



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

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 August 2020 11am – 1pm

9th November 2020 11am – 1pm

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 17 February 2020 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
Ronnie Hamilton	Treasurer
Patricia Joyce	Alcohol/ Drugs & Bereavement
Linda MacLeod	Criminal Justice
Jill Whitfield	Rurality
Tatjana Hine	Co-optee – Lay Representative
Lachlan MacKinnon	Co-optee – Lay Representative
Brian Magee	(in attendance)
Ashleigh Greechan	(Minute Recorder)

2 WELCOME AND APOLOGIES

The Chair welcomed all to the meeting of the Board.

Apologies: Maria Jackson, Anne Chilton, Susan MacRae

3 CONFLICTS OF INTEREST

No conflicts of interest were declared.

4 MINUTES OF THE BOARD MEETING

4.1 Minutes of Board meeting of 4th November 2019

Decision: The Minutes of the Board Meeting of 4th November 2019 were approved as a true record subject to a small clarification change to 7.1.5 Report of Board Members Area of Interest.

4.2 Redaction of Minutes

There were no redactions to the Minutes of 4th November 2019.

5 MATTERS ARISING: 4th November 2019 BOARD MINUTES

There were no matters arising.

6. RISKS

6.1 Assessment of New Risks to Clients

The following risks in the COSCA Risk Matrix were discussed in relation to the 350 new counsellors being appointed in schools in Scotland:

- Risk 1 (e): Clients being harmed by practitioners' mismanagement of their own physical or mental health problems
- Risk 1 (g): Harm to clients through the inappropriate conduct of non-practitioners indirectly involved in the delivery of counselling
- Risk 2 (g): Misplaced delivery of counselling in the COSCA Risk Matrix were discussed

It was decided that there was no evidence yet to justify changing the current levels of the above risks.

Changes to the following risks in the Risk Matrix were proposed:

- Risk 2 (d): Inadequate contracting and non-disclosure of relevant information. It was proposed that all references to dual registration should be deleted from this risk as the COSCA Register of Counsellors and Psychotherapists no longer includes this information
- Risk 3 (a): Threatened sustainability of services. It was proposed that reference to the guidance on the retention of client records when counselling practices ceases, if approved at this meeting, be included here.

Decision: It was decided to review the risks of counsellors working in schools at a later date and only some time after the counsellors are actually delivering counselling in schools. The proposed changes to risks 2d and 3a were accepted.

7. DEVELOPING, COMMUNICATION AND MARKETING COSCA

7.1 Financial Report to 31st December 2019

Paper previously circulated.

Decision: Consent was given to the Report.

7.2 Report of the Treasurer to 31st December 2019

Paper previously circulated.

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

Decision: Consent was given to the Report

7.3 Board Member's Areas of Interest

Paper previously circulated – Area of Interest: Alcohol/Drugs (PJ)

Discussion took place around the content of the report with Board members expressing that they had enjoyed reading it. Further questions were asked around the shift from alcohol to drug use and whether the introduction of minimum pricing on alcohol could be the cause, and whether recreational drug use is becoming more acceptable to young people in society. The controversial

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initiative 'the pour', a managed alcohol project, originating in Canada was discussed in relation to a pilot project to be rolled out in Glasgow, for more information see <https://www.bbc.co.uk/news/uk-scotland-51279255>. In further discussion it was suggested that in rural communities, for example, in island communities, there was a greater stigma around drug and alcohol problems and those living in these communities would be less likely to seek help from a drugs and alcohol counsellor or organisation.

The Chair thanked PJ for the report.

Decision: The report was accepted by the Board.

7.4 COSCA Corporate Affairs Group: 30 January 2019

The Report was previously circulated for Information.

The Chair noted that COSCA membership was growing steadily.

Decision: The report was accepted.

7.5 COSCA Draft Development Plan 2020-21

Discussion took place around the target in Objective 3 on promoting counselling research in the voluntary sector and the maintenance of the Scottish Voluntary Sector Counselling Research Network website. It was agreed that this target should remain in the Plan and that it should be implemented as described.

Decision: Consent was given to the Development Plan 2020-21 without any changes.

7.6 COSCA E-Bulletin: January 2020

E-Bulletin previously circulated.

Decision: The e-Bulletin was accepted as information.

7.7 COSCA Journal Winter 2019/2020

Verbal report on journal publication. Discussion took place on ideas for articles in the next journal. It was suggested that an article on counsellors in schools, colleges and universities would be a welcome one, given the new developments in this area.

Decision: The journal was accepted as information.

7.8 COSCA Board: Elections & Appointments 2020

Verbal report. BM discussed the upcoming Chair vacancy and the strategy put in place to fill it. BM also discussed the Board members who are due to retire and the election strategy that has been put in place to fill these roles. BM proposed that Scott Harris should be appointed as the new Treasurer following the COSCA AGM on 16th September 2020.

Decision: The new Treasurer was appointed by the Board as above.

8. INFORMING AND INFLUENCING POLICY MAKING

8.1 Scottish Government: counselling in schools, colleges and universities

Verbal Report for information. Verbal report by BM regarding the Scottish Government's funding of £60m over 4 years for 350 counsellors in schools, and £20m for counsellors in colleges and universities. Discussion took place around the guidance that has been issued by the Scottish Government and the role of professional bodies. It was noted that the recruitment and spending plans of the Local Authorities have not yet been published. Questions on what will happen to the funding given to Local Authorities if the 350 full time equivalent posts aren't taken up by August/September have been asked. BM reported that the Scottish Parliament Education and Skills Committee had invited him, along with 7 other witnesses, to submit written and verbal evidence on behalf of COSCA to the meeting of the Committee in the Scottish Parliament on 5th February 2020. At this committee meeting, BM raised issues related to the availability of trained counsellors to work in schools by the required deadline of September 2020, the costs of training for individuals and training providers and how these were not currently being met by the project, and the need for the new counsellors to be adequately supervised by experienced supervisors. BM emphasised to the Committee that COSCA welcomed the investment in school counselling and that it validates the only two courses training counsellors to specifically work with children and young people that are currently being delivered in Scotland. The availability of counselling placements and suitable trainers were identified as particular challenges for any new courses that may be offered in the future. There was discussion at the Board meeting on the difference in salaries being advertised for similar roles in colleges and universities, and whether this could result in less experienced counsellors working in the college sector.

Decision: The report was accepted for information.

8.2 Scottish Government: United Nations Convention on the Rights of the Child

The letter from Mr John Swinney MSP, Deputy First Minister, was previously circulated. BM expressed to the Board the importance of incorporating UNCRC into Scottish legislation, and that COSCA needs to review the implications of this for counselling and counsellors.

Decision: The report was accepted for information.

8.3 Scottish Government Mental Health Strategy Forum: 6.12.19

The presentation by the Scottish Government Mental Health Minister at the above Forum was previously circulated for information. BM was invited by the Scottish Government to be a member of this Forum following his meeting with the Mental Health Minister. BM reported that the newly established Scottish Government Mental Health Adult Collaborative will focus on the mental health of adults and related actions in the Scottish Government's Mental Health Strategy 2017.

Decision: The Board noted this for information.

9. INCREASING ACCESS TO SERVICES

9.1 COSCA National Counselling Agencies Meeting: 02.12.2019

The draft notes of the above meeting was previously circulated for information. Discussion took place around the wording being used by the Scottish Government to refer to counselling in schools, colleges and universities and the concern that 'mental health' counselling may refer only to those with a mental health diagnosis. BM suggested the term used was probably used to distinguish the counselling offered from other forms of counselling e.g. debt counselling and that the Scottish Government did not see counselling as only being offered to those who had been medically diagnosed as needing it.

Decision: The Board noted this for information.

10. INCREASING ACCESS TO TRAINING, KNOWLEDGE AND INFORMATION

10.1 Future Events

10.1.1 COSCA Annual Ethics Event 19.2.2020

Verbal report of upcoming event.

Decision: The Board noted this for information.

10.1.2 COSCA Annual Trainers Event 4.06.20

Flyer previously circulated.

Decision: The information was noted by the Board.

10.1.3 COSCA Recognition Scheme Standards Event 13.08.2020

Verbal report of upcoming event.

Decision: The Board noted this for information.

10.1.4 COSCA AGM 16.09.2020

Verbal report of upcoming event.

Decision: The Board noted this for information.

11. DEVELOPING AND PROMOTING SYSTEMS AND STANDARDS

11.1 COSCA Ethics Committee Meeting: 21.11.19

Report previously circulated.

Decision: The report was accepted.

11.2 Draft Retention of Client Records when counselling ceases

Report previously circulated.

Discussion took place around record keeping and the importance of client contracts including information on how these are kept and destroyed. BM explained that he had written the guidance after taking legal advice and that the draft has previously been approved by the Ethics Committee at its last meeting. It was suggested that reference to COSCA's other guidance on records be included.

Decision: Consent was given for the publication of the above guideline.

12 DATE OF NEXT MEETING

Monday 18th May 2020 11 am to 1 pm

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

The meeting closed at 13.00 pm with a sandwich lunch.