



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
Jan Kerr	Chair/ Training; Recognition Scheme
Birgit Schroeter	Vice Chair/ Accreditation – Counsellors and Trainers
Tatjana Hine	COSCA Treasurer
Stuart Valentine	Specialist Counselling Area – Relationships
Linda McLachlan	Specialist Counselling Area – Alcohol/Drugs; Bereavement
Jill Whitfield	Rurality
Caron Westmoreland	Statutory Agencies
Linda MacLeod	Criminal Justice
Mary Maccallum Sullivan	Ethics
Daniel Reilly	Co-optee Lay Representative
Vacant	Co-optee Lay Representative
Vacant	Research

Vacant	Membership Services; Human Resources
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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

Monday 15 August 2022

Monday 7 November 2022

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 14th of February 2022 from 11 am to 12.15pm via Zoom

MINUTES OF MEETING

1. PRESENT

Jan Kerr	Chair/Training & Recognition Scheme
Birgit Schroeter	Vice Chair/Accreditation – Counsellors and Trainers
Jill Whitfield	Rurality
Caron Westmorland	Statutory Agencies
Linda MacLeod	Criminal Justice
Tatjana Hine	Treasurer
Daniel Reilly	Co-optee – Lay Representative
Brian Magee	(in attendance)
Ashleigh Greechan	(Minute Recorder)

2. WELCOME AND APOLOGIES

The Chair welcomed the Board. It was noted that Linda was absent from the meeting.

Apologies: Stuart Valentine, Mary Maccallum Sullivan

Absent: Linda McLachlan

3. CONFLICTS OF INTEREST

There were no conflicts of interest reported.

4. INFORMATION AGENDA ITEMS

All papers previously circulated. The Chair stated that for item 4.7 the paper hadn't been circulated. This was an oversight and it would be sent out to all Board members after the meeting.

Overview

4.1 Information on items 4.2, 4.5 and 4.7

The Chair thanked Brian and the team at COSCA for putting the information and consent reports together and for distributing to Board members in advance of this meeting, and in particular the PSA report. The Chair noted that it had previously been agreed that information and consent items don't require discussion. The Chair read through points on the agenda but suggested the meeting moves on.

Developing, Communicating and Marketing COSCA

4.2 Companies House Confirmation Statement

4.3 Board Member's Area of Interest

The Chair stated she really appreciated the report by Jill and thanked Jill for the work she put into the report.

4.4 COSCA Corporate Affairs Group

Developing and Promoting Systems and Standards:

4.5 PSA Re-accreditation Application 2022

Increasing Access to Training, Knowledge and Information:

4.6 Future Events:

4.6.1 COSCA Annual Ethics Seminar

4.6.2 COSCA Annual Trainers Event

The Chair noted the Ethics and Trainers event and the topics of both meetings.

4.7 Scottish Parliament Health, Social Care and Sport Committee Consultation

Information: All items were accepted as information.

5. CONSENT AGENDA ITEMS

Minutes of Meeting:

Paper previously circulated.

5.1 Board Meeting of 8th November 2021

Consent was granted for the minutes.

Developing, Communicating and Marketing COSCA:

5.2 Financial Report to December 2021

Paper previously circulated.

5.3 Report of the Treasurer to December 2021

Paper previously circulated.

The Chair welcomed Tatjana Hine back to the Board as Treasurer.

TH spoke to the report and stated that considering the problems of the last two years, COSCA is in a strong position, showing a surplus and not a deficit.

Consent was given to the Treasurers and financial report.

6. MINUTES OF MEETING

6.1 Redactions of Minutes: 8th November 2021

No redactions were required.

6.2 Matters Arising: meeting on 8th November 2021

The Chair invited BM to comment. BM reported that under agenda item 8.3 the risk register, that the register has been updated in relation to pandemics and the competence of Board members.

7. RISKS

7.1 Assessment of New Risks to Clients

The Chair opened the discussion for this item up to Board members asking if there is anything that needs to be added or anything anyone had noticed that we need to consider.

BM – PSA has decided it wants to work with registrars to put together a common client risk register to which individual registers can add their own specific risks. A new template will be developed from the next registrars meeting with PSA to establish a generic template. If completed, BM will submit COSCA's new matrix to the next Board meeting. The new template will contain what we have but in a different layout. As long as registrars can agree on common risks and we can add our own risks to the matrix there should not be any major problem for COSCA. It makes sense for all registers to have a baseline and share this with the public, and the process should go smoothly. PSA are allowing an extension on re-accreditation applications to discuss this common risk matrix. Board members thanked BM for his work on this.

8. INCREASING ACCESS TO SERVICES

8.1 Equality, Inclusion and Diversity

It was agreed that this agenda item should remain at every Board meeting, even if no new issues are identified or discussed as it keeps Board members and COSCA mindful of the importance of equality, inclusion and diversity.

In the renewal application to PSA for 2022, registers need to consider each of the nine characteristics covered by the Equality Act (2010) and state how the renewal of accreditation will benefit the communities covered by each of these protected characteristics. BM has endeavoured to do this in COSCA's renewal application.

The Chair invited any discussion on recent developments.

BM stated that recently there had been further coverage in the Scottish media around conversion therapy. Researchers have been in touch with BM to ask what COSCA's position is and what the role of counselling is in relation to this debate. BM reported that currently there is an investigation ongoing by the Scottish Government and this needs to be closely monitored as the legislation that may be produced on the back of the investigation could have an impact on counselling in Scotland.

9. INCREASING ACCESS TO TRAINING, KNOWLEDGE AND INFORMATION

9.1 Delivery of COSCA Validated Specialist and Other Courses

Paper previously circulated.

The Chair stated that in November the Board approved the blended delivery of diploma and specialist courses and full online delivery of the COSCA Counselling Skills Course. However, not all courses were discussed in the detail required to implement a new blended/online system that is inclusive of all the courses that COSCA validates. Through discussion today on this agenda item, the Board will hopefully be able to consider and decide on these details and thus allow the development of quality assurance procedures that cover all validated courses. The proposals submitted by BM and distributed in advance of the meeting allow but do not require a blended/fully online format.

The courses covered by these proposals include:

- COSCA Courses other than the COSCA Counselling Skills Course
- Non-COSCA Counselling Skills and Supervision Courses
- COSCA validated children and young people
- COSCA validated Specialist courses

The guiding principle used to determine the proposed format of delivery allowed is as follows:

- Blended delivery rather than fully online (real time) delivery is permitted for courses where the trainer presence and interaction, not only between trainer and participants but also between participants, is required at a high level for the learning of the course competencies.

COSCA Courses:

- COSCA Counselling Supervision Course (parts 1 and 2): it is proposed that this course can be delivered fully online (real time) or by blended delivery, including the counselling practice placement in part 2.

Proposal accepted

- COSCA Further Steps in Counselling Skills: it is proposed that this course can be delivered fully online (real time) or by blended delivery.

Proposal accepted

- COSCA Group Counselling Skills Course: it is proposed that this course can be delivered in a blended format and not fully online (real time).

Proposal accepted

Non-COSCA Counselling Skills and Supervision Courses

- Non-COSCA Counselling Skills Courses: it is proposed that these courses can be delivered fully online (real time).

Proposal accepted

- Non-COSCA Counselling Supervision Courses: it is proposed that these courses can be delivered fully online (real time) or by blended delivery.

Proposal accepted

Children and Young People Courses

- Courses in counselling children and young people: it is proposed that these courses can be delivered in a blended format and not fully online (real time).

Proposal accepted

Specialist Courses of Validated Training Providers:

- Specialist Courses: it is proposed that when these courses are delivered at post-qualifying level that they can be delivered fully online (real time). When specialist courses are delivered at pre-qualifying level and the courses are core training in counselling then they can be delivered in a blended format but not fully online (real time). Otherwise, specialist courses can be delivered fully online (real time).

Proposal accepted

It was stated that online meant in real time and **not** distance learning. Discussion took place around the two-tier approach and that Group Counselling Skills and Children and Young People courses aren't proposed to be fully online (real time) as there is a higher risk with these courses.

BM thanked Board for making decisions on this, stating it was really important for all the reasons stated in the proposal papers over the last 4 meetings of the Board. The timing of these decisions was also important as COSCA can now make an announcement on this change of delivery around the same time the Scottish Government announces its plan for living with COVID-19. There is also an eagerness among some of our training providers to hear about these proposals.

BM stated that at the moment courses that are running online are being delivered in this way with our permission due to the COVID-19 pandemic, but once the relevant restrictions are lifted, the courses will be instructed to deliver again face to face. At this point, if training providers wish to deliver their validated courses in a blended or fully online (real time) format, then they will need to complete COSCA's new application process based on the above decisions. Discussion took place around how unpleasant it is to teach or learn while wearing masks.

The Chair stated she was conscious that all items on the agenda had been covered and the meeting would finish early.

The Board away day was discussed and it was decided to include an agenda item on Board/Staff Collaboration at the next meeting.

The decision that was made to reduce the number of areas of interest reports from two to one per meeting.

The meeting closed at 12.15

10. DATE OF NEXT MEETING

Monday 23 May 2022 11 am to 1 pm

Zoom session