



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
Anne Goldie	Vice Chair
Anne Chilton	Specialist Counselling Area – Relationships
Patricia Joyce	Specialist Counselling Area – Alcohol/Drugs; Bereavement
Lynn Geddes	Rurality
Vacancy	Accreditation – Counsellors and Trainers
Mhairi Canning	Training; Recognition Scheme
Rosamund Carmichael	Statutory Agencies
Vacancy	Criminal Justice
Maria Jackson	Ethics
Jamie Cooke	Co-optee Lay Representative
Harry McEwan	Co-optee Lay Representative
Ronnie Hamilton	COSCA Treasurer
Vacancy	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

26 February 2018	11.00 am to 1.00 pm
14 May 2018	11.00 am to 1.00 pm
13 August 2018	11.00 am to 1.00 pm
5 November 2018	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

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



**A meeting of the COSCA Board was held on
Monday 14 August 2017 from 11:00am to 1:00pm 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
Lynn Geddes	Rurality
Maria Jackson	Ethics
Mhairi Canning	Training; Recognition Scheme
Ronnie Hamilton	Treasurer
Brian Magee	(in attendance)
Marilyn Cunningham	(Minute Recorder)

2 WELCOME AND APOLOGIES

The chair welcomed all to the meeting of the Board. The Treasurer, Ronnie Hamilton, was welcomed to this, his first meeting of the Board.

Apologies: Anne Chilton; Patricia Joyce; Harry McEwan; Jamie Cooke

3 CONFLICTS OF INTEREST

No conflicts of interest were declared.

4 MINUTES OF THE BOARD MEETING

4.1 Minutes of Board meeting of 15 May 2017

Decision: The Minutes of the Board Meeting of 15 May were approved as a true record, with the following inclusion: 7.1.5 The Reports on the Areas of Interest of Rurality and Ethics were submitted by LG and MJ respectively.

4.2 Redaction of Minutes

There were no redactions to the Minutes of 15 May 2017.

5 MATTERS ARISING: FEBRUARY 2017 BOARD MINUTES

5.1 6.1 Assessment of New Risks to Clients

The e-Bulletin was previously circulated

The Chief Executive reported that, following the decision at the May 2017 Board meeting, the e-Bulletin had been circulated to members of COSCA and included information on the risk of cyber- attacks affecting client records, together with the risk of giving personal information about clients to police without authorised warrants or court orders.

Also included in the e-Bulletin was information to members on the inaccuracy of information held in the Registrant's profile in the Register. Keeping the Register up to date is being addressed, by encouraging Registrants to inform COSCA of changes to their profile and by regular reviews of Registrants' profiles by COSCA staff.

Under this Agenda item, discussion took place on the 'Specialist Areas' section of the COSCA Register in relation to training and/or experience in the specialist areas shown against Registrants. It is the responsibility of the Registrant to ensure that the information they request to go on their profile reflects an accurate account of their training/experience. COSCA ensures that the level of core training is appropriate for inclusion on the Register rather than the training/experience required for listing under Specialist Areas.

Decision: It was agreed that 'Areas of Interest' be substituted for 'Specialist Areas' on the Register and an explanatory note will be made on the 'About the Register' section of the Register.

Discussion also took place on the Google map facility on the Register and it was agreed that the issue raised about post codes not accurately identifying particular addresses, requires to be reported to Google maps by individual Registrants who have concerns. (It should be noted, however, that Google maps does allow the entry of a particular address to be inserted in the window generated by the post code search and this does identify an image of the inserted address.)

5.2 7.1.8 COSCA Staff:

The Chief Executive reported that Jenna Fraser has replaced Jenny McLintock as the COSCA Recognition Scheme Development Officer.

5.3 February 2017 Board Meeting, Agenda Item 9.1.4/2.

The Chief Executive advised that PSA has published its list of precedents, all of which COSCA has already implemented.

6. RISKS

6.1 Assessment of New Risks to Clients

After discussion, it was agreed that the following be added to the New Risks to Clients matrix:

1. Additional cuts in funding in the addiction field
2. Out of date information held on the COSCA Register regarding dual registration and registrants' websites. Mitigating action: regular reviews of Register by COSCA and Registrants.

6.2 COSCA Risk Management Report

Paper was previously circulated

Decision:

1. 'Accreditation of Voluntary Registers by the Professional Standards Authority' – risk to remain at 'High'. The Chief Executive advised that PSA are currently undertaking a review of the accreditation payment system.
2. 'Changes in Europe associated with BREXIT' to be added as a new Risk.

7. DEVELOPING, COMMUNICATION AND MARKETING COSCA

7.1.1 Actual v Budget/Expenditure for Year to March 2017

Papers were previously circulated

The Treasurer spoke to the reports. There were no questions from the Board.

Decision: The report was accepted.

7.1.2 Report of the Trustees and Financial Statement 2016-2017

Report was previously circulated

The Chair was encouraged to note the work undertaken by COSCA throughout the last financial year and thanked the Chief Executive for the efficiency of the reporting and documentation of COSCA's work.

The Treasurer reported that the accounts were very satisfactory and the overall surplus was healthy.

The Chief Executive reminded the Board that the work of COSCA, in the main, follows the areas of the Development Plan and is currently implementing the 2017/2019 Plan.

Decision: The reports were accepted.

7.1.3 COSCA Corporate Affairs Group Meeting of 19.7.17

Paper was previously circulated

This is for information.

Decision: The report was accepted.

7.1.4 Board members Annual Report on Area of Interest

Papers were previously circulated

1. Area of Interest: Relationship Counselling (AC)

MC spoke to this paper indicating that funding services and training of counsellors were major issues. Relationship counselling has become more complicated with complex family situations and the requirement of training required to offer support in that area. The Chief Executive indicated that while 'relationship counselling' was not mentioned, as such, in the COSCA Development Plan, it is referred to as 'couples counselling'.

2. Area of Interest: Rurality (PJ)

LG spoke to this paper. The Scottish Addictions Consortium has recently met and has a research paper suitable for funders, 'Local Councils on Alcohol in 21st Century Scotland'. One funder has been identified as very keen to become involved with the Consortium. LG advised that PJ will submit at a future date a paper on the Area of Interest of Bereavement.

Decision: The reports were accepted.

7.1.5 Stakeholders Engagement Strategy

Paper was previously circulated

The Chief Executive advised that there is involvement between COSCA and the Open University Scotland.

Decision: It was agreed that the Open University Scotland be added to the paper under 3. Identification of Stakeholders: Point 5.

7.1.6 Board Elections

Verbal Report by the Chief Executive

The election process for the two vacancies of Accreditation and Criminal Justice was implemented. One nomination has been received for the Area of Interest of Accreditation. This will be ratified at the Annual General Meeting 2017.

Decision: The Board at its November 2017 meeting will consider including Criminal Justice in the remit of a current Board member.

8. INFORMING AND INFLUENCING POLICY MAKING

8.1.1 Children and Young People (Information Sharing) (Scotland) Bill 2017

Paper was previously circulated

The Chief Executive reported that this Bill is progressing through Parliament. The wording is 'duty to consider passing on information' as opposed to 'duty to pass on information'. It is proposed that when the Bill is approved in 2018, COSCA will communicate guidelines to its membership. The Chief Executive also indicated that when the General Data Protection Regulation comes into effect in 2018, this could affect the passing on of information.

Decision: The Chief Executive will continue to monitor the situation in relation to the Bill and GDPR.

8.1.2 Republic of Ireland The regulation of counsellors and psychotherapists under the Health and Social Care Professionals Act 2005.

Verbal Report by the Chief Executive

COSCA was involved in the consultation process relating to the statutory regulation of counsellors and psychotherapists in Ireland. Ireland has made the decision to implement statutory regulation and have separate Registers for counsellors and psychotherapists. There is no apparent risk on this transferring from Ireland to Great Britain.

Decision: The Chief Executive to monitor the situation regarding statutory regulation in Ireland.

8.1.3 NICE Guideline Depression Consultation 2017

Verbal Report by the Chief Executive

The Chief Executive reported that NICE guidelines are relevant in England and Wales (National Institute for Clinical Excellence). The proposals appear favourable towards counselling and psychotherapy, relationship counselling and CBT services. It is putting forward CBT as the favoured intervention, and this may reduce the public's ability to choose other psychological interventions. This outcome could influence the SIGN guidelines.

Decision: The Chief Executive to monitor the situation to ensure that the SIGN guidelines are not detrimental to counselling. The Board is requested to bring any information relating to this to the attention of the Chief Executive.

8.1.4 Intermediaries Impact – Evaluation Support Scotland's Scoping Study

Paper tabled

The Chief Executive attended a meeting of the Scottish Government at which Evaluation Support Scotland's report on outcome measurement by national intermediaries was launched and discussed. A summary of the report was tabled. The Chief Executive indicated that the third sector was involved in this scoping study and COSCA was actively involved in aligning itself in the field. The Board was reminded that Scottish Government Section 10 funding is under review which may affect COSCA's future funding.

Decision: The report was accepted.

9. INCREASING ACCESS TO SERVICES

9.1 Professional Standards Authority

9.1.1 Reaccreditation of COSCA's Register of Counsellors and Psychotherapists

Verbal Report by the Chief Executive

The Chief Executive reported that COSCA's application to PSA for reaccreditation of its Register was successful. An overview of the lead up to accreditation being awarded for 2017 was given to the Board. The report on COSCA's reaccreditation is published on the PSA website.

9.1.2 Revised PSA Accredited Registers Website

Verbal Report by the Chief Executive

Following restructuring of the PSA website, COSCA now has a link to its Register within the PSA website for members of the public seeking a counsellor.

Decision: The reports were accepted.

9.2 National Counselling Agencies Meeting 2.6.17

Notes previously circulated.

Decision: The Notes were accepted.

10. INCREASING ACCESS TO TRAINING, KNOWLEDGE AND INFORMATION

10.1 Past Events

10.1.1 Counsellor and Trainer Accreditation Workshops

Verbal Report by the Chief Executive

It has been found that attendance at accreditation workshops produce better accreditation applications from both counsellors and trainers. It has been agreed to continue with the workshops. The counsellor accreditation guidelines will be updated to include that applicants must either have attended a workshop or have watched the COSCA online workshop video prior to submitting a counsellor accreditation application.

Decision: The report was accepted.

10.1.2 COSCA 19th Annual Trainers Event

Verbal Report by the Chief Executive

This was once again a very well attended event, with a waiting list for attendance. Alternative venues are being considered in order to accommodate the demand.

Decision: The report was accepted.

10.2 Future Events

10.2.1 COSCA Recognition Scheme Standards Event 17.8.17

Verbal Report by the Chief Executive

The theme of the 2017 event is 'contracting'. Good attendance is expected.

Decision: The report was accepted.

10.2.2 COSCA Recognition Scheme Surgeries

Verbal Report by the Chief Executive

Surgeries are planned to be held in the COSCA office and the September 2017 dates are available on the COSCA website.

Decision: The report was accepted.

10.2.3 COSCA Annual General Meeting 20.9.17

Booking form tabled

Verbal Report by the Chief Executive

Board members are asked to inform the COSCA office of their expected attendance at the Annual General Meeting.

Decision: The report was accepted.

10.2.4 COSCA International Counselling Event

Verbal Report by the Chief Executive

BM/JC have met again to discuss this proposed event. JC has contacted the Scottish Refugee Council to ascertain if there is a need for COSCA members to provide counselling for those resident in Scotland from overseas.

Consideration requires to be given on how to reach the possible overseas clients resident in Scotland who may have the need for counselling. Further consideration will be given whether to hold this event.

Decision: The report was accepted.

10.2.5 VOX Scotland's AGM 11.9.17 – COSCA presentation

Verbal Report by the Chief Executive

This event is attended by mental health users in Scotland. Angela Ramsay, Development Officer (Individuals and Courses) will attend and give a COSCA presentation on the benefits of counselling and COSCA's Client Network/Survey Monkey on accessibility of counselling and psychotherapy.

Decision: The report was accepted.

11. DEVELOPING AND PROMOTING SYSTEMS AND STANDARDS

11.1 Counsellor and Trainer Accreditation Panel Reports

Paper was previously circulated

This is for information.

Decision: The report was accepted.

11.2 Recognition Scheme Handbook

Verbal Report by the Chief Executive

The Recognition Scheme Handbook has been updated to make it more streamlined and a faster process for applicants to the Scheme. This involves firstly a self-evaluation of readiness to apply stage and then the submission of the organisational and practice criteria readiness at the same time, prior to the site visit by COSCA to the applying organisation.

Decision: The report was accepted.

12. DATE OF NEXT MEETING

The next meeting of the Board will be held on Monday 6 November 2017 – 11am to 1pm.

Wallace Room, Council Offices, Viewforth, Pitt terrace, Stirling FK8 2ET

The meeting closed at 1.00pm with a sandwich lunch.