



**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
Lynn Geddes	Rurality
Vacant	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
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**

27 February 2017	11.00 am to 1.00 pm
15 May 2017	11.00 am to 1.00 pm
14 August 2017	11.00 am to 1.00 pm
6 November 2017	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 15 May 2017 from 11:00am to 1:00pm in the Wallace Room,  
Stirling Council Offices, Viewforth, Pitt Terrace, Stirling FK8 2ET**

## **PRESENT**

Dorothy Smith	Chair
Anne Goldie	Vice Chair
Rosamund Carmichael	Statutory Agencies
Andy Strachan	Criminal Justice (joined at Agenda Item 7)
Lynn Geddes	Rurality
Maria Jackson	Ethics
Harry McEwan	Co-optee Lay Representative
Jamie Cooke	Co-optee Lay Representative
Anne Chilton	Relationship Counselling
Patricia Joyce	Alcohol/Drugs; Bereavement
Elaine Scanlan	Treasurer
Brian Magee	(in attendance)
Tony Channing	(Minute Recorder)

## **2 WELCOME AND APOLOGIES**

The chair welcomed all to the meeting of the board

Apologies: Mhairi Canning

Resignation: Andrew Strachan has submitted his resignation from the Board following this meeting.

## **3 CONFLCITS OF INTEREST**

No conflicts of interest were declared.

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

### **4.1 Minutes of Board meeting of 27 February 2017**

**Decision:** The Minutes of the Board Meeting of 27 February 2017 were approved as a true record.

### **4.2 Redaction of Minutes**

There were no redactions to the Minutes of 27 February 2017.

## **5 MATTERS ARISING: FEBRUARY 2017 BOARD MINUTES**

### **5.1 7.1.6 Audit of COSCA Registrants and COSCA Member Organisations**

COSCA's Corporate Affairs Group (CAG) has completed the assessment of audit evidence for 2016-17. Audit evidence for 2017-18 will be submitted to forthcoming CAG meetings.

#### **8.1 Passing on Information about Wellbeing Concerns (Children and Young People (Scotland) Act 2014)**

The passing on of wellbeing concerns in the above Act is being reviewed by the Scottish Government after the Supreme Court's decision that the Act breached existing legislation including the Human Rights Act, Data Protection Act, and the common law duty of confidence. The Scottish Government GIRFEC team has held two consultation meetings with the voluntary sector about the changes to the information sharing parts of the above Act. The Chief Executive attended both these meetings. It is expected that an information sharing bill with proposed changes will be presented to the Scottish Parliament in June 2017.

#### **9.1.2 PSA AR's Communication Strategy**

Members of the Professional Standards Authority, including the Chair and the Accreditation team, will be attending the NHS event 2017 in Glasgow in June 2017 to promote the AR programme in Scotland. COSCA's Chief Executive will also be attending and meeting the PSA delegation.

#### **9.1.4/2 PSA Update: List of Precedents**

The Professional Standards Authority had been asked by holders of registers to publish a list of the precedents to date for accredited registers i.e. requirements on accredited registers not identified in the published PSA standards. These have not been published yet, but are expected soon.

## **6 RISKS**

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

The following new risks to clients were identified:

- the possible change of Government and Brexit could pose potential risks to clients moving forward

- inconsistent access to counselling services for children and young people. The additional monies being given to schools to bridge the attainment gap may not be used to fund counselling services in schools. Children are at risk as many have to wait for two years before they get access to NHS child mental health services.

- cyber-attacks could result in the loss of client records. (COSCA, however, is protected and updated.)

**Decision:** the next E-bulletin will alert members about this risk, and pass on advice about the risks of using Microsoft Windows 7, opening suspicious links and attachments, and not backing up data.

- counsellors and counselling organisations giving personal information about clients to police who request it without authorised warrants or court orders. Police citing clauses in legislation that does not give them the authority to access client records is not sufficient for the release of client records. Additionally, lawyers may ask for client records with the client's permission. If counsellors or counselling organisations are in doubt about the authority of any third party request to disclose client records, they should seek legal advice before doing so. Seeking legal advice is also recommended regarding the handing over of a minor's client record.

**Decision:** the next E-bulletin to members will include information on the above risk. The risk matrix will be updated.

## 7. DEVELOPING, COMMUNICATION AND MARKETING COSCA

### 7.1.1 Actual v Budget/Expenditure for Year to March 2017

Papers previously circulated.

The Treasurer reported that the accounts were well managed and showed a surplus of circa £17,000.

**Decision:** The report was accepted.

### 7.1.2 Budget for Financial Year 2017/2018

Papers previously circulated.

The treasurer reported that income had risen and that the forecasted expenditure was comparable to that of last year, and the last couple of years. A surplus of £5000 is forecast for next year.

**Decision:** The reports were accepted.

### 7.1.3 COSCA's International Role

Report of the Chief Executive was previously circulated.

In the last two meetings of the COSCA Board, the international role of COSCA had been discussed. In the above circulated report, it was proposed that COSCA host an event to promote interest and raise the profile of counselling as a worldwide activity. The Refugee Council, among others, could be invited to deliver presentations.

A model for inter-cultural counselling must be culturally sensitive and adaptable to accommodate multiple perspectives. Additionally, it must take into account the potential factor of a translator being present in the therapy room and increased fees to cover this service. This model would also have to be proactive in targeting different cultural communities, as they will not necessarily seek out counsellors.

**Decision:** The Board decided that there would be sufficient interest for the above event to ahead as proposed.

### 7.1.4 OSCR Guidance and Good Practise for Charity Trustees.

Board members were informed of an update to the OSCR Guidance and Good Practise for Charity Trustees document. The updated document can be found at:

<http://www.oscr.org.uk/media/2551/guidance-and-good-practise-for-charity-trustees.pdf>

### **7.1.5 Board members Annual Report on Area of Interest**

Papers Previously Circulated.

Board members received a report on the issue of rurality in relation to COSCA's Development Plan 2016-19. Issues associated with rurality include: difficulty in accessing services; increased costs to clients; cuts in government and NHS funding of counselling services; the large variety of issues presented to counsellors in rural areas and the need for rural counselling services to be more innovative as a result of the limitations put on them.

Regarding quality of service, it is important that placement providers in rural areas have a strong understanding of both the knowledge and practise associated with counselling. It is the role of the training providers to give placement providers the knowledge and values needed to assure this quality. Questions were raised as to whether counselling training should be more or less academic. There needs to be a process to give feedback on the quality of practise by counsellors in training.

### **7.1.6 Resignation of Treasurer**

At the previous Board meeting, the Chair had previously reported the treasurer's intention to resign at this meeting. The resignation was accepted at this meeting and ES was thanked by the Board for her excellent contribution to COSCA's work.

### **7.1.7 Appointment of New Treasurer**

The Chief Executive proposed that Mr Ronnie Hamilton be appointed as the new treasurer.

**Decision:** The Board consented to the appointment of the new treasurer.

### **7.1.8 COSCA Staff**

The maternity leave coverage of the post of Development Officer (Individuals and Courses) by Caroline Smith ended in April 2017. The Board thanked Caroline for her very loyal commitment to COSCA during her employment.

In April 2017, Angela Ramsay has returned to her role as Development Officer (Individuals and Courses) following maternity leave.

In April 2017, Jenny McLintock ended her employment with COSCA as Recognition Scheme Development Officer. A new Development Officer has been appointed and will begin her employment in May 2017.

### **7.1.9 Article Submitted to Central Scotland Race Equality Council**

Verbal report by the Chief Executive.

An article by the Chief Executive was published in Central Scotland Race Equality Council's newsletter (April 2017) on the benefits of counselling for victims of hate crime. This is an example of COSCA's promotion of counselling in new areas of need. Hate crime can now be reported to third party organisations as a means of reducing barriers in the reporting process.

### **7.1.10 Stirling Voluntary Hub**

Report of the Chief Executive previously circulated.

A new Third Sector Hub is to be developed and will be located near Stirling train station.

The hub will have a space for conference rooms which COSCA could possibly make use of.

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

### **8.1.1 Scottish Government's Mental Health Strategy (2017-2027)**

Report of the Chief Executive previously circulated.

In the above strategy a review of counselling services for children and young people is the first action point. COSCA has offered help to the Scottish Government with this review, and, in particular, with regards to determining the competencies needed for counsellors working with children and young people, and with the setting up of new counselling services.

COSCA has also made the Scottish Government aware of the research evidence that the University of Strathclyde could contribute to the development of the matrix for psychological intervention for children and young people.

### **8.1.2 Role of National Intermediaries**

Report of the Chief Executive was previously circulated.

The Scottish Government will make decisions relating to funding based on the outcomes of organisations and their impact. COSCA may have to make changes to how funding applications are made going forward depending on what emerges from the upcoming Evaluation Support Scotland's report. CORE is an acceptable assessment tool, but it does not measure cause as much as effect. It will be important to work with the Scottish Government to determine what evaluation system is most suitable for national intermediaries.

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

### **9.1.1 Re-accreditation of COSCA Register of Councillors and Psychotherapists**

The application has been submitted and the re-accreditation fee paid. COSCA is awaiting the outcome of its application.

### **9.1.2 PSA AR's Annual Conference – London 8.5.17**

Verbal report by the Chief Executive.

PSA are proposing to change the system for the annual renewal of accreditation registers, and are currently consulting on their proposals. Under the proposed changes, PSA accreditation team staff will carry out a review of the accredited register, assess the risk level, and pass their feedback onto the respective organisations. If the risk level is low the application will be dealt with by a PSA moderator. If not, it will be passed onto a PSA assessment panel which will have a range of options. The proposed changes do not include a change to the frequency of renewal, which is currently carried out on an annual basis.

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

### **10.1 Past Events**

#### **10.1.1 Recognition Scheme Information Days**

Verbal report by the Chief Executive.

Two information days were held in April 2017 and focused on providing information and support to organisations interested in the Recognitions Scheme.

#### **10.1.2 COSCA 9<sup>th</sup> Annual Ethics Seminar 7.3.17**

Verbal report by the Chief Executive.

The seminar provided scope to discuss the ethical and legal aspects of counsellors having an online presence, and was well attended.

## **10.2 Future Events**

### **10.2.1 COSCA's 19<sup>th</sup> Trainers Event**

Verbal Report by the Chief Executive.

This annual event on 1<sup>st</sup> June 2017 is now fully booked. It will provide information on the key skills for trainers and opportunities to network with other trainers.

### **10.2.2 COSCA's Recognition Scheme Standards Event 17.8.17**

Verbal report by the Chief Executive

This event will discuss counselling contracts for clients.

### **10.2.3 COSCA's Annual General Meeting 20.9.17**

Verbal report by the Chief Executive.

The keynote presentation at this year's AGM will be on schema therapy.

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

### **11.1 Recognition Scheme Business Plan 2017-2018**

Report of the Chief Executive was previously circulated.

**Decision:** The report was accepted.

### **11.2 Recognition Scheme Annual Report 2016-2017**

Report of the Chief Executive was previously circulated.

**Decision:** The report was accepted

### **11.3 Recognition Scheme Survey 2015-2016**

The link below to the survey was previously circulated.

<http://www.cosca.org.uk/docs/recognition%20Scheme%20Survey%20Results%20201605-02-17.pdf>

**Decision:** the report was accepted.

## **12. DATE OF NEXT MEETING**

**12.1** The next meeting of the Board will be held on Monday 14<sup>th</sup> August 2017 – 11am to 1pm.

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

The meeting closed at 1.00pm with a sandwich lunch.