



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
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

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
29 October 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 6 November 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
Maria Jackson	Ethics
Patricia Joyce	Alcohol/Drugs; Bereavement
Anne Chilton	Relationships
Harry McEwan	Co-optee
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.

Apologies: Mhairi Canning; Lynn Geddes; Jamie Cooke

3 CONFLCITS OF INTEREST

No conflicts of interest were declared.

4 MINUTES OF THE BOARD MEETING

4.1 Minutes of Board meeting of 14 August 2017

Decision: The Minutes of the Board Meeting of 14 August 2017 were approved as a true record.

4.2 Redaction of Minutes

There were no redactions to the Minutes of 14 August 2017.

5 MATTERS ARISING: FEBRUARY 2017 BOARD MINUTES

5.1 6.1 Assessment of New Risks to Clients

The Chief Executive reported that the Assessment of New Risks to Clients Matrix had been updated.

5.2 6.2 COSCA Risk Management Report

The Chief Executive reported that the COSCA Risk Management Report had been updated.

5.3 7.1.5 Stakeholders Engagement Strategy

The Chief Executive reported that the Strategy had been updated.

5.4 8.1.4 Intermediaries Impact

The Chief Executive reported that SCVO has taken on a strategic role and has established one of the two working groups reporting to the Scottish Government. Evaluation Support Scotland has set up another working group and will also be reporting to the Scottish Government. It is possible that there may be funding implications as an outcome of this exercise as the Scottish Government may find that there is a duplication of funding being awarded to national intermediaries. The Chief Executive will report to the February 2018 Board meeting on the outcome of the National Intermediaries meeting to be held on 8 November 2017.

5.5 Google Maps and the COSCA Register

An issue was raised about Google Maps and it has been resolved.

5.6 Peer Support in Schools

RC raised her concerns over information she has that in some schools, children are 'mentoring'/'counselling' their peers. Discussion was held on this and it was agreed that if the term 'counselling' is being used to describe this activity, it could result in reputational damage to counselling per se. It was noted that 'counselling' is not a protected title in relation to people calling themselves 'counsellors'. COSCA has already offered its services to the Scottish Government in the rolling out of the Mental Health Strategy

Decision: The Chief Executive to contact the Scottish Association for Mental Health, which has been commissioned to review mental health services in schools.

5.7 Appropriate Training for Counsellors Working with Suicide and Trauma

The availability of training for counsellors to work with suicidal clients and in trauma situations was discussed.

Decision: COSCA is prepared to validate training in these areas. Board members should contact the Chief Executive with information on relevant training.

6. RISKS

6.1 Assessment of New Risks to Clients

No new risks were reported.

7. DEVELOPING, COMMUNICATION AND MARKETING COSCA

7.1.1 Actual v Budget/Expenditure for Year to September 2017

Papers were previously circulated

The Treasurer spoke to the reports indicating that COSCA is keeping within its budget. There were no questions from the Board.

Decision: The report was accepted.

7.1.2 Current and Future Board Vacancies: Ares of Interest of Criminal Justice and Accreditation Lay Representation

Verbal Report by the Chair and Chief Executive

The Chair gave the background on the vacancy in the Area of Interest – Accreditation, resulting in a requirement for the filling of this vacancy, together with that of Criminal Justice.

It was also noted that the current 3-year period of Lay Representation on the Board will be completed at the Annual General Meeting 2018. BM proposed that COSCA should put in place the filling of these vacancies earlier than normal to ensure that these vacancies are filled.

Decision:

1. The COSCA office to commence earlier than normal, the process of filling the vacancies.
2. Board members to advise the Chief Executive of possible nominees to the role of Lay Representatives on the Board, to be effective from September 2018.

7.1.3 Register of Interests – COSCA Board

Paper previously circulated

It was noted that not all Board members had submitted their Register of Interests. Outstanding submissions to be made to the COSCA office.

Decision: The Register of Interests to be updated.

7.1.4 Board Member's Annual Report on Area of Interest

Report previously circulated

RC spoke to her Report on the Area of Interest of Statutory Agencies.

Decision:

1. The Report was accepted.
2. MC to submit a report on the Areas of Interest of Training and Recognition Scheme for the February 2018 Board meeting
3. PJ to submit a report on the Area of Interest of Bereavement for the February 2018 Board meeting.

7.1.5 COSCA Corporate Affairs Group Meeting of 19.10.17

Paper was previously circulated

This is for information.

Some discussion took place on the lapsation and cessation of Registrants' membership.

Decision: The report was accepted.

7.1.6 COSCA Audit of Registrants and Organisations

Verbal Report by the Chief Executive

The Chief Executive reported that a small number of Registrants have opted to cease membership when invited to submit the requested Audit requirements.

The main issue with the Audit of organisations is compliance with the COSCA Standards for Complaints Procedures. Work is being carried out on this aspect.

Decision: The report was accepted.

7.1.7 COSCA Annual Report and Accounts to OSCR

Verbal Report by the Chief Executive

It was reported that the required Annual Report and Accounts had been submitted and accepted by OSCR.

Decision: This was noted.

8. INFORMING AND INFLUENCING POLICY MAKING

8.1.1 Mapping Members' European Connections: Survey Monkey

Verbal Report by the Chief Executive

The Chief Executive reported that he was taking forward the Board interest in the international context of counselling in order to address some of the issues resulting from Brexit and what is happening in the UK, Scotland and Europe. Supported by JC, he has prepared a Survey Monkey. The ten question Survey will be put to the COSCA membership to ascertain issues arising for current and potential European counsellors working within Scotland, issues arising from working with clients from Europe, and the involvement of COSCA members in European institutions and professional bodies.

Decision:

- 1 The Survey Monkey to be sent to COSCA membership.
- 2 The Chief Executive to report to the February 2018 Board meeting on the results of the Survey.

9. INCREASING ACCESS TO SERVICES

9.1 Professional Standards Authority

9.1.1 PSA Consultation on Annual Renewal Fees

Draft Response of COSCA to the PSA Consultation

PSA Consultation on Annual Renewal Fees previously emailed to Board

Decision: The draft Response of COSCA to the PSA Consultation was accepted by the Board as suitable for submission to PSA.

9.1.2 PSA Changes to Annual Renewal

Paper previously emailed to Board

Discussion took place on the proposed changes to the Annual Renewal system of Accredited Registers. The Chief Executive outlined COSCA's main concern being that of compliance by Registrants and member organisations, but that work was in hand to address this.

9.1.3 UK Department of Health: Promoting professionalism, reforming regulation

A paper for consultation: October 2017 – January 2018

A summary of the above paper was tabled by the Chief Executive

The Chief Executive spoke to the summarised report, outlining that there are no plans in the proposals for the Accredited Registers Programme to be changed.

Decision: The Chief Executive's report was accepted.

10. INCREASING ACCESS TO TRAINING, KNOWLEDGE AND INFORMATION

10.1 Past Events

10.1.1 COSCA Recognition Scheme Information Days

Verbal Report by the Chief Executive

It was reported that the Recognition Scheme Development Officer arranges Information Days twice per year and these are held in the COSCA Office.

Decision: The report was accepted.

10.1.2 COSCA Recognition Scheme Standards Event 17.8.17

Verbal Report by the Chief Executive

It was reported that members of the COSCA Board had presented at this event, along with other presenters. A paper on the successful event will be published in the upcoming publication of the COSCA Journal – Counselling in Scotland.

Decision: The report was accepted.

10.1.3 COSCA Annual General Meeting 20.9.17

Draft Minutes of the Annual General Meeting were previously circulated

Decision: Consent was given to the Draft Minutes of the 2017 Annual General Meeting.

10.2 Future Events

10.2.1 COSCA 20th Annual Trainers Event 6.6.18

Verbal Report by the Chief Executive

The date and venue have been agreed. The planning group has been formed.

Decision: The report was accepted.

11. DEVELOPING AND PROMOTING SYSTEMS AND STANDARDS

11.1 Ethics Committee Meeting 24.8.17

Draft Notes previously circulated for information.

Decision: The draft Notes were accepted.

11.2 Professional/Clinical Wills/Legacies

Paper previously circulated

Prior to discussion on the agenda item, the Chief Executive reported that the paper had been approved by the COSCA Ethics Committee.

The Board discussed changes in the draft guidance to the role of the 2 colleagues/executors, and the maintenance, storage and destruction of records.

Decision: The Chief Executive will make the necessary adjustments to the paper for consideration by the Ethics Committee. Following that, the paper will be brought back to the Board.

11.3 COSCA Online Networking and Social Media draft Guidance

Paper previously circulated

Some discussion took place on the draft paper

Decision: The paper was accepted. The Chief Executive to include in the Guidelines the following website address www.professionalsonlineafetyhelpline (POSH) and the national telephone number, and an additional statement under privacy settings. The Guidelines will be published on the COSCA website.

12 DATES OF 2018/2019 MEETINGS

Dates of Board meetings and the Annual General Meeting 2018 were circulated.

13 DATE OF NEXT MEETING

The next meeting of the Board will be held on Monday 26 February 2018 – 11am to 1pm.

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

The meeting closed at 1.00pm with a sandwich lunch.