of Candour, monitoring of

impact / off line register and reviewing/updating the complaints procedure. All of these will have been addressed following this meeting of the Board.

The Chair thanked the Chief Executive for the work undertaken on this.

Decision: The paper was accepted.

10. INCREASING ACCESS TO TRAINING, KNOWLEDGE AND INFORMATION

10.1 Future Events

10.1.1 COSCA Recognition Scheme Annual Standards Event 15th August 2019

Verbal Report by the Chief Executive

The Chief Executive confirmed the event on counselling practices placements for students on our validated diploma courses would take place on Thursday, 15th August 2019. There were two published authors coming from England as guest speakers, along with other presenters to give the perspectives of training providers, placement providers and students.

Decision: The Report was accepted for information.

10.1.2 COSCA Annual General Meeting 18th September 2019

Flyer previously circulated.

The Chief Executive advised that there would be an e-Bulletin sent out to members this week which would include the AGM information.

The keynote presenter will be Mike Moss, a counsellor from West Lothian Council. All Board members were encouraged to attend this event.

Decision: The flyer was accepted for information.

11. DEVELOPING AND PROMOTING SYSTEMS AND STANDARDS

11.1 COSCA Ethics Committee Meeting 18th July 2019

Draft Notes previously circulated

The Chief Executive discussed the work of the Ethics Committee on the request from PSA regarding reviewing/updating the COSCA Complaints Procedure regarding the inclusion of a statement on 'case to answer' and the inclusion of lay people in COSCA's investigation of complaints. The Board were asked for approval of the changes. Approval was given by the Board.

Decision: The draft notes were accepted and approval given to the COSCA Complaints Procedure updates.

11.2 COSCA Domestic Abuse Guideline

Draft COSCA guideline previously circulated

Discussion took place regarding the guideline and the need for inclusion of a statement which states that children or vulnerable adults who have witnessed or been subject to domestic abuse must have their needs taken into account and be part of any safety plan which is drawn up. The Chief Executive thanked The Spark, Relationships Scotland and the Ethics Committee for their helpful feedback on the drafts produced.

Decision: The guideline was approved with the inclusion of the above statement.

11.3 COSCA Duty of Candour Guidance

Draft COSCA guidance previously circulated

The Chief Executive expanded on the guidance.

Decision: The guidance was approved.

12 DATE OF NEXT MEETING

The next meeting of the Board will be held on Monday 4th November 2019 – 11am to 1pm.

November 2019

Wallace Room, Council Offices, Viewforth, Pitt Terrace, Stirling, FK8 2ET.

13 DATES OF FUTURE MEETINGS:

COSCA Board:

Monday 4 November 2019

COSCA Annual General Meeting 2019:

Wednesday 18 September 2019

The meeting closed at 13.00 pm with a sandwich lunch.