
MINUTES OF THE PUBLIC PROTECTION COMMITTEE

Held on Tuesday 24 May 2022, Teams Meeting at 12.00pm

Committee Members Present

Vanessa Stirum	VS	Chair
Jo Burns	JB	Committee Member
Humza Chaudry (joined 1pm)	HC	Committee Member
Velia Soames (joined 1pm)	VSo	Committee Member
Julie May	JM	Governor

BACP Staff Members

Rebecca Grace	RG	Assistant Registrar
Fiona Ballantine - Dykes	FBD	BACP Deputy CEO
Suky Kaur	SK	Head of Stakeholder Relations - EDI
John O'Dowd	JO'D	Acting Registrar - Professional Conduct
Tolu Aluko	TA	Head of Governance, Assurance and Risk
Jo Smith	JS	Governance Officer
Juanita Bradshaw	JB	Regulatory Manager - Professional Conduct
Gemma Fay	GF	Hearings Manager - Professional Conduct

Apologies Received

Mervyn Wynne-Jones	MWJ	Committee Member
Philip Matthews	PM	Committee Member

Summary of actions

Agenda Item 1.5

Matters Arising/ Action Log

Action 1 The Committee agreed that the issue of Safeguarding will be raised with the Committee in October.

Agenda Item 2.1

Public Protection Strategy - Bates Wells report

Action 2 JO'D to provide an update on the development of the strategy ideally at the quarter 4 meeting but at least once further work has been undertaken on the strategy and aligned with the work that BACP are also undertaking on their overall strategy.

Agenda Item 2.2

Governance Report - PPC Workplan

Action 3 The Head of Governance to provide an update at quarter 4 meeting.

Agenda Item 3.1

SLT/ CPSO Report

Action 4 Deputy CEO to provide a scoped update at the July meeting

Agenda Item 3.2

Acting Registrar's Report

Action 5 The Acting Registrar agreed to provide a further update on BACP's work with the PSA on DBS and practitioners.

Agenda Item 3.2

Acting Registrar's Report

Action 6 The Head of Governance, Risk & Assurance to provide an update on the risk register's development at the July meeting.

Agenda Item 3.3

Hearing Manager's Report

Action 7 The Hearing Manager to provide an update on hearings at the July meeting.

Pre- Meeting Presentation

Equality, Diversity and Inclusion (EDI) by Suky Kaur

The Chair welcomed all attendees to the meeting.

SK gave a presentation on EDI and stated like many organisations, EDI started after the death of George Floyd where there was an elevation of the Black Lives Matter movement, as well as the data on disproportionate impact that Covid-19 had on racialised and marginalised communities. SK explained that all of these issues was a tipping point for BACP, and what BACP should be doing.

SK mentioned that her role in the last year, across the organisation, is to pull together a multifaceted strategy looking internally at the organisation. SK informed the Committee that a Member Led Task and Finish Group was formed and have been meeting on a monthly basis have been instrumental in the development of the strategy.

SK further explained to the Committee, that alongside the Member Led Task and Finish Group, there is an internal EDI Steering Group in place to take forward the operationalisation of the strategy. This Group consists of senior level representation from each area of the Business. SK expressed there is also in place the EDI Project Manager, Edith Stokes who will oversee the implantation of the Strategy.

SK made the Committee aware of what the Strategy is, which is a continuous focus on embedding change, not on one specific issue but to act as a catalyst for long term commitment and improvement over the years. SK informed the Committee that at the beginning the Team did not want to create aspirations that sat outside the core work of the Organisation and so planned carefully as to how EDI could be embedded into every aspect of BACP's Strategy which relates to the Team's Six Strategic Goals. SK explained this was achieved by SMT and the Task and Finish Group who drafted specific tactical steps for each one of the strategic goals namely:

- **Goal 1:** We will recognise and work to remove barriers that prevent marginalised voices from participating in member consultations, and will ensure that all our members feel listened to and engaged with.

- **Goal 2:** We will promote and support the education of members on equality, diversity and inclusion to ensure they're equipped to work with the communities we serve.
- **Goal 3:** We will take a proactive stance on issues of equality, diversity and inclusion in member services and communications, working with members to create a professional home where members feel they belong.
- **Goal 4:** We will ensure equality, diversity and inclusion awareness and understanding is embedded into training and practice standards.
- **Goal 5:** We will develop an ongoing dialogue with diverse communities to understand their needs, and we will take action to support equality of access to counselling and psychotherapy.
- **Goal 6:** We will continue to create an inclusive workplace which respects and values, difference, diversity, equality and inclusivity.

SK stated that there is a strong commitment from the Board to take forward the strategy with the designation of 1.3million approved for the implementation of the work. SK also informed the Committee that the Strategy is currently being consulted on by key stakeholders such as Divisional Executives, critical friends, the President and Vice Presidents as well as focus groups. SK expressed that after the consultation, the Strategy will go back to the Board with any refinement that will be needed to be done.

SK mentioned that the PSA had drafted an EDI action plan as they are looking at giving consideration to what data they need to capture from the accredited registers. SK explained, as part of that, there are early conversations that have been set up with Louis Appleby and Melanie Venables of PSA and asked the Committee if anyone would be interested in joining her to have those conversations with them regarding what has to be done if it has not already been captured in the Strategy.

General Matters

1.1 Welcome, Apologies and quoracy

The Chair welcomed everyone to the meeting.

All attendees introduced themselves.

Apologies had been received from;

Mervyn Wynne-Jones, Philip Matthews

The meeting was quorate.

1.2 Declarations of interest

There was no declaration of interest.

1.3 Minutes and approved actions from the last meeting

The minutes of the meeting on 4 March 2022 were approved as an accurate record.

1.4 Notes from the 8 February 2022 Strategy meeting

The minutes of the Strategy meeting of 8 February were approved as an accurate representation of the meeting.

1.5 Matters Arising/ Action Log

- JO'D gave a brief update on the website (original review date moved to October) which has been marked as ongoing. JO'D updated the Committee that an online Complaints form had been launched so that it is easily accessible and more manageable.
- Safeguarding - JO'D gave an update on the safeguarding metrics and stated the policy was approved by the board and the next stage being an internal meeting to decide the stats and information that needed to be collected. JO'D explained that a risk register for cases was being developed to collect stats about where BACP had intervened with safeguarding. JO'D also mentioned that training for staff is being planned which will comprise of first aid mental health training.

Actions 1

- The Committee agreed that Safeguarding will be revisited by the Committee in October.

1.6 Chair's Report

The Chair submitted a report from which an update was given.

The Chair updated the Committee of the Appraisal meeting she had with Committee members who shared their views how they felt they were contributing to the Committee. The Chair stated that some of the points that were raised in the Appraisal meetings was that most of the Committee members started without any form of induction and feel they do not have a clear understanding of what the Organisation is about and what goes on.

The Chair also expressed that there is the need to know the priorities of BACP and the Committee and stated that the presentation given are helpful.

The Chair suggested that perhaps a sheet with all the different processes that the BACP have to remind members so that when they are to ask questions, they are able to ask informed ones. The Chair also suggested for there to be more data on performance reporting so that the priorities can be understood.

The Chair also mentioned this will be her last meeting Chairing as she will be stepping down as a Trustee.

2 Strategy

2.1 Public Protection Strategy - Bates Wells report

JO'D updated the Committee from the Bates Wells Report that had been circulated with the minutes.

JO'D stated that the PPC Meeting of 8 February provided the opportunity to hear what the PPC had to say in relation to strategy and provide direction to staff in moving forward to help in achieving those strategic goals.

JO'D informed the Committee that a meeting had been set up with Jennie Jones on 8 June to discuss what may and may not be possible in terms of mediation. JO'D also mentioned about working with the PSA in looking at their strategic direction and commonalities and will work with HC to achieve this.

In his report JO'D highlighted areas of strategic development that the PPC may wish to see developed.

JO'D mentioned that the BACP will be looking at its strategy later in the year which brings up the question as to how PPC strategy will fit into BACP's overall strategy in order to form part of the greater strategy.

JO'D stated that in October, once there is sufficient information at that stage, he would like to create a tactical plan that will look at the direction that the Committee may wish to take the Register in the next 2 - 3 years.

Action 2

- JO'D to provide an update on the development of the strategy ideally at the quarter 4 meeting but at least once further work has been undertaken on the strategy and aligned with the work that BACP are also undertaking on their overall strategy.

2.2 Governance Report - PPC Workplan

A Governance Report was attached to the minutes that had been circulated from which the Head of Governance gave an update regarding the recruitment plan, timeline and next steps for the recruitment process.

The Head of Governance highlighted to the Committee that the advertisement for PPC is now up and running with the Governance Team working with other companies to get advertisement on their website without reciprocal requirements involved as well as on social media such as LinkedIn.

The Head of Governance expressed that the Governance Team were working hard on the next steps which will be to book dates in diaries in order to organise interviews with potential candidates.

The Head of Governance informed the Committee of an Engagement Contract being put in place across the Governance Structure for new Committee Members once they join. The Head of Governance also expressed that the induction process is for all members both old and new across all Committees, and will be contacted by the Governance Team to book dates in diaries for this purpose.

The Head of Governance also stated that as part of the report, there was a Skills Audit process which was run across all of the Committees as well as Board in order to gather as much information needed, which was used to drive the recruitment in order to have the right balance of skills in the Committee.

The Chair and the Committee were happy with the Governance Update that was given.

The Chair made an enquiry as to Committee Structure and how Governance is bringing robustness and order to BACP.

The Head of Governance outlined that the Governance Team was first and foremost trying to get some its foundations in a more structured and consistent way, by working on baseline documents such as the recruitment documents and Terms of References for all Committees, and to get into a regular cycle of reviewing those kind of Governance documents.

The Head of Governance also informed the Committee that the other parts of the Governance piece being worked on include areas such as, Risk Management, Board Assurance Framework and the like. The Head of Governance also expressed that later in the year, Committee members would receive an update as to how all plans mentioned will work and how the Committee will fit into it.

Action 3

- The Head of Governance to provide an update at quarter 4 meeting.

3 Reports

3.1 SLT/ CPSO Report

The Deputy CEO provided an update on behalf of the Senior Leadership Team (SLT), explaining that the organisation is in a period of a trial working pattern and that SLT is yet to discuss and confirm further plans to extend this working pattern. The Deputy CEO explained that there has been progression in the organisation's workload, having contracted an external organisation to conduct the impact assessment, which is part of stage II of the Scope-ed framework (published 01 February 2022). The workload is set to take place until the end of Autumn.

The Committee discussed the event taking place on 10 June 2022, which represents all six partners who are to discuss the strategic aims of the organisation. The Deputy CEO noted that there are 1,400 people set to attend the event and that it is reflective of the increased engagement with BACP and BACP events. The Committee also discussed the making connections event, the first in-person event since Covid-19, and noted the positive outcome of the event and its success.

The Committee discussed the register and the Board's decision on adoption. The Deputy CEO stated that the first entry point of SCoPEd requires correct proficiency which must be clearly articulated, the team are currently discussing the standards and what gaps may need to be filled.

The Deputy CEO discussed the presentation of the register and noted that there is nothing that will require the re-structure of the register as the direction of travel relates to aligning membership categories to SCoPEd rather than individuals. Due to this, the structure already exists but further development will be required over a three-year transition period if it is adopted by the Board.

The Deputy CEO discussed the issue of recruitment faced by the Professional Standards team and explained that the organisation are rethinking the recruitment strategy, namely the workload. The Deputy CEO explained the intention to separate the 'Good Practice' in actions from the 'Ethical Review' to ensure better retention, a better work-life balance and a more efficient workload. The recommendation is being put to GRaN on 25 May 2022.

The Committee discussed the proactive policy work and the focus on suicide and self-harm. The NICE guidelines have been produced surrounding self-harm and suicide that must be taken into consideration in addition to the PSA requirement to do more to help battle self-harm and suicide.

The Committee noted the success of the Bonus-ballet and The Deputy CEO took questions from the Committee.

The Committee questioned the social media strategy and asked which Social media firms the organisation had appointed. The Deputy CEO confirmed that the organisation had chosen to work with the 'Unmistakable'.

The Committee questioned whether the team could get optional invites to the SCoPEd invite on 10 June 2022 and what the structure of the meeting would look like. The Committee noted that it would be useful to find out the views of the members so that the organisation can ensure alignment. The Deputy CEO agreed to provide an update.

Action 4:

- Deputy CEO to provide a SCoPEd update at the July meeting.

3.2 Acting Registrar's Report

The Committee discussed the workload of the professional conduct team in line with the increased workload and number of complaints received from members and external stakeholders. The Acting Registrar explained that the organisation has sourced staff to work efficiently on the matters and the organisation are now revising the role descriptors to ensure that the role reflects the workload and expectations of the employees.

The Acting Registrar provided an update on his report, with a focus on the Practitioner Risk Register; the Departmental Risk Register and the Annual Report. The Committee discussed the EDI strategy and how the organisation would continue to progress, noting that the first meeting with the PSA would be held on 8 June 2022 and that the PSA are interested in discussing the disclosure and barring regulations surrounding practitioners. The PSA would like to do a consultation in October to discuss the above-noted topics and to further projections undertaken with BACP.

The Acting Registrar provided an update on the meeting held with the PSA on 23 May 2022, to discuss the next steps and planning. The Committee discussed the scope of the PSA work on the DBS. The Acting Registrar agreed to provide a further update on the work being done once he has had a chance to meet and discuss future plans with the PSA. The Committee noted that there should be further attention paid to this topic.

The Committee discussed the workload of the professional conduct team in line with the increased workload and number of complaints received from members and external stakeholders. The Acting Registrar explained that the organisation has sourced staff to work efficiently on the matters and the organisation are now revising the role descriptors to ensure that the role reflects the workload and expectations of the employees.

The Acting Registrar provided an update on case risk management and explained that the cases are being audited and that there is further attention required to assess safeguarding issues. The Committee questioned the motivations for the audit, Who would be conducting the audit and when would feedback be provided. The Acting Registrar confirmed that the audit had already begun by an external contractor and the Associate Solicitor. The Chair

agreed that there is a need for adequate reporting on the risk management of complaints to explicitly state what can be learned from experience.

The Committee discussed the Annual Report and noted the amendment made to the report. The Committee agreed to approve the amendment.

The Committee discussed the risk management and agreed that further work is required to ensure accuracy and sufficient recordings of risks are produced. The Head of Governance, Risk & Assurance explained that several risk registers will be produced within the Governance framework which will relate to the functioning of the organisation and the relationship with BACP's regulators.

Action 5: The Acting Registrar agreed to provide a further update on BACP's work with the PSA on DBS and practitioners.

Action 6: The Head of Governance, Risk & Assurance to provide an update on the risk register's development at the July meeting.

Decision: The Committee formally approved the draft annual report.

3.3 Hearing Manager's Report

The Hearing Manager provided an update on the Hearing Report and confirmed that staff are at full capacity and are undertaking training to ensure efficiency. The team has seen an increase in live cases in comparison to the previous year, this reflects a total number of 141 live cases in 2021, 248 live cases in 2022. The Hearing Manager confirmed that the discipline proceeding track hearing are being heard within 6-8 months.

The Committee discussed the return of face-to-face hearings and the Hearings Manager confirmed that all pending cases will now be heard in due course. The first physical hearing is set to take place in July. The Hearings Manager agreed to provide an update on the progress of the hearing at the July meeting.

The Committee questioned whether it would be worth adopting virtual hearings and what the advantages could be, the committee discussed if the organisation is able to consider outcomes-based assessment to gauge any potential differences between virtual hearings in comparison to face-to-face hearings. The Hearings Manager confirmed that the more serious cases are being heard face-to-face but agreed to take into consideration the suitability of vulnerable witnesses and representation.

The Acting Registrar confirmed that the team are aware of what cases should be heard in person and which ones should remain virtual. The Committee discussed whether hybrid hearings could be successful within the organisation and agreed that they should be decided on a case-by-case basis.

The Deputy CEO thanked the team for their hard work and noted the improvement seen within the organisation.

Action 4: The Hearing Manager to provide an update on hearings at the July meeting.

3.4 Assistant Registrar's Entry & Maintenance Report

The Assistant Registrar provided an update on the entry and maintenance report and noted that there has been a positive development with registration as there has been an increase in registrations, the organisation is already working with two organisations and 500. The Assistant Registrar explained that there are daily assessments and that there is an external examination process underway and a report will follow shortly. The Committee briefly discussed SCoPEd and what work would be required to move forward.

The Committee discussed audits and confirmed that they are in line with their SLA's and confirmed an intention to address issues and recruit further staff to support existing members. The team are looking to further develop a suite of resources to ensure that there are adequate learning materials in a digestible format for members.

4. Any Other Business

4.1 Any Other Business

There were no other items not specified on the agenda raised for discussion.

5. Presentation of record on BACP website

5.1 To consider any items requiring redaction

There were no items requiring redaction that was discussed.

6. Date and time of the next meeting

6.1 The Committee noted and agreed on the following dates for the upcoming meeting:

Tuesday 26 July 2022, 14:00 PM-17:00 PM

Tuesday 25 October 2022, 09AM-12:00PM

**Next meeting: 26 July 2022
Time: 14.00 - 17.00**