



**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
Jan Kerr	Chair/Training & Recognition Scheme
Birgit Schroeter	Vice Chair/ Accreditation – Counsellors and Trainers
Scott Harris	COSCA Treasurer
Stuart Valentine	Specialist Counselling Area – Relationships
Linda McLachlan	Specialist Counselling Area – Alcohol/Drugs; Bereavement
Jill Whitfield	Rurality
Caron Westmorland	Statutory Agencies
Linda MacLeod	Criminal Justice
Mary MacCallum Sullivan	Ethics
Tatjana Hine OBE	Co-optee Lay Representative
Lachlan MacKinnon	Co-optee Lay Representative
Vacant	Research
Vacant	Membership Services; Human Resources

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**

15<sup>th</sup> February 2021  
24<sup>th</sup> May 2021  
16<sup>th</sup> August 2021  
8<sup>th</sup> November 2021

## **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)

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A meeting of the COSCA Board was held on Monday 17th August 2020 from 11 am to 11.45 pm via Zoom

## **DRAFT MINUTES OF MEETING**

### **1. PRESENT**

Dorothy Smith	Chair
Birgit Schroeter Trainers	Vice Chair/Accreditation – Counsellors and Trainers
Ronnie Hamilton	Treasurer
Patricia Joyce	Alcohol/Drugs & Bereavement
Linda MacLeod	Criminal Justice
Anne Chilton	Relationships
Jill Whitfield	Rurality
Maria Jackson	Ethics
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 and noted this was the second meeting on Zoom and the second meeting with no apologies. It was suggested by some Board members that the better attendance was due to them not having to travel long distances to attend. The Chair also noted that for five Board members this would be their last Board meeting.

There were no apologies.

### **3. CONFLICTS OF INTEREST**

No conflicts of interest were declared.

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

##### **4.1 Minutes of the Board Meeting of 18th May 2020**

Paper previously circulated.

**Decision:** The minutes of the Board Meetings of the 18<sup>th</sup> May 2020 were approved as a true record.

##### **4.2 Redactions of Minutes**

There were no redactions of the Minutes of 18<sup>th</sup> May 2020.

#### **5. MATTERS ARISING: 18th MAY 2020 BOARD MINUTES**

There was one matter arising from the 18<sup>th</sup> of May 2020. The Client Risk Matrix has been updated with new guidance relating to COVID-19 as agreed at the previous meeting. This has been sent to and approved by PSA.

#### **6. RISKS**

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

Paper previously circulated.

The Chair gave a brief overview of the mitigating actions taken by COSCA which included online workshops for trainers, online cafes for recognised organisations, online delivery of the Recognition Scheme Standards Event, guidance on returning safely to face to face work with clients issued to all members, responding to high volume of COVID-19 related and other queries from members and the public. COSCA staff, Board, panels and committees all continue to function and are working remotely until it is safe to return to face to face working.

**Decision:** Paper was accepted as information.

#### **7. DEVELOPING, COMMUNICATING AND MARKETING COSCA**

##### **7.1 Financial Report to June 2020**

Paper previously circulated.

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

##### **7.2 Report of the Treasurer to June 2020**

Paper previously circulated.

The Treasurer spoke to the reports explaining that there was an expected deficit in this first quarter as an effect of COVID-19. In particular, the income received from resource materials and subscriptions was reduced. The Treasurer reported that COSCA still has sufficient cash in the bank to cover the above reduction in income. The Treasurer invited questions. There were no questions.

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

##### **7.3 Trustees report**

Paper previously circulated

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

## **7.4 Funding of COSCA**

Paper previously circulated.

BM reported that a purchase order for the Scottish Government grant has been received and that we are awaiting a payment of the first two quarters of the grant into the COSCA bank account. An application for a COVID-19 support grant was submitted to Stirling Council and this was successful.

**Decision:** The paper was accepted for information.

## **7.5 Board Members Area of Interest**

Paper previously circulated.

The Chair thanked Board member for their report and spoke to how she felt the report had covered everything an area of interest report should cover and identified the possible challenges and implications for COSCA. Discussion took place around how the report encompassed what is happening in the here and now for online delivery of training and how the more rural communities in Scotland could benefit from online delivery of training. It was discussed that the experience of online training is not necessarily negative or positive, it is just different.

**Decision:** The report was accepted for information

## **7.6 COSCA Corporate Affairs Group**

Paper previously circulated.

The Chair stated the report showed steady membership numbers.

**Decision:** The report was accepted as information.

## **7.7 COSCA Board: Elections**

Paper previously circulated.

BM spoke to the report – members have been very forthcoming in putting themselves forward to become Board members. It is encouraging that five new trustees will be appointed at the next AGM and COSCA will continue with a full Board at the next Board meeting.

**Decision:** The report was accepted as information.

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

### **8.1 Scottish Government: counselling in schools, colleges, and universities**

Paper previously circulated.

COSCA has been asked to advertise some but not many vacancies for counsellors in schools, colleges and universities, and has done so. However, no reliable information is available on how the new SG funded counselling services will be in place at the start of the new academic session as planned prior to COVID-19. Discussion took place around local authorities having different approach to recruiting counsellors and the possible recruitment of trainees being recruited to fill positions.

**Decision:** Report accepted as information.

## **8.2 Scottish Parliament Public Petitions Committee**

Paper previously circulated.

BM spoke to the paper. In summary the Committee welcomed the Scottish Governments commitment to ensure counselling services were available in every secondary school but asked for a review to be published on the effectiveness of the project to Parliament in 2022.

**Decision:** Report was accepted as information.

## **8.3 Scottish Parliament Cross Party Group on Mental Health**

Paper previously circulated.

COSCA is a member of the Cross Party Group on Mental Health and made a contribution to its recent report on prevention and early intervention regarding the funding of training courses in counselling children and young people. The report has been circulated across the Scottish Parliament.

**Decision:** Report was accepted for information.

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

### **9.1 COSCA's Re-accreditation application to PSA**

Verbal report.

BM advised that COSCA's annual renewal application to the Professional Standards Authority (PSA) for the re-accreditation of the COSCA Register of Counsellors and Psychotherapists has been successful and that accreditation has been awarded for another year.

**Decision:** Verbal report accepted as information.

### **9.2 PSA Review of Accredited Registers Scheme**

Paper previously circulated.

After five – six years PSA wants to review the Accredited Registers Programme's standards and the whole programme itself. This may include reviewing the application and renewal processes to make them easier and reduce the amount of work involved. Initial consultation has taken place via online meetings with accredited registers, with COSCA in attendance. Further formal consultation will take place later this year.

**Decision:** Paper was accepted for information

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

### **10.1 Credit Rating of COSCA's Courses**

Paper previously circulated.

Currently, Edinburgh Napier University credit rates the COSCA Counselling Skills Certificate and the COSCA Counselling Supervision Certificate. However, this will end in November 2020 due to Edinburgh Napier University changing its arrangements for credit rating. COSCA has been in consultation with the Scottish Qualifications Authority (SQA) about another way of continuing the credit rating and has also been in online dialogue with another possible provider with a view to achieving a seamless transition from one body to another.

**Decision:** Paper was accepted for information

## **10.2 Future Events**

### **10.2.1 COSCA AGM 16.09.2020**

The AGM will be held on Zoom on the 16<sup>th</sup> of September. It's great we're able to go ahead as planned as the AGM is needed for governance purposes, including the appointment of the new Board members but also in respect of our legal reporting duties to the Office of the Scottish Charity Regulator (OSCR) and Companies House. It is also a useful networking opportunity for our members, especially needed during this pandemic.

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

### **11.1 Scope of Practice and Education Project (SCoPEd)**

Paper previously circulated.

BM spoke to the report. COSCA has a neutral position in respect of this project. COSCA has no plans to make any changes to its standards of education and practice to differentiate counselling and psychotherapy, having worked explicitly for nearly two decades against making such a differentiation. Discussion took place around what the differentiating in the project involved.

**Decision:** Report accepted for information.

### **11.2 Petition to Scottish Parliament against LGBT+ & Conversion Therapies**

Paper previously circulated.

COSCA's own statement against this kind of therapy is on our website and has been passed to members on a number of occasions. COSCA will keep a watching brief on the progress of this petition and whether a bill is produced for making conversion therapies illegal in Scotland.

**Decision:** Accepted for information.

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

Monday 9<sup>th</sup> November 2020 11 am to 1 pm – Zoom online meeting.