

AGM

24th April 2009

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AGM | Map and Directions to NCVO

Postal address

NCVO

The National Council for Voluntary Organisations

Regent's Wharf

8 All Saints Street

London

N1 9RL

Telephone (main switchboard)

020 7713 6161

By Bus

From King's Cross Station (York Way)

Numbers 17, 91 and 259. NCVO is the second stop from York Way.

From Euston Station

Number 91

By Tube

Piccadilly, Circle, Victoria, Hammersmith and City,

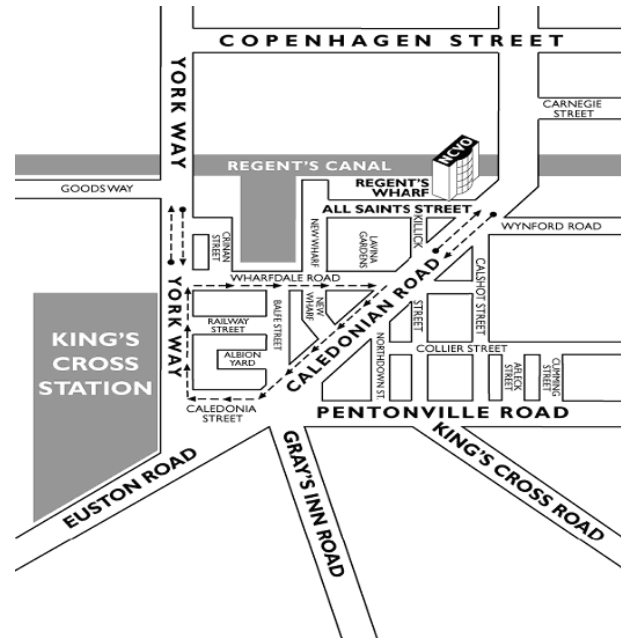
Northern and Metropolitan lines all pass through King's Cross Station.

By Taxi

There is a taxi rank beside Platform 1 at King's Cross.

Walking - Approx 10 minutes from King's Cross Station

- Take the main exit from King's Cross station (by the ticket office), turn to your left and walk towards the pedestrian crossings.
- Cross over and walk towards Pentonville Road at the next set of traffic lights turn left into Caledonian Road.
- Keep walking straight up Caledonian Road, then take the sixth turning on the left into All Saints Street.
- NCVO is the third building on the right hand side as you turn into the street from Caledonian Road



ACAT | Contact Details



Association for Cognitive Analytic Therapy

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United Kingdom

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EC3N 2AA

Company No:

06063084

Report designed by Alacrify Ltd.

www.alacrify.co.uk

ACAT Annual General Meeting 2009

Friday, 24 April, 2009 14.00 – 15.00

The AGM Is followed by a presentation by Professor Glenys Parry at 15.30:

"It's a Bit Muddy ... CAT and the changing policy context of the NHS"

The afternoon will close with a wine reception from 17.00 to 18.00

Formal notice of ACAT's 2009 Annual General Meeting was sent out to each ACAT member in early February and we are now pleased to forward the papers and full information for this meeting.

We do hope this date is in your diary – we are pleased to be able to offer a full afternoon for those attending with a talk and discussion by Glenys Parry following the meeting: "It's a Bit Muddy ... CAT and the changing policy context of the NHS" with the afternoon closing with a wine reception and the opportunity to catch up with other ACAT members and friends.

This is an important AGM with vital information about the move to Statutory Regulation by the Health Professions Council, developments within the UKCP and how we can best respond in the current political climate. There will be time for discussion and debate.

As previously notified it is required by our Memorandum and Articles of Association that one third of our Directors stand down (with the opportunity to stand for re-election if they so wish). ACAT currently has nine directors and Mary Dunn, Hilary Brown and Virginia West have all volunteered to stand down and Mary and Virginia are standing for re-election. Full information about the elections to the Board of Directors and those nominated can be found later in this booklet.

If you cannot attend but wish to vote on the resolutions to be submitted to the AGM together with nominations to the Board of Directors, a Voting by Proxy Form can be found at the end of this booklet. Please complete and return to the ACAT Office by 5pm on Wednesday, 22th April. Please note those eligible to vote are fully paid up Psychotherapist and Practitioner members.

All documents found in this booklet are also available to download from the website:

http://www.acat.me.uk/acatevent.php?event_id=508 (or go to www.acat.me.uk click on ACAT Events and then on the AGM link).

If you will be attending, and haven't already done so, please could you either email Susan Van Baars at admin@cat.me.uk or phone 0844 800 9496 to let her know of your attendance so we have some idea of numbers. If you have any questions about the AGM or the Glenys Parry presentation, then please do not hesitate to contact the ACAT Administration Office.

We look forward to welcoming you to this meeting and presentation and do hope you will be able to attend.



Mark Westacott, Chair of ACAT

AGM | Agenda

Friday, 24 April, 2009 14.00 – 15.00

The National Council for Voluntary Organisations (NCVO), Rooms 1&2, Regent's Wharf, 8 All Saints Street, London N1 9RL

| | Page(s) | Presented by |
|---|---------|--|
| 1 Chair's Welcome | | Mark Westacott |
| 2 Apologies for Absence | | |
| 3 Minutes of the Previous AGM held on 26 January, 2008 | 34 - 37 | |
| 4 Matters Arising | | |
| 5 Chair of ACAT's Report This report is included in this booklet and will not be read aloud at the meeting. Comments will be welcomed. | 6 - 8 | Mark Westacott |
| 6 Treasurer of ACAT's Report. This report is included in this booklet and will not be read aloud at the meeting. Comments will be welcomed. <ul style="list-style-type: none">• Resolution to Approve the Accounts Year Ending 31 July, 2008• Re-appointment of Sully Partnership as Auditors | 9 - 15 | Stephen White |
| 7 Chair of the Training Committee's Report This report is included in this booklet and will not be read aloud at the meeting. Comments will be welcomed. | 16 | Sarah Littlejohn |
| 8 Chair of the Exam Board's Report This report is included in this booklet and will not be read aloud at the meeting. Comments will be welcomed. | 17 - 20 | Mark Westacott in Liz Fawkes' absence |
| 9 Resolutions: The various changes proposed to the Memorandum & Articles are necessary in order to <ul style="list-style-type: none">a. bring the company's legal constitution up to date to comply with recent changes in the Companies Acts andb. to mirror those model Memorandum and Articles that comply, in their entirety, with the Charities Commission's preferred format to ensure that this aspect of our future application will be covered. | 21 - 33 | |
| (a) Resolution 1. Alteration of Memorandum of Association <i>'That the draft Memorandum of Association produced to the meeting and the members be and is adopted by the company in substitution for its existing Memorandum of Association'</i> | | |
| (b) Resolution 2. Alteration of Articles of Association <i>'That the draft Articles of Association produced to the meeting be and are adopted by the company in substitution for its existing Articles of Association'</i> | | |

(c) Resolution 3. Code of Ethics and Practice for Training and Supervision

'That the new Code of Ethics and Practice for Training and Supervision be accepted and that it replaces the Code of Ethics and Practice for Training (April 1997) and the Code of Ethics and Practice for Supervision (April 1997).'

Background to the resolution: The previous Code of Ethics and Practice for Training and the Code of Ethics and Practice for Supervision have been combined into a single Code for reasons of clarity and simplicity. The only substantive change is to an item on boundaries – number 5.0 a)ii in the new Code. Originally this read as: *The supervisor is responsible for consulting with her own supervisor before former clients are taken on as supervisees or former supervisees are taken on as clients.*

This has now been changed to stress that this dual relationship should ordinarily be avoided:

Former clients should not be taken on as supervisees and former supervisees should not be taken on as clients. If a deviation from this is being considered then a supervisor must be consulted first.

The new Code has been approved by all ACAT committees and we are seeking a resolution from the membership for this to be accepted.

| | | |
|----|---|---|
| 10 | Elections to the Board of Directors with Office (Vice Chair) and without Office | 6 |
| 11 | Any Other Business | |
| 12 | Date of Next AGM | |

At 15.00 the AGM will be followed by refreshments and at 15.30 a Presentation and discussion by Glenys Parry:

"It's a Bit Muddy ... CAT and the changing policy context of the NHS" (see page 33 for details)

A wine reception will close the afternoon from 17.00 to 18.00

ACAT | Nominees

Nominees for the Post of ACAT Vice-Chair and Appointments to the Board of Directors without Office,
with a Summary of each Nominee's Relevant Experience and Interests:

Name: Mary Dunn Seeking Election to: Director

I am a retired Clinical Psychologist and a former Chair of ACAT. I have experience of adapting CAT to care-planning of Personality Disorder within Community Mental Health.

Name: **Alison Jenaway** Seeking Election to: **Vice Chair and Director**

I am a Consultant Psychiatrist in Psychotherapy, a CAT Practitioner and supervisor. I am working currently with adolescents leaving care and in a liaison psychiatry service. I am interested particularly in how to engage difficult to reach patients.

Name: **Virginia West** Seeking Election to: **Director**

I am a founder member of ACAT, trainer, external moderator, supervisor and therapist. In my role as Director / Trustee I would be interested in further developing the role of CAT in the psychotherapeutic world.

Chair of ACAT | Mark Westacott

Introduction

It has been a productive year for ACAT's committees with various new developments taking place and other initiatives being consolidated. It has also been a year when we have experienced quicker than usual change in the wider political context and the way psychological therapy services and training courses are configured in the NHS. One of the challenges facing us has been to know what course to take through these often muddy and turbulent political waters. Our discussions within ACAT and with other psychotherapy organisations over the past year have been energetic and fruitful and it is clear that the future holds opportunities for growth and development as well as various challenges. In what follows I will provide a brief overview of the main areas of activity and development that have occurred since the last AGM in January 2008.

The Company and its Administrative Organisation

ACAT continues to receive strong administrative support from the ACAT office. From May 2008 Susan Van Baars (the main ACAT Administrator) has been joined for two days a week by Kim Meldrum. Kim, as you may know, has previously helped with the Exam Board, but now has a broader role which includes conference planning and other tasks. In addition to Susan and Kim, Jon Sloper and Bill Crumbleholme (trading as Alacrify Ltd) continue to provide excellent website management and assistance with our financial administration. The strength of this team, in conjunction with the expert advice we have received from our new Treasurer, Stephen White, has enabled us to bring our financial management in-house so that we are no longer dependent on Charity Business (the company to which this was previously outsourced). All of this has led to improved services in terms of the facility of payments, transparency of our accounts, direct debit and on-line booking facilities for members, to name just a few areas.

Jon and Bill have continued to do an excellent job developing the website facility. The library has been expanded, there are additional membership services and the ACAT / Sheffield Hallam University Course Handbook is about to be made available through the site for all courses to use. Sarah Littlejohn (Chair of the Training Committee) will say more about training courses and the University but I just want to express a particular thank you to Dawn Bennett for the excellent work she has done on developing our new Practitioner / PGDipCAT handbook. As you may know, Mansur Quaraishi, our Development Officer, came to the end of his one year contract with us last year. After a limited response to re-advertising the post we have decided to review the role and job description.

In October 2008 we had a Trustees away day in London and agreed there that we would move forwards with our application for charity status. Stephen White will say more about this, but the application form is nearing completion, our company articles have been updated, and we are in the process of planning changes to the website to increase services that we provide to the public. In moving forward with this, there are clear opportunities for increasing services to clients and the public on the website in a way that will promote CAT and support our members. We also need to start thinking about how we can involve service users in the future development of our organisation.

Last year Jason Hepple, Maddy Jevon and Susan Van Baars did an excellent job organising the National CAT conference in London. The feedback from the conference was very positive and on behalf of Council I asked the same team (plus Kim Meldrum) to organise the 2009 International CAT Conference, which is being held in Bath in July. I want to thank the conference team for all of the hard work and creativity they have put into developing the programme and the social events around this.

Finally, I would also like to thank Alison Jenaway and Irene Elia for continuing to edit Reformulation for us. Their work is often invisible but bears fruit in every edition.

Training Courses

In the summer Anna Jellema had to step down as Chair of the Training Committee suddenly for personal reasons. Anna had recently taken on this position and was very much enjoying her new role. Her loss was very much felt by the committee, and it was a great relief to me when Sarah Littlejohn agreed to step in and take over the reins. I want to thank Sarah personally for this as taking over at such a busy time for the committee was not an easy task. I also want to thank Anna for her earlier contribution and look forward to her joining us again in June.

Our CAT courses continue to flourish. This year has seen the first Sheffield Hallam University validated practitioner courses running in Manchester and Scotland. Further university validated courses will be starting up this spring and autumn. The first two candidates for the MSc in CAT by Research Dissertation also started their course last September. A number of new practitioner and skills courses have started this year and overall, the level of applications to our courses has not decreased despite earlier worries that we might lose out in the current climate to CBT. One of my concerns was always that there would be tension as the different cultures of ACAT and the University came together. That this has not happened attests to the maturity of our organization and the preparedness of everyone to work together to move this project forwards. Sheffield Hallam has also so far proved to be a flexible and comfortable partner. I want to thank everyone who has given up their time to attend meetings in Sheffield and work on the validation process at its various stages. This work is ongoing and of high volume and we have recently decided to appoint someone in a part-time paid position to liaise between ACAT and the University as further courses move to become validated.

In October we had another enjoyable and productive event for supervisors and trainers in London, which Steve Potter and I facilitated. A further event is planned for this autumn facilitated by Jane Blunden and Vicky Petratou. CPD events for all members as well as supervisors and trainers are an important membership service that ACAT should promote and support and I was very pleased when Hilary Brown (Vice-Chair ACAT) and Jessie Emilion (Trustee) volunteered to take the lead in developing this further over the forthcoming year. This is in addition to our Supervisor Training programme which Sarah will tell you more about. John Bristow stepped down from organising CPD events about a year ago and I want to thank him on behalf of all of us for his contribution.

Finally, I just want to thank Hilary Beard and Barbara Coombes for their continuing dedication to our very important psychotherapy training. The next course is currently being planned and the level of interest is once again very high. As we move towards greater public recognition of psychotherapy as an independent profession, the importance of this training for ACAT will no doubt increase considerably.

International CAT

Over the past year I have been involved in a number of teleconferences with CAT representatives from other countries, notably Ireland, Scotland, Finland, Spain, Greece, New Zealand and Australia with a view to exploring opportunities for greater international collaboration. Steve Potter has put a great deal of work into convening this group and has chaired the conferences. For me, there are clear advantages to having an international association that can develop agreed codes of ethics and minimum training standards. Such an association would also reduce the number of complex international questions that currently arrive at ACAT committees. We have often struggled with such questions as there is a tension between wanting to avoid appearing imperialistic whilst also needing to maintain high training and practice standards. The international group, which is called the International Cognitive Analytic Therapy Association (ICATA) have prepared a constitution which is currently being considered by potential member countries. The organisation is planning a formal launch at the international conference in July.

One of the benefits of an international organisation is that member countries will need to fulfil minimum criteria before they can gain membership. Over the past year we have become increasingly aware of the need to provide the public with some protection against groups in the UK or abroad

who may use CAT in the title of their organisation but actually have no affiliation to us or any other established international CAT groups. To this end we are making an application to trademark "ACAT" in the UK and then also in Europe. Stephen White will tell you more about this.

Statutory Regulation of Psychotherapy

Just over a year ago it became very clear that the planned regulation of psychotherapy the government had been discussing for a number of years was being pushed up the political agenda. Shortly after becoming Chair, I joined Cynthia Pollard (our UKCP Humanistic and Integrative Psychotherapy Section (HIPS) delegate) at various UKCP meetings and also attended the Savoy Conference and relevant meetings within my own profession of clinical psychology. Council also established a Statutory Regulation Strategy Group within ACAT to assess the likely impact these political developments might have on our organisation and how we should best respond.

There have been a number of challenges facing us: The lack of transparency over how people are appointed to key roles within the Health Professions Council (HPC) and Skills for Health, the lack of clarity over how HPC protected titles will be determined, and the apparent exclusion of "integrative" therapies from much of the debate. We have not been alone in this and initially our lobbying was done through our representatives within HIPS as it was thought that our collective voice would be more powerful. We have also responded to the HPC "Call for Ideas" so that our views on statutory regulation would be heard directly. These measures have met with some success but CAT is still not represented as well as it should be within various groups. To communicate this we have sent a letter to all the key players and are currently awaiting a response. One of our requests is that Skills for Health should develop specific National Occupational Standards for CAT. We have also signed up to the New Savoy Declaration to increase our visibility further.

The current difficulty facing the term "integrative" has led to tensions within HIPS between the "integrative" and "humanistic" branches. As the section has worked to redefine itself it has become clear that CAT does not fit easily into the new description of this section. However, we do not fit neatly into any other UKCP section either. The central question that has guided us has been how best to position ourselves to give our members the greatest chance of being able to practice successfully as therapists when they qualify. Following discussions within ACAT and with the UKCP, one current option is to establish a new Cognitive Psychotherapies Section, which would include within it subgroups such as CAT, CBT and any other therapies identified under this umbrella. We could maintain our membership of HIPS at the same time. The advantage of this is that we would become a much louder voice within the UKCP (we would be the largest group in this new section) and it would also align us with cognitive therapies more generally, which some people would find helpful. However, this last point may also be a disadvantage for people, who may feel there is a danger of us becoming lost within the CBT juggernaut. Setting up a new section would also require a great deal of work which we might feel is not justified currently given the inevitable reduced role that the UKCP will have after statutory regulation is introduced in 2011. It will be interesting to hear what members think of this. As you may know, Michael Knight stood down as our UKCP representative last year and I just want to thank him on behalf of all of us for his enormous contribution over the years. I was delighted when Jessie Emilion recently agreed to replace Michael in HIPS.

This year I would like to thank Jason Hepple for organising our responses to the draft NICE guidelines on borderline personality disorder and antisocial personality disorder. Research and the NICE guidelines are absolutely key to our success and the very positive response we had from NICE recently to our recommendations for the BPD guidelines was extremely encouraging. And so that brings me to the end of this rather lengthy Chair's report. It has felt like a busy year and I want to thank everyone who has been involved in the work mentioned above and all those members who have given me their comments, suggestions and support over the year. Please keep the feedback coming as it is vital to ensuring that ACAT is an organisation that is clearly informed by the views of its members. Finally I would also like to thank Mary Dunn, my predecessor, for always being at hand to offer her experience and time to talk things through, and to Hilary Brown for her many contributions as Vice Chair.

Treasurer's Report for Financial Year ended 31 July 2008 | Stephen White

1. Operating Surplus

The Financial Statements for this year show an operating surplus of £77,725 after taking into account all income and expenses. The company also received interest of £2,092 in respect of funds held on short term deposits with the bank. The previous accounts to 31 July 2007 were for a period of only seven months (from date of incorporation) and the restated surplus for that period was £48,665 plus bank interest of £1,022. In summary, this improved position results from an underlying increase in income from the various sources described in the accounts despite considerable increases in administrative expenses commensurate with the growth and size of the company and activities.

Formal agreement was reached with HM Revenue & Customs during the year that the company is not liable to Corporation Taxes on the surpluses made with the exception of the bank interest received. Accordingly only a small reserve of £425 has been necessary to meet these liabilities as shown in the notes to the accounts.

2. Balance Sheet

The reserves of the company have increased by £79,245 over the year to stand at a figure of £128,932 at the date of the balance sheet of which £100,000 is represented by short term deposits with the company's bank.

3. Key Events

A number of significant changes have taken place during the year in particular bringing back in-house the accounting function. This move was considered essential to enable timely and accurate financial information to be produced for the Trustees and Board of Management and to allow better control over reconciliation of income receipts and enabling prompt payments to be made to suppliers.

Relationships with the company's bankers have improved considerably since moving the day to day management to designated local bank directors, installing online banking facilities and more recently the availability of making payments by direct credits and enabling collections of subscriptions by direct debits.

During the year Sully Partnership, Chartered Accountants, were appointed to act as Auditors for the company and all formalities relating to the legal requirements for filing proper accounts, reports and returns to the Registrar of Companies have been brought up to date.

Application has been made through Patent Attorneys to register the name ACAT as a protected name in the UK and the Directors are in the process of submitting an application to the Charities Commission to achieve charitable status.

4. Conclusion

This has in many ways been a challenging year with many essential changes taking place in the organisation of the company. I would like to express my unreserved thanks to Sue and Kim for the huge efforts they have made to effect these changes in addition to all their other responsibilities and to Jon and Bill at Alacrify who have supported ACAT throughout the year and enabled us to develop the systems and meet the tight deadlines imposed. The financial strength of the company leaves it well placed to meet the challenges and take advantage of the opportunities to come.

Annual Accounts Financial Statements for Year Ended 31st July 2008

Legal and Administrative Information for ACAT Association for Cognitive Analytic Therapy

| | |
|-----------------------|--|
| Directors | Mark Westacott (Chair) Hilary Brown (Vice Chair) Annalee Curran Stephen White (Treasurer and Secretary) Mary Dunn Steve Potter Vicki Richer Virginia West Jacintha Emilion |
| Council of Management | Mark Westacott (Chair) Hilary Brown (Vice Chair) Stephen White (Treasurer) Sarah Littlejohn (Chair of Training Committee) Liz Fawkes (Chair of Examination Board) Robyn Vesey (Trainee Representative) Jason Hepple Maddy Jevon |
| Administrators | Susan van Baars Kim Meldrum Barbara Coombes (for St Thomas' and IRRAPT Training Courses) |
| Office Address | PO Box 6793, Dorchester, Dorset DT1 9DL |
| Registered Office | 35 Vine Street, London EC3N 2AA |
| Company Number | 6063084 |
| Accountants | Sully Partnership 8 Unity Street, College Green, Bristol BS1 5HH |
| Bankers | NatWest Bank plc 91 Westminster Bridge Road, London SE1 7ZB |

Annual Accounts Accountants' Report for the year ended 31st July 2008

Accountants' report for the year ended 31 July 2008 to the board of directors on the unaudited accounts of Association for Cognitive Analytic Therapy

We have compiled, without carrying out an audit, the accounts of the company which comprise the income and expenditure account, the balance sheet and the related notes from the accounting records and information and explanations you have given to us. We have done this in accordance with the engagement letter dated 31 March 2008 in order to assist you to fulfil your duties under the Companies Act 1985. We have not been instructed to carry out an audit and therefore do not express any opinion on the accounts.

You have acknowledged on the balance sheet for the year ended 31 July 2008 your duty to ensure that the company has kept proper accounting records and to prepare accounts that give a true and fair view under the Companies Act 1985. You consider that the company is exempt from the statutory requirement for an audit for the year ended 31 July 2008. We have carried out this engagement in accordance with technical guidance issued by the Institute of Chartered Accountants in England and Wales and have complied with the ethical guidance laid down by the Institute relating to members undertaking the compilation of accounts.

This report is solely made to the company's directors as a body, in accordance with the terms of our engagement and it is not intended for use by other third parties.

Sully Partnership
Chartered Accountants
8 Unity Street
College Green
Bristol
BS1 5HH

Annual Accounts Income and Expenditure Account and Balance Sheet for year ended 31st July 2008

| Income and Expenditure | | 2008 | Period Ended 31-07-2007 |
|---|-------|-----------|-------------------------|
| | | | (as restated) |
| | Notes | £ | £ |
| Turnover | 2 | 258,096 | 175,230 |
| Cost of sales | | (71,755) | (84,584) |
| Gross surplus | | 186,341 | 90,646 |
| Administrative expenses | | (108,616) | (41,981) |
| Operating profit/loss | | 77,725 | 48,665 |
| Other interest receivable and similar income | | 2,092 | 1,022 |
| Profit /loss on ordinary activities before taxation | | 79,817 | 49,687 |
| Tax on profit/loss on ordinary activities | 4 | (572) | - |
| Profit/loss for the year | | 79,245 | 49,687 |
| Retained surplus brought forward as previously stated | | 87,091 | - |
| Prior year adjustment | 3 | (37,404) | - |
| Retained surplus brought forward as restated | | 49,687 | - |
| Profit/loss for the year | | 79,245 | 49,687 |
| Retained profit/loss carried forward | | 128,932 | 49,687 |

| Balance Sheet | | 31 July 2008 | | 31 July 2007 (as restated) | |
|--|-------|--------------|---------|----------------------------|--------|
| | Notes | £ | £ | £ | £ |
| Current Assets | | | | | |
| Stocks | | 1,142 | | 1,142 | |
| Debtors | 5 | 20,038 | | 29,371 | |
| Cash in bank and in hand | | 156,718 | | 114,670 | |
| | | 177,898 | | 145,183 | |
| Creditors: amounts falling due within one year | 6 | (48,966) | | (95,496) | |
| Net current assets | | | 128,932 | | 49,687 |
| Total assets less current liabilities | | | 128,932 | | 49,687 |
| Net assets | | | 128,932 | | 49,687 |
| Reserves | | | | | |
| Income and expenditure account | | | 128,932 | | 49,687 |

Annual Accounts

Notes to the accounts for the year ended 31st July 2008

1 **Accounting Policies**

Accounting Convention

The accounts are prepared under the historical cost convention and in accordance with applicable accounting standards, and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007).

Turnover

Turnover represents the total invoice value, excluding value added tax, of sales made during the year and derives from the provision of goods falling within the company's ordinary activities.

Stock

Stock is valued at the lower of cost and net realisable value.

2 **Turnover**

The total turnover of the company for the year has been derived from its principal activity wholly undertaken in the UK.

3 **Prior Year Adjustment**

The prior year adjustment concerns a fundamental error in the disclosure of opening trade debtors and trade creditors.

4 **Tax on profit / loss on ordinary activities**

| | Year ended 31 July 2008 | Period Ended 31 July 2007 |
|--|-------------------------|---------------------------|
| | £ | £ |
| Analysis of Change in Period | | |
| UK corporation tax | 425 | - |
| Adjustments in respect of previous periods | 147 | - |
| | <u>572</u> | <u>-</u> |

5 **Debtors**

| | Year ended 31 July 2008 | Period Ended 31 July 2007 |
|--------------------------------|-------------------------|---------------------------|
| | £ | £ |
| Trade debtors | 18,957 | 28,760 |
| Prepayments and accrued income | 1,081 | 611 |
| | <u>20,038</u> | <u>29,371</u> |

6 **Creditors: amounts falling due withing one year**

| | Year ended 31 July 2008 | Period Ended 31 July 2007 |
|------------------------------|-------------------------|---------------------------|
| | £ | £ |
| Trade creditors | 29,134 | 32,859 |
| Corporation tax | 425 | - |
| Other creditors | - | 6,486 |
| Accruals and deferred income | 19,407 | 56,151 |
| | <u>48,966</u> | <u>95,496</u> |

7 Company Limited by Guarantee

The liability of the directors is limited. Every director promises, if the Company is dissolved while he or she is a director or with twelve months after he or she ceases to be a director, to contribute such sum (not exceeding £10) as may be demanded of him or her towards the payment of the debts and liabilities of the Company incurred before he or she ceases to be a director, and of the costs charges and expenses of winding up, and the adjustment of the rights of the contributories among themselves.

8. Controlling Interest

The company has no ultimate controlling party.

Detailed Trading Income and Expenditure Account

| | Year Ended 31 July 2008 | Period Ended 31 July 2007 |
|--|-------------------------|---------------------------|
| | £ | £ |
| Sales | | |
| Membership subscriptions | 77,086 | 12,353 |
| Book sales and other income | 1,553 | 290 |
| ACAT training courses | 80,568 | 57,697 |
| Conference income | 19,830 | 5,560 |
| Introductory courses | 15,980 | 2,745 |
| Training division - fee income | 30,014 | - |
| Supervision | 16,125 | 15,000 |
| Trainee levies | - | 4,710 |
| Workshops | 16,940 | 15,162 |
| Funds introduced from unincorporated association | - | 61,713 |
| | 258,098 | 175,230 |
| Cost of Sales | | |
| Newsletter and publications | 3,146 | 753 |
| ACAT supervisor training | 930 | - |
| ACAT training courses | 27,150 | 52,865 |
| Conferences | 12,289 | 5,498 |
| Introductory courses | 7,971 | 3,745 |
| ACAT training division | 6,580 | - |
| Supervision | - | 14,480 |
| Research | 3,865 | - |
| Workshops | 9,824 | 7,243 |
| | (71,755) | (84,584) |
| Gross Surplus c/fwd | 186,341 | 90,646 |

| | Year Ended 31 July 2008 | Period Ended 31 July 2007 |
|--|-------------------------|---------------------------|
| | £ | £ |
| Gross Surplus b/fwd | 186,341 | 90,646 |
| Administrative Expenses | | |
| Wages and salaries | 62,630 | 18,911 |
| Council and committee expenses | 3,779 | 4,821 |
| Insurance | 1,252 | 798 |
| Printing, postage and stationery | 3,451 | 430 |
| Telephone | 2,284 | 720 |
| Computer costs | 11,741 | 6,257 |
| Legal and professional | 5,223 | 2,473 |
| Accountancy | 10,227 | 2,886 |
| Bank charges and miscellaneous expenditure | 2,358 | 3,966 |
| Subscriptions | 5,671 | 719 |
| | (108,616) | (41,981) |
| Operating profit / loss | 77,725 | 48,665 |
| Other income and expenses | | |
| Interest receivable: Bank deposit interest | 2,092 | 1,022 |
| Net profit / loss for the year | 79,817 | 49,687 |

Directors' statements required by Section 249B(4) for the year ended 31 July 2008

In approving these accounts as directors of the company we hereby confirm:

- (a) that for the year ended 31 July 2008 stated above the company was entitled to the exemption conferred by Section 249A(1) of the Companies Act 1985;
- (b) that no notice has been deposited at the registered office of the company pursuant to Section 249B(2) requesting that an audit be conducted for the year ended 31 July 2008 and
- (c) that we acknowledge our responsibilities for:
 - (1) ensuring that the company keeps accounting records which comply with Section 221, and
 - (2) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its surplus or deficit for the year then ended in accordance with the requirements of Section 226 and which otherwise comply with the provisions of the Companies Act relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007).

Chair of Training Committee | Sarah Littlejohn

The Training Committee for the first half of the year was under the new Chairmanship of Anna Jellema who, sadly, had to step down in July 2008 due to personal reasons. I would like to take this opportunity to thank Anna for all her work as Chair up until that time.

I took over the role of Chair in August 2008 and it has been a busy first year. The meetings have been well attended, despite the snow causing disruption for many in February. There are currently eight practitioner courses running, two of them in partnership with Sheffield Hallam University (SHU). There are currently two further courses starting in this academic year with a further five beginning in October 2009, three of which are new courses which have received approval from the Training Committee and have had their business cases accepted by the relevant NHS Trusts. This is a very healthy training picture nationally and applications seem to be holding up across the courses. The current IRRAPT course completes this coming summer and will have another intake in January 2010. The demand for this course seems to continue at high levels.

The first practitioner courses to be validated by SHU have been running this year in Manchester and Scotland. This validation leads to a PGDipCAT Practitioner with other opportunities for an MSc and also accreditation of our Skills Courses. We all owe an enormous debt to Debby Pickvance for her work in taking this forward and to Dawn Bennett for all her work on the modular structure, assessment framework and the course handbook. All of this work can now be drawn on by newer courses so that whilst we protect local differences we strengthen national standards. The first courses have got off to a smooth start and the structure seems to be working well.

It has been recognised at Training Committee that the role of coordinating the link between SHU and the various practitioner and skills courses will, for the next two to three years, be too great for the Chair. To this end, it has been agreed that we would seek to appoint someone to take on this role as a paid position. Mark Westacott and I will take this forward.

CAT is also continuing to develop internationally and the International Steering Committee, chaired by Steve Potter, has been meeting to develop a constitution, terms of reference and to begin to look at minimum standards for all international trainings.

The five day supervisor training event will run again this year after some delay due to difficulty in finding someone to coordinate it. Three of the days will run in Manchester with the remaining two in London. We hope this will offer greater access across the country to supervisors in training. It was recognised at Training Committee that the current requirements for supervisor training and for supervision of private practice may be too restrictive. A small working group was set up to consider this and it reported back at the last Training Committee meeting. There was general support for the recommendations but these will be considered further at next training committee.

At the end of September 2008, there was a second day in London for CAT Supervisors and Trainers and also those with an interest in CAT training and supervision. Like the first day in 2007 it was widely valued and well attended. Discussion ranged across many issues and it provided an informal opportunity for the CAT community to be in conversation with itself.

I have very much enjoyed my first year as Chair and am grateful for the help and support of Mark Westacott and Susan Van Baars and to all on the Committee who work so hard on ACAT's behalf.

Chair of Exam Board | Liz Fawkes

Accreditations

2009 has been another year of growth for CAT and ACAT. 79 CAT Practitioners have been accredited since the last AGM, which is an increase on last year. Many congratulations to all of those who have put in the hard work needed to complete the training, often alongside busy jobs and home lives. A great deal of hard work goes on behind the scenes to ensure that high quality therapy is available from well trained therapists, and so thanks also goes to those who continue to ensure CAT Practitioner Training is offered around the country – the trainers, supervisors, tutors, reading seminar leaders and therapists, many of whom also carry high levels of responsibility within their own organisations. I am also very pleased to report that a further 19 CAT Supervisors have been accredited, despite the often difficult logistics of the training. ACAT can pride itself on upholding the highest standards for supervision and on ensuring that specialist CAT supervision is an integral part of any CAT provision.

Last year I commented that we had not accredited any CAT Psychotherapists. I am delighted that this year I can state that we have accredited 13. This is a great achievement by all involved – many congratulations to those newly accredited and to those who have trained, supervised, tutored and ‘theraped’ them. It is a difficult training, but ultimately a rich and fulfilling one; it is good to see it continue to flourish.

Nine people have also completed the CAT Skills training, which is a pre-Practitioner course which offers much to people working on the front-line of mental health provision, where CAT has concepts to offer that can enhance general practice as well as specialist psychological therapy provision.

Membership

Last year we announced changes to the requirements for those who wish to take a break from membership of ACAT or who wish to return after a break. These changes were designed to ensure a fair and equitable response to everyone in this position. This appears to be working well and makes the process fairer to all concerned.

The Year Ahead

This year has seen the start of CAT Practitioner Courses accredited by Sheffield Hallam University. The Exam Board will be maintaining close links with those involved so that the two processes can work alongside each other clearly and simply. This already works well with both Oxford Brookes and the University of East Anglia who accredit their local courses, though it will be on a bigger scale. This is a welcome development, offering our training the status that it richly deserves. Thank you to those who have worked so hard to make this happen.

Thanks are due again to Kim Meldrum, who is efficient, calm and extremely well organised. I appreciate her help very much. Susan van Baars continues to offer ACAT, and me, tremendous support and efficiency. Many thanks to her aswell. Without the efforts of this dynamic pair, ACAT would not be the organisation it is!

Finally, a big thank you to Mark Westacott, Chair of ACAT, for his commitment and energy for the organisation and those involved in it. We are fortunate to have his wisdom, skills and abilities particularly at this point in the developments in psychotherapy provision at a national level.

Exam Board | Accreditations in 2008 - Practitioners

Practitioners

Bethlem and Maudsley

| | | |
|------------------|------------------|------------------|
| Kumari Abeydeera | Marianne Hayward | Penny Sumerfield |
|------------------|------------------|------------------|

Bristol

| | | |
|-----------------|-------------------|------------------|
| Joy Atkins | Brenda Billingham | Rachel Griffiths |
| Mary Litchfield | Susan Sharp | Stuart Slaney |

Dorset

| | |
|----------------------|----------------|
| Caroline Rice-Varian | Sonja Spranger |
|----------------------|----------------|

Eire

| | | |
|----------------|------------------|-------------|
| Stefano Donati | Jeananne Garavan | Mark Hyland |
| Anita Turley | | |

North

| | | |
|----------------------|-----------------|-------------------|
| Carolyn Asher | Rachel Beckford | Julie Blakeley |
| Lucinda Bolger | Ruth Carson | David Cochrane |
| Haydee Cochrane | Julia Edwards | Harriet Fletcher |
| Kathleen Frost | Louise Gee | Sarah Jenkins |
| Alice Knight | Chris Lally | Kirsten McDonnell |
| Nicholas Streatfield | Emma Pearce | Hayley Thomas |
| Clive Turpin | Sarah Wallis | Helen Waltier |

Somerset

| | | |
|---------------|---------------|-------------------|
| Rachel Akande | Scott Bowdrey | Christine Johnson |
| Theresa Sired | | |

Southampton

| | | |
|---------------|---------------|-----------------|
| Zoe Cowie | Judy Faulkner | Lynne Hopkinson |
| Sylvia Thomas | | |

Exam Board | Accreditations in 2008 - Practitioners

Practitioners continued.

St Thomas'

| | | |
|--------------------|----------------------|-------------------|
| Emma Barnes | Celia Bedford | Siobhan Blackwell |
| Louise Candey | Alistair Gaskell | Ella Knight |
| Johannes Pretorius | Nicola Jane Rattigan | Angela Reason |
| Antonia Reay | Tammy Wachter | |

Oxford

| | | |
|-------------------|----------------|---------------------|
| Debbie Boomer | Susan Brown | Suzanne Capo-Bianco |
| Barnaby Dunn | Laura Hamilton | Helen Jellicoe |
| Lawrence Jones | Louise Kenward | Giles Maddocks |
| Jacqueline Millar | Debra Mortlock | Rosemary Parkinson |
| Ivor Reaney | | |

Plymouth

| | |
|-----------------|-------------|
| Jacqueline Lang | Linda White |
|-----------------|-------------|

Tyne and Wear

| | | |
|--------------|--------------|-------------|
| Nicky Asbury | Pamela Clare | Jill Rayner |
|--------------|--------------|-------------|

UEA

| | | |
|--------------------|---------------------|----------------|
| Caroline Bunting | Elizabeth Carter | Patricia Coles |
| Jane Davison-White | Caroline O'Sullivan | |

APL

| |
|--------------|
| Robert Eyres |
|--------------|

Exam Board | Accreditations in 2008 - Supervisors, Skills, Psychotherapists

Supervisor

| | | |
|-------------------|---------------------|-------------------------|
| Conrad Barnard | Henrietta Batchelor | Nicola Coulter |
| Paddy Crossling | Jacintha Emilion | Genevieve Gallagher |
| Dominic Germano | Suzanne Lyons | Robert Marsh |
| Louise McCutcheon | Steve Metcalf | Helen Nistico |
| Michelle Oliver | Ian Parker | Deborah Russell-Carroll |
| Jane Stephens | Kathleen Sykes | Karey Taylor |
| Inigo Tolosa | | |

Skills Training

| | | |
|------------------|----------------|---------------|
| Victoria Ashton | Claire David | Jackie Drohan |
| Christine Laking | Linda Lawrence | Zoe McGovern |
| Nicholas Murphy | Adrian Neal | Jacqui Wells |

Psychotherapist

| | | |
|-------------------------|---------------------|-----------------|
| Karen Appleby | Henrietta Batchelor | Hilary Brown |
| Philip Clayton | Jacintha Emilion | Rachael Gardner |
| Deborah Howard | Terry Lucas | Vivien Price |
| Deborah Russell-Carroll | Jane Stephens | Barbara Venning |
| Penelope Weighell | | |

Memorandum of Association of Association for Cognitive Analytic Therapy

- 1 The company's name is Association for Cognitive Analytic Therapy (and in this document it is called the Charity).
- 2 The Charity's registered office is to be situated in England.
- 3 The Charity's charitable purposes ("the Objects") are
 - (1) To protect, promote and maintain health and safety of the community by promoting proper standards in the practice of cognitive analytic therapy.
 - (2) To advance the education of the public in the subject of cognitive analytic therapy including in particular by providing education and training to mental health professionals and members of the general public.
- 4 (1) In addition to any other powers it may have, the Charity has the following powers in order to further the Objects (but not for any other purpose)
 - (a) to raise funds In doing so, the Charity may carry out any lawful activities but must comply with any relevant statutory regulations,
 - (b) to buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use,
 - (c) to sell, lease or otherwise dispose of all or any part of the property belonging to the Charity (subject to any applicable requirements of charity law in force from time to time),
 - (d) to borrow money and to charge the whole or any part of the property belonging to the Charity as security for repayment of the money borrowed (subject to any applicable requirements of charity law in force from time to time),
 - (e) to co-operate with other Charities, voluntary bodies and statutory authorities and to exchange information and advice with them,
 - (f) to establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the Objects,
 - (g) to acquire, merge with or to enter into any partnership or joint venture arrangement with any other Charity formed for any of the Objects,
 - (h) to set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves,
 - (i) to employ and remunerate such staff as are necessary for carrying out the work of the Charity. The Charity may employ or remunerate a Director only to the extent it is permitted to do so by clause 5 and provided it complies with the conditions in that clause,
- (k) to
 - (i) deposit or invest funds,
 - (ii) employ a professional fund-manager, and
 - (iii) arrange for the investments or other property of the Charity to be held in the name of a nominee.
- (l) to provide indemnity insurance for the Directors or any other officer of the Charity as permitted by charity law,
- (m) to pay out of the funds of the Charity the costs of forming and registering the Charity both as a company and as a Charity,
- (n) to do all such other lawful things as are necessary for the achievement of the Objects.
- 5 (1) The income and property of the Charity shall be applied solely towards the promotion of the Objects.
- (2) (a) A Director is entitled to be reimbursed from the property of the Charity or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the Charity,
- (b) A Director may benefit from indemnity insurance cover purchased at the Charity's expense,
- (c) A Director may receive an indemnity from the Charity in the circumstances specified in the Articles.
- (3) None of the income or property of the Charity may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any member of the Charity. This does not prevent a member who is not also a Director receiving;
 - (a) a benefit from the Charity in the capacity of a beneficiary of the Charity,
 - (b) reasonable and proper remuneration for any goods or services supplied to the Charity.
- (4) No Director may
 - (a) buy any goods or services from the Charity,
 - (b) sell goods, services, or any interest in land to the Charity,
 - (c) be employed by, or receive any remuneration from the Charity,
 - (d) receive any other financial benefit from the Charity, unless
 - (i) the payment is permitted by sub-clause (5) of this clause and the Directors follow the procedure and observe the conditions set out in sub-clause (6) of this clause, or
 - (ii) the Directors obtain the prior written approval of the Commission and fully comply with any procedures it prescribes.
- (5) (a) A Director may receive a benefit from the Charity in the capacity of a beneficiary of the Charity.
- (b) A Director may be employed by the Charity or enter into a contract for the supply of goods or services to the Charity, other than for acting as a Director.
- (c) A Director may receive interest on money lent to the Charity at a reasonable and proper rate not exceeding 2% per annum below the base rate of a clearing bank to be selected by the Directors.
- (d) A company of which a Director is a member may receive fees remuneration or other benefit in money or money's worth provided that the shares of the company are listed on a recognised stock exchange and the Director holds no more than 1% of the issued capital of that company.

- (e) A Director may receive rent for premise let by the Director to the Charity if the amount of the rent and the other terms of the lease are reasonable and proper.
- (6) (a) The Charity and its Directors may only rely upon the authority provided by sub-clause 5(5) if each of the following conditions is satisfied;
- (i) The remuneration or other sums paid to the Director do not exceed an amount that is reasonable in all the circumstances.
 - (ii) The Director is absent from the part of any meeting at which there is discussion of;
 - his or her employment or remuneration, or any matter concerning the contract, or
 - his or her performance in the employment, or his or her performance of the contract, or
 - any proposal to enter into any other contract or arrangement with him or her or to confer any benefit upon him or her that would be permitted under sub-clause 5(5), or
 - any other matter relating to a payment or the conferring of any benefit permitted by sub-clause 5(5).
 - (iii) The Director does not vote on any such matter and is not to be counted when calculating whether a quorum of Directors is present at the meeting.
 - (iv) The other Directors are satisfied that it is in the interests of the Charity to employ or to contract with that Director rather than with someone who is not a Director. In reaching that decision the Directors must balance the advantage of employing a Director against that disadvantages of doing so (especially the loss of the Director's services as a result of dealing with the Director's conflict of interest).
 - (v) The reason for their decision is recorded by the Directors in the minute book.
 - (vi) A majority of the Directors then in office have received no such payments.
- (b) The employment or remuneration of a Director includes the engagement or remuneration of any firm or company in which the Director is;
- (i) a partner,
 - (ii) an employee,
 - (iii) a consultant,
 - (iv) a director, or
 - (v) a shareholder, unless the shares of the company are listed on a recognised stock exchange and the Director holds less than 1% of the issued capital.
- (7) In sub-clauses (2)-(6) of this clause 5
- (a) "Charity" shall include any company in which the Charity
 - holds more than 50% of the shares, or
 - controls more than 50% of the voting rights attached to the shares, or
 - has the right to appoint one or more directors to the Board of the company,
 - (b) "Director" shall include any child, parent, grandchild, grandparent, brother, sister or spouse of the Director or any person living with the Director as his or her partner.
- 6 The liability of the members is limited.
- 7 Every member promises, if the Charity is dissolved while he or she is a member or within twelve months after he or she ceases to be a member, to contribute such sum (not exceeding £10) as may be demanded of him or her towards the payment of the debts and liabilities of the Charity incurred before he or she ceases to be a member, and of the costs charges and expenses of winding up, and the adjustment of the rights of the contributories among themselves.
- 8 (1) The members of the Charity may at any time before, and in expectation of, its dissolution resolve that any net assets of the Charity after all its debts and liabilities have been paid, or provision has been made for them, shall on or before the dissolution of the Charity be applied or transferred in any of the following ways;
- (a) directly for the Objects, or
 - (b) by transfer to any Charity or Charities for purposes similar to the Objects, or
 - (c) to any Charity for use for particular purposes that fall within the Objects.
- (2) Subject to any such resolution of the members of the Charity, the Directors of the Charity may at any time before and in expectation of its dissolution resolve that any net assets of the Charity after all its debts and liabilities have been paid, or provision made for them, shall on dissolution of the Charity be applied or transferred;
- (a) directly for the Objects, or
 - (b) by transfer to any Charity or Charities for purposes similar to the Objects, or
 - (c) to any Charity or Charities for use for particular purposes that fall within the Objects.
- (3) In no circumstances shall the net assets of the Charity be paid to or distributed among the members of the Charity (except to a member that is itself a Charity) and if no such resolution is passed by the members or the Directors the net assets of the Charity shall be applied for charitable purposes as directed by the court or the Commission.

Larger print versions of all these documents
may be downloaded from the ACAT website at www.acat.me.uk
or phone 0844 800 9496 if you require further help.

Articles of Association of Association for Cognitive Analytic Therapy

As altered by special resolution dated 26 January 2008 and further amended by special resolution)

Interpretation

- 1 In these articles
- the "Act" means the Companies Act 1985 and "the 2006 Act" means the Companies Act 2006,
 - "address" means a postal address or, for the purposes of electronic communication, a fax number, an e-mail address or a text message number in each case registered with the Charity,
 - the "Charity" means the company intended to be regulated by these articles,
 - "clear days" in relation to the period of a notice means a period excluding the day when the notice is given or deemed to be given, and the day for which it is given or on which it is to take effect,
 - the "Commission" means the Charity Commission for England and Wales,
 - "Director Member" means a Director who is a member of the Charity,
 - the "memorandum" means the memorandum of association of the Charity,
 - "Non-Member Director" means a Director who is not a member of the Charity,
 - "officers" includes the Directors and the secretary,
 - the "seal" means the common seal of the Charity if it has one,
 - "secretary" means the secretary of the Charity or any other person appointed to perform the duties of the secretary of the Charity, including a joint, assistant or deputy secretary,
 - the "Directors" means the directors of the Charity. The directors are directors for the purposes of company law and charity trustees for the purposes of charity law.
 - the "United Kingdom" means Great Britain and Northern Ireland, and
- words importing one gender shall include all genders, and the singular includes the plural and vice versa.
- Unless the context otherwise requires words or expressions contained in these articles have the same meaning as in the Act but excluding any statutory modification not in force when this constitution becomes binding on the Charity.
- Apart from the exception mentioned in the previous paragraph a reference to an Act of Parliament includes any statutory modification or re-enactment of it for the time being in force.

Members

- 2 (1) Membership is open to individuals or organisations who;
- (a) apply to the Charity in the form required by the Directors, and
 - (b) are approved by the Directors.
- (2) (a) The Directors may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interest of the Charity to refuse the application.
- (b) The Directors must inform the applicant in writing of the reasons for the refusal within twenty-one days of the decision.
- (c) The Directors must consider any written representations the applicant may make about the decision. The Directors' decision following any written representations must be notified to the applicant in writing but shall be final.
- (3) Membership is not transferable to anyone else.
- (4) The Directors must keep a register of names and addresses of the members.

Classes of Membership

- 3 (1) The Directors may establish classes of membership with different rights and obligations and shall record the rights and obligations in the register of members.
- (2) The Directors may not directly or indirectly alter the rights or obligations attached to a class of membership.
- (3) The rights attached to a class of membership may only be varied in accordance with any applicable requirements of the 2006 Act regarding variation of the rights of a class of membership.
- (4) The provisions in these articles about general meetings shall apply to any meeting relating to the variation of the rights of any class of members.

Termination of Membership

- 4 Membership is terminated if;
- (1) the member dies or, if it is an organisation, ceases to exist,

- (2) the member resigns by written notice to the Charity unless, after the resignation, there would be less than three members,
- (3) any sum due from the member to the Charity is not paid in full within six months of it falling due,
- (4) the member is removed from membership by a resolution of the Directors that it is in the best interests of the Charity that his or her membership is terminated. A resolution to remove a member from membership may only be passed if;
 - (a) the member has been given at least twenty-one days' notice in writing of the meeting of the Directors at which the resolution will be proposed and the reasons why it is to be proposed,
 - (b) the member or, at the option of the member, the member's representative (who need not be a member of the Charity) has been allowed to make representations to the meeting.

General meetings

- 5 (1) An annual general meeting must be held each year and not more than fifteen months may elapse between successive annual general meetings. The Directors shall determine what business is to be dealt with at that meeting.

Notice of general meetings

- 6 (1) The minimum period of notice required to hold a general meeting of the Charity is fourteen clear days for an annual general meeting and any other general meeting.
- (2) A general meeting may be called by shorter notice if it is so agreed;
 - (a) in the case of an annual general meeting, by all the members entitled to attend and vote, and
 - (b) in the case of a general meeting, by a majority in number of members having a right to attend and vote at the meeting who together hold not less than 90 percent of the total voting rights.
- (3) The notice must specify the date time and place of the meeting and the general nature of the business to be transacted. If the meeting is to be annual general meeting, the notice must say so.
- (4) The notice must be given to all the members and to the Directors and auditors.
- 7 The proceedings at a meeting shall not be invalidated because a person who was entitled to receive notice of the meeting did not receive it because of an accidental omission by the Charity.

Proceedings at general meetings

- 8 (1) No business shall be transacted at any general meeting unless a quorum is present.
- (2) A quorum is;
 - (a) three members entitled to vote upon the business to be conducted at the meeting, or
 - (b) one tenth of the total number of members at that time entitled to vote upon the business to be conducted at the meeting, whichever is the greater
- (3) A proxy duly appointed by a member in accordance with these Articles shall be counted in the quorum.
- (4) The authorised representative of a member organisation shall be counted in the quorum.
- 9 (1) If
 - (a) a quorum is not present within half an hour from the time appointed for the meeting, or
 - (b) during a meeting a quorum ceases to be present,
 the meeting shall be adjourned to such time and place as the Directors shall determine.
- (2) The Directors must reconvene the meeting and must give at least seven clear days' notice of the reconvened meeting stating the date, time and place of the meeting.
- (3) If no quorum is present at the reconvened meeting within fifteen minutes of the time specified for the start of the meeting the members present at that time shall constitute the quorum for that meeting.
- 10 (1) General meetings shall be chaired by the person who has been appointed to chair meetings of the Directors.
- (2) If there is no such person or he or she is not present within fifteen minutes of the time appointed for the meeting a Director nominated by the Directors shall chair the meeting.
- (3) If there is only one Director present and willing to act, he or she shall chair the meeting.
- (4) If no Director is present and willing to chair the meeting within fifteen minutes after the time appointed for holding it, the members present and entitled to vote must choose one of their number to chair the meeting.
- 11 (1) The members present at a meeting may resolve by ordinary resolution that the meeting be adjourned.
- (2) The person who is chairing the meeting must decide the date time and place at which meeting is to be reconvened unless those details are specified in the resolution.
- (3) No business shall be conducted at a reconvened meeting unless it could properly have been conducted at the meeting had the adjournment not taken place.
- (4) If a meeting is adjourned by a resolution of the members for more than seven days, at least seven clear days' notice shall be given of the reconvened meeting stating the date time and place of the meeting.
- 12 (1) Any vote at a meeting shall be decided by a show of hands unless before, or on the declaration of the result of, the show of hands a poll is demanded;
 - (a) by the person chairing the meeting, or

- (b) by at least two members having the right to vote at the meeting, or
 - (c) by a member or members representing not less than one-tenth of the total voting rights of all the members having the right to vote at the meeting.
 - (2) (a) The declaration by the person who is chairing the meeting of the result of a vote shall be conclusive unless a poll is demanded.
 - (b) The result of the vote must be recorded in the minutes of the Charity but the number or proportion of votes cast need not be recorded.
 - (3) (a) A demand for a poll may be withdrawn, before the poll is taken, but only with the consent of the person who is chairing the meeting.
 - (b) If the demand for a poll is withdrawn the demand shall not invalidate the result of a show of hands declared before the deemed was made.
 - (4) (a) A poll must be taken as the person who is chairing the meeting directs, who may appoint scrutineers (who need not be members) and who may fix a time and place for declaring the results of the poll.
 - (b) The result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.
 - (5) (a) A poll demanded on the election of a person to chair a meeting or on a question of adjournment must be taken immediately.
 - (b) A poll demanded on any other question must be taken either immediately or at such time and place as the person who is chairing the meeting directs.
 - (c) The poll must be taken with thirty days after it has been demanded.
 - (d) If the poll is not taken immediately at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.
 - (e) If a poll is demanded the meeting may continue to deal with any other business that may be conducted at the meeting.
- 13 A resolution of the members in writing may be passed in accordance with the applicable requirements of the 2006 Act.

Votes of members

- 14 (1) Subject to Article 3 and the next paragraph, every member, whether an individual or an organisation shall have one vote.
- (2) No member shall be entitled to vote at any general meeting or at any adjourned meeting if he or she owes any money to the Charity.
- 15 Any objection to the qualification of any voter must be raised at the meeting at which the vote is tendered and the decision of the person who is chairing the meeting shall be final.
- 16 (1) Any organisation that is a member of the Charity may nominate any person to act as its representative at any meeting of the Charity.
- (2) The organisation must give written notice to the Charity of the name of its representative. The nominee shall not be entitled to represent the organisation at any meeting unless the notice has been received by the Charity. The nominee may continue to represent the organisation until written notice to the contrary is received by the Charity.
- (3) Any notice given to the Charity will be conclusive evidence that the nominee is entitled to represent the organisation or that his or her authority has been revoked. The Charity shall not be required to consider whether the nominee has been properly appointed by the organisation.
- 17 A member of unsound mind, or in respect of whom an order has been made by any court having jurisdiction in mental health, may vote, whether on a show of hands or on a poll, by his committee, receiver, curator bonis or other person in the nature of a committee, receiver, or curator bonis appointed by that court, and any such committee, receiver, curator bonis or other person may, on a poll, vote by proxy.
- 18 (1) Any member of the Company entitled to attend and vote at a general meeting shall be entitled to appoint another person (whether a member or not) as his proxy to attend and vote instead of him and any proxy so appointed shall have the same right as the member to speak at the meeting.
- (2) On a poll or on a show of hands votes may be given either personally or by proxy or, in the case of a corporate body, by its authorised representative or proxy.
- (3) The appointment of a proxy shall be executed by the appointor or by his duly authorised attorney or, if the appointor is a corporation, by a duly authorised office or attorney of the appointor. A proxy need not be a member of the Company.
- (4) The appointment of a proxy and any authority under which it is executed or a notarially certified copy of that power or authority shall, in the case of an appointment contained in an instrument in writing, be deposited at the office of the Company or at such other place within the United Kingdom as is specified for that purpose in the notice convening the meeting, not less than 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote, or, in the case of a poll, not less than 24 hours before the time appointed for the taking of the poll and, in the case of an appointment contained in an electronic communication, where an address has been specified for the purpose of receiving electronic communications:
- (a) in the notice convening the meeting; or
 - (b) in any instrument of proxy sent out by the Company in relation to the meeting; or
 - (c) in any invitation contained in an electronic communication to appoint a proxy issued by the Company in relation to the meeting; be received at such address not less than 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the appointment proposes to vote. Any proxy lodged in default of the provisions of this Article shall not be treated as valid.
- (5) The appointment of a proxy shall be in the following form or a form as near thereto as circumstances admit:

"Company Name.

I/We of in the County of being a member/members of the above named Company, hereby appoint
of or failing him of as my/our proxy to vote for me/us on my/our behalf at the general meeting of the Company
to be held on the day of 20 , and at any adjourned thereof.
Signed this day of 20 ."

- (6) Where it is desired to afford members an opportunity of voting for or against a resolution the instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances admit:

"Company Name.

I/We of in the County of being a member/members of the above named Company, hereby appoint
of or failing him of as my/our proxy to vote for me/us on my/our behalf at the general meeting of the Company
to be held on the day of 20 , and at any adjourned thereof.
Signed this day of 20 ."

This form is to be used "in favour of the resolution. against

Unless otherwise instructed, the proxy will vote as he thinks fit.

"Strike out whichever is not desired."

- (7) The appointment of a proxy shall be deemed to confer authority to demand or join in demanding a poll.
(8) A vote given or poll demanded by a proxy or a duly authorised representative of a corporation shall be valid notwithstanding the previous death or insanity of the principal or other determination of the authority of the person voting or demanding a poll, provided that no intimation in writing of such death, insanity or determination of authority as aforesaid shall have been received by the Company at the office or, where the appointment of the proxy was contained in an electronic communication, at the address at which such appointment was duly received, before the commencement of the meeting or adjourned meeting at which the vote is given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll.

Directors

- 19 (1) A Director must be a natural person aged 18 years or older.
(2) No one may be appointed a Director if he or she would be disqualified from acting under the provisions of these Articles or is disqualified by law from acting as a charity trustee.
20 The number of Directors shall be not less than five of whom,
(1) no more than two shall be Non-Member Directors, and
(2) at least three shall be Director Members (who shall include the Chairman, Vice Chairman and Honorary Treasurer from time to time of the Charity) but (unless otherwise determined by ordinary resolution) shall not be subject to any maximum.

The provisions of this Article shall take precedence over all the other provisions of these Articles regarding appointment of Directors and such other provisions shall be read, construed and applied in practice in accordance with this Article.

- 21 A Director may not appoint an alternate director or anyone to act on his or her behalf at meetings of the Directors.

Powers of Directors

- 22 (1) The Directors shall manage the business of the Charity and may exercise all the powers of the Charity unless they are subject to any restrictions imposed by the Act, the memorandum, these articles or any special resolution.
(2) No alteration of the memorandum or these articles or any special resolution shall have retrospective effect to invalidate any prior act of the Directors.
(3) Any meeting of Directors at which a quorum is present at the time the relevant decision is made may exercise all the powers exercisable by the Directors.

Retirement

- 23 At an annual general meeting one-third of the Directors or, if their number is not three or a multiple of three, the number nearest to one third must retire from office. If there is only one Director he or she must retire.
24 (1) The Directors to retire by rotation shall be those who have been longest in office since their last appointment. If any Directors became or were appointed Directors on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.
(2) If a Director is required to retire at an annual general meeting by a provision of these articles the retirement shall take effect upon the conclusion of the meeting.

The Appointment of Directors

- 25 The Charity may by ordinary resolution;
(1) appoint a person who is willing to act to be a Director, and
(2) determine the rotation in which any additional Directors are to retire.
26 No person other than a Director retiring by rotation may be appointed a Director at any general meeting unless;
(1) he or she is recommended for re-election by the Directors, or
(2) not less than thirty nor more than sixty clear days before the date of the meeting, the Charity is given a notice that;

- (a) is signed by a member entitled to vote at the meeting,
 - (b) states the member's intention to propose the appointment of a person as a Director,
 - (c) contains the details that, if the person were to be appointed, the Charity would have to file at Companies House, and
 - (d) is signed by the person who is to be proposed to show his or her willingness to be appointed.
- 27 All members who are entitled to receive notice of a general meeting must be given not less than fourteen nor more than thirty clear days' notice of any resolution to be put to the meeting to appoint a Director other than a Director who is to retire by rotation.
- 28 (1) The Directors may appoint a person who is willing to act to be a Director.
- (2) A Director appointed by a resolution of the other Directors must retire at the next annual general meeting and must not be taken into account in determining the Directors who are to retire by rotation.
- 29 The appointment of a Director, whether by the Charity in general meeting or by the other Directors, must not cause the number of Directors to exceed any number fixed as the maximum number of Directors.

Disqualification and removal of Directors

- 30 A Director shall cease to hold office if he or she;
- (1) ceases to be a Director by virtue of any provision in the Act or is prohibited by law from being a director,
 - (2) is disqualified from acting as a Trustee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision),
 - (3) being a Director Member ceases to be a member of the Charity,
 - (4) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs,
 - (5) resigns as a Director by notice to the Charity (but only if at least three Directors will remain in office when the notice of resignation is to take effect), or
 - (6) is absent without the permission of the Directors from all their meetings held within a period of six consecutive months and the Directors resolve that his or her office be vacated.

Directors' remuneration

- 31 The Directors must not be paid any remuneration unless it is authorised by clause 5 of the Memorandum.

Proceedings of Directors

- 32 (1) The Directors may regulate their proceedings as they think fit, subject to the provisions of the articles.
- (2) Any Director may call a meeting of the Directors.
- (3) The secretary must call a meeting of the Directors if requested to do so by a Director.
- (4) Questions arising at a meeting shall be decided by a majority of votes.
- 33 (1) No decision may be made by a meeting of the Directors unless a quorum is present at the time the decision is purported to be made.
- (2) The quorum shall be three (or such larger number as may be decided from time to time by the Directors) and shall comprise at least two Director Members.
- (3) A Director shall not be counted in the quorum present when any decision is made about a matter upon which that Director is not entitled to vote.
- 34 If the number of Directors is less than the number fixed as the quorum, the continuing Directors or Director may act only for the purpose of filling vacancies or of calling a general meeting.
- 35 (1) The Directors shall appoint a Director to chair their meetings and may at any time revoke such appointment.
- (2) If no-one has been appointed to chair meetings of the Directors or if the person appointed is unwilling to preside or is not present within ten minutes after the time appointed for the meeting, the Directors present may appoint one of their number to chair that meeting.
- (3) The person appointed to chair meetings of the Directors shall have no functions or powers except those conferred by these articles or delegated to him or her by the Directors.
- 36 (1) A resolution in writing signed by all the Directors entitled to receive notice of a meeting of Directors or of a committee of Directors and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting of the Directors or (as the case may be) a committee of Directors duly convened and held.
- (2) The resolution in writing may comprise several documents containing the text of the resolution in like form each signed by one or more Directors.

Delegation

- 37 (1) The Directors may delegate any of their powers or functions to a committee which shall include two or more Directors but the terms of any delegation must be recorded in the minute book.
- (2) The Directors may impose conditions when delegating, including the conditions that;
- (a) the relevant powers are to be exercised exclusively by the committee to whom they delegate,
 - (b) no expenditure may be incurred on behalf of the Charity except in accordance with a budget previously agreed with the Directors.
- (3) The Directors may revoke or alter a delegation.

- (4) All acts and proceedings of any committees must be fully and promptly reported to the Directors.
- 38 A Director must absent himself or herself from any discussions of the Directors in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the Charity and any personal interest (including but not limited to any personal financial interest). A Director Member shall not be deemed to have a conflict simply by virtue of being a member of the Charity. All Directors must comply with the requirements of the 2006 Act with regard to their duty to declare to the board interests in proposed transactions or arrangements and their obligation to disclose to the board interests in existing transactions or arrangements. Every Director shall be bound by and observe the terms of any conflicts of interest policy adopted by the board from time to time and to follow the procedures associated with any such policy.
- 39 (1) Subject to paragraph 39(2), all acts done by a meeting of Directors, or of a committee of Directors, shall be valid notwithstanding the participation in any vote of a Director;
- (a) who was disqualified from holding office,
 - (b) who had previously retired or who had been obliged by the constitution to vacate office,
 - (c) who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise.
- if without
- the vote of that Director, and
 - that Director being counted in the quorum,
- the decision has been made by a majority of the Directors at a quorate meeting.
- (2) Paragraph 39(1) does not permit a Director to keep any benefit that may be conferred upon him or her by a resolution of the Directors or of a committee of Directors if, but for paragraph 39(1), the resolution would have been void, or if the Director has not complied with article 38.

Seal

- 40 If the Charity has a seal it must only be used by the authority of the Directors or of a committee of Directors authorised by the Directors. The Directors may determine who shall sign any instrument to which the seal is affixed and unless otherwise so determined it shall be signed by a Director and by the secretary or by a second Director

Records

- 41 The Directors must keep records in accordance with the 2006 Act of all;
- (1) appointments of officers made by the Directors,
 - (2) proceedings at general meetings of the members of the Charity,
 - (3) meetings of the Directors and committees of Directors including,
 - (a) the names of the Directors present at the meeting,
 - (b) the decisions made at the meetings, and
 - (c) where appropriate the reasons for the decisions.
- Such records may be in a minute book or in any other form permitted by the 2006 Act and references in these Articles or in the Memorandum to a "minute book" shall be read and construed accordingly.

Accounting records, annual accounts and reports

- 42 (1) The Directors must keep such accounting records as are required from time to time by charity and company law for a charitable company.
- (2) The Directors shall ensure the Charity prepares annual accounts and reports as as are required from time to time by charity and company law for a charitable company. These shall be filed with the Charity Commission (if required by law) and must be filed with Companies House. Such filing shall be completed within any applicable time limits specified by law.

Charity and company Annual Returns

- 43 (1) The Directors must comply with the applicable requirements of the charity law with regard to filing of a Charity Annual Return with the Charity Commission and a Company Annual Return with Companies House each year.
- (2) The Directors must notify the Charity Commission promptly of any changes to the Charity's entry on the Central Register of Charities and must notify Companies House of such changes in relation to the Charity as may be required to be so notified under company law in force from time to time.
- 44 Any notice to be given to or by any person pursuant to the articles;
- (1) must be in writing, or
 - (2) must be given using electronic communications.
- 45 (1) The Charity may give any notice to a member either
- (a) personally, or
 - (b) by sending it by post in a prepaid envelope addressed to the member at his or her address, or
 - (c) by leaving it at the address of the member, or
 - (d) by giving it using electronic communications to the member's address.
- (2) A member who does not register an address with the Charity or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from the Charity.

- 46 A member present in person at any meeting of the Charity shall be deemed to have received notice of the meeting and of the purposes for which it was called.
- 47 (1) Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given.
- (2) Proof that a notice contained in an electronic communication was sent in accordance with guidance issued by the Institute of Chartered Secretaries and Administrators shall be conclusive evidence that the notice was given.
- (3) A notice shall be deemed to be given;
- (a) 48 hours after the envelop containing it was posted, or
- (b) in the case of an electronic communication, 48 hours after it was sent.

Protection from liability

- 48 For the purposes of this article a "Liability" is any liability incurred by a person in connection with any negligence, default, breach of duty or breach of trust by him in relation to the Charity or otherwise in connection with his duties, powers or office. Subject to the provisions of the 2006 Act and without prejudice to any protection from liability which may otherwise apply:
- (1) the Directors shall have power to purchase and maintain for any auditor of the Charity and any officer of the Charity (not being a Director or auditor of the Charity), insurance against any Liability.
- (2) the Directors shall have power to purchase and maintain for any Director such insurance against any Liability as is permitted by charity law.
- (3) every Director or auditor of the Charity and every officer of the Charity (not being a Director or auditor of the Charity) shall be indemnified out of the assets of the Charity against any loss or liability incurred by him in defending any proceedings in which judgment is given in his favour or in which he is acquitted or in connection with any application in which relief is granted to him by the court from any Liability.

Rules

- 49 (1) The Directors may from time to time make such reasonable and proper rules or bye laws as they may deem necessary or expedient for the proper conduct and management of the Charity.
- (2) The bye laws may regulate the following matters but are not restricted to them;
- (a) the admission of members of the Charity (including the admission of organisations to membership) and the rights and privileges of such members, and the entrance fees, subscriptions and other fees or payments to be made by members,
- (b) the conduct of members of the Charity in relation to one another, and to the Charity's employees and volunteers,
- (c) the setting aside of the whole or any part or parts of the Charity's premises at any particular time or times or for any particular purpose or purposes,
- (d) the procedure at general meetings of the Directors in so far as such procedure is not regulated by the Act or by these Articles,
- (e) generally, all such matters as are commonly the subject matter of company rules.
- (3) The Charity in general meeting has the power to alter, add to or repeal the rules or bye laws.
- (4) The Directors must adopt such means as they think sufficient to bring the rules and bye laws to the notice of members of the Charity.
- (5) The rules or bye laws, shall be binding on all members of the Charity. No rule or bye law shall be inconsistent with, or shall affect or repeal anything contained in, the memorandum or the articles.

Company Number: 6063084

The Companies Acts 1985 and 1989

COMPANY LIMITED BY GUARANTEE

MEMORANDUM AND ARTICLES OF ASSOCIATION

ASSOCIATION FOR COGNITIVE ANALYTIC THERAPY

Incorporated on 23 January 2007

Larger print versions of all these documents
may be downloaded from the ACAT website at www.acat.me.uk
or phone 0844 800 9496 if you require further help.

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Code of Ethics and Practice for Training and Supervision

Introduction

The purpose of the Code is to establish and maintain standards for trainers and supervisors who are members of ACAT and to inform and protect therapists seeking CAT supervision and training. All members of this Association are required to abide by the main Code of Ethics governing the relationship between therapist and client. This Code of Ethics and Practice for Supervision and training should be read as an extension (covering the conduct of supervisors and trainers) of the underlying principles already set out there. Whilst this Code is not definitive, it aims to provide guidelines for good practice and has application in particular to supervisors and trainers recognised by ACAT.

1 Purpose of CAT Training and Supervision

Training is a means of establishing and maintaining the understanding of and competence in the principles and practice of Cognitive Analytic Therapy. Any particular element of training exists within a range of educational purposes and qualifications and the trainer should ensure a clear account is given to trainees of the level, application of and limitations to the training provided. A clear written account of the aims and objectives, methods and where appropriate, means of assessment and examination, should be made available to and discussed with both prospective and actual participants to any training.

Supervision is a formal and mutually agreed arrangement for CAT practitioners and therapists to discuss their work regularly with someone who is an experienced and competent CAT therapist and familiar with the principles and practice of supervision and training. The task is to ensure and develop the efficacy of the supervisee's CAT practice. Supervision provides supervisees with the opportunity on a regular basis to discuss and monitor their work with clients. It should take account of the setting in which the supervisee practices. The supervisory relationship has areas in common with, as well as differences from, the therapeutic relationship. The supervisor shares in common with the supervisee a central concern for the well being of her client. Supervision is intended to ensure that the needs of clients are being addressed and to monitor the effectiveness of therapeutic interventions. However, the focus of the supervisor's attention is on the professional competence and development of the supervisee, for it is through the work with the supervisee that the client's well-being is protected.

Supervision is a formal collaborative process intended to help supervisees maintain ethical and professional standards of practice and to enhance their effectiveness and creativity as therapists and practitioners. It is essential that the supervisor and supervisee are able to work together constructively as supervision includes both supportive and challenging elements.

2 Breaches of the Code

The trainer/supervisor has an obligation to be acquainted with and to act in accordance with these principles. Where a breach of this Code is perceived by a supervisee, trainee or a fellow member of ACAT, the Association has a Complaints Procedure in order to investigate such a breach and to take appropriate action should it be found that a breach has occurred.

3 Terminology and Definitions

Training is the term that will be used throughout this Code and refers to all aspects and levels of training and education in Cognitive Analytic Therapy including introductory courses, skills courses, practitioner and psychotherapy training and continuing professional development. Trainer refers to both established and trainee trainers. The word "trainee" stands for all kinds of participants in training whether taking part in a formally assessed course, an introductory course or post qualifying training.

Supervision is the term that will be used throughout this Code and refers to supervision in Cognitive Analytic Therapy. It is also known as consultative support, clinical supervision or non managerial supervision. It is an essential part of good practice for CAT therapy. It is different from training, personal development and line management accountability though it may contain elements of each. Appropriate management of these issues should be observed. Where the feminine pronoun is used it is intended to cover both male and female. The word "client" stands for both patient and client. The supervisor should normally be a practising and experienced CAT practitioner or therapist.

4 Non-exploitative and anti-discriminatory practice

Trainers/supervisors are expected to treat trainees/supervisees with integrity, impartiality and respect. They must recognise, and work in ways that respect the values and dignity of supervisees and their clients with due regard to issues such as status, race, gender, age, beliefs, sexual orientation and disability.

- (1) The trainer/supervisor has a responsibility to be aware of her own issues of prejudice and stereotyping and particularly to consider ways in which these may be affecting the training/supervisory relationship. The trainer/supervisor has a responsibility to make such issues explicit where appropriate.
- (2) The trainer/supervisor needs to be alert to any prejudices and assumptions that supervisees reveal in their work and to raise awareness of these so that the needs of clients may be met with sensitive recognition and appreciation of difference.
- (3) The supervisor must not exploit her supervisee sexually, financially or emotionally or in any way.

5 Boundaries

It is essential to be aware of the boundaries of supervision.

- (1) The supervisor and supervisees should take all reasonable steps to ensure that any personal or social contact between them does not adversely influence the effectiveness of CAT supervision.
 - a. The supervisor must not have a supervision and a personal CAT therapy contract with the same supervisee over the same period of time.
 - b. Former clients should not be taken on as supervisees and former supervisees should not be taken on as clients. If a deviation from this is being considered then a supervisor must be consulted first.
 - c. It is unethical for the supervisor to enter into a sexual relationship with her supervisee during a supervisory contract.
- (2) The supervisor has a responsibility to enquire about relationships outside the therapeutic contract between supervisees and their clients to ensure that these do not impair the objectivity and professional judgement of supervisees.
- (3) The supervisor working with trainee CAT practitioners or therapists must clarify the boundaries of their responsibility and their accountability to their supervisee and to the training course and any agency or placement involved. This should include any formal assessment required.
- (4) The supervisor is responsible for setting and maintaining the boundaries between the supervision relationship and other professional relationships, e.g. training and management.
 - a. Where a supervisee works in an organisation or agency, the supervisor must clarify with the supervisee that the lines of accountability and responsibility are clearly defined in respect of: supervisee/client; supervisor/supervisee; supervisor/client; organisation/supervisor; organisation /supervisee; organisation/client.
 - b. The supervisor who becomes aware of a conflict between an obligation to a supervisee and an obligation to an employing agency must make explicit to the supervisee the nature of the loyalties and responsibilities involved.
 - c. A supervisor must make a clear distinction between line management supervision and CAT supervision. The best practice is that the same person should not act as both line manager and supervisor to the same supervisee.

6 Conduct of Training

- (1) The trainer must be a practising and experienced CAT practitioner.
- (2) Training should take place in an appropriately confidential and conducive setting and any client or personal details discussed should be done with respect for confidentiality and in accordance with the main Code of Ethics.
- (3) Whilst training may not have the same level of involvement as supervision and personal therapy, it is essential that both trainers and trainees are able to work together constructively in an atmosphere of personal learning and exploration. Trainers should have some familiarity with and responsibility for both educational and group processes in the pursuit of training.
- (4) The trainer is responsible for setting and maintaining the boundaries between the training role and other professional relationships such as supervision and management.
- (5) A trainer and or trainee should take all reasonable steps to ensure that any personal or social contact between them does not adversely influence the effectiveness of training for all parties involved. It is unethical for a trainer to enter into a sexual relationship with someone whilst they are a trainee.

7 Contractual Arrangements

- (1) The trainer should ensure as far as is possible that trainees are aware of the contractual boundaries of the training activity.
 - a. The training status of trainees continues until graduation (or completion of training where no qualification is offered) and/or formal withdrawal from training.
 - b. The trainer should make known to trainees, and act in accordance with, clear procedures for the presentation, submission, assessment and examination of work associated with training and qualification in the principles and practice of CAT. This includes general arrangements such as timing, length, spacing and location of training, the nature and level of the qualification and its professional standing and limitations in relevant settings. Training should take place within surroundings that provide privacy and comfort.
 - c. Where the training is linked to qualification or accreditation, clear consideration should be given to the recruitment of trainees with appropriate experience, qualifications, standards and aptitudes to be able to make professional use of the training.
 - d. The trainer is responsible for making clear and keeping to any contractual arrangements regarding appropriate setting and environment, fees, relating to employers, professional bodies and writing references. The trainer must satisfy herself that she is covered by indemnity arrangements against claims for damages from alleged negligence or accidental injury in respect of any training work or materials she offers or provides.
- (2) The supervisor should ensure as far as is possible that the supervisee is aware of the contractual boundaries of the relationship.
 - a. This includes, day and times of meetings, arrangements for holidays, method of termination of supervision. Financial arrangements need to be clearly established.
 - b. The supervisor is responsible, together with her supervisees, for ensuring that the best use is made of supervision time, in order to address the needs of clients.
 - c. The supervisor and supervisees must make explicit the expectations and requirements they have of each other. This should include the manner in which any formal assessment of the supervisee's work will be conducted. Each party should assess the value of working with the other, and review this regularly.

- d. The supervisor is responsible for helping supervisees to reflect critically upon their work but clinical responsibility remains with the therapist.
- (3) Before formalising a supervision contract the supervisor must ascertain what personal therapy the supervisee is having or has had.
- (4) The supervisor must ensure that together with her supervisee they consider their respective contractual obligation to each other, to the employing or training organisation, if any, and to clients.
- (5) Where the supervisor and supervisees work for the same agency or organisation the supervisor is responsible for clarifying all contractual obligations.
- (6) The supervisor must inform her supervisee about her policy regarding giving references and any fees that may be charged for this or for any other work done outside supervision time.

8 Confidentiality

The supervisory relationship is one in which the supervisee should feel confident that the content of the meeting is private and confidential.

- (1) As a general principle, the supervisor must not reveal confidential material concerning the supervisee or their clients to any other person without the express consent of all parties concerned. Exceptions to this general principle are contained within this Code.
- (2) When initial contracts are being made, agreements about the people to whom the supervisor may speak about her supervisee's work must include those on whom the supervisor relies for support, supervision or consultancy. This is particularly relevant when providing supervision to a trainee.
- (3) The supervisor should take all reasonable steps to encourage supervisees to present their work in ways which protect the personal identity of clients, or to get their client's informed consent to present information which could lead to personal identification.
- (4) The disclosure of confidential information relating to supervisees is permissible when relevant to the following situations:
 - a. Recommendations concerning supervisees for professional purposes, e.g. references and assessments.
 - b. Pursuit of disciplinary action involving supervisees in matters pertaining to standards of ethics and practice.
 - c. When the supervisor considers it necessary to prevent serious emotional or physical damage to the client, the supervisee or a third party. In such circumstances the supervisee's consent to a change in the agreement about confidentiality should be sought, unless there are good grounds for believing that the supervisee is no longer able to take responsibility for her own actions or there is serious concern about the safety or interests of others who may be threatened by the client's behaviour. Whenever possible, the decision to break confidentiality in any circumstance should be made after consultation with another experienced supervisor.
 - d. In the case of the latter two situations, any breaking of confidentiality should be minimised by conveying only information pertinent to the immediate situation on a need-to-know basis. The ethical considerations needing to be taken into account are:
 - i. the supervisor's responsibility to the client and to the wider community.
 - ii. enabling the supervisee to take responsibility for her actions.
 - iii. maintaining the best interests of the supervisee
- (5) Information about work with a supervisee may be used for publication or in meetings only with the supervisee's permission and with anonymity preserved unless the supervisee wishes her identity to be known.

9 Limitations on Effectiveness

The supervisor should be aware of the limitations of the supervisee and her own ability to offer an effective service.

- (1) The supervisor is responsible for helping her supervisee recognise when her functioning as a CAT practitioner or therapist is impaired due to personal or emotional difficulties, any condition that affects judgement, such as illness, the influence of alcohol or drugs, or for any other reason, and for ensuring that appropriate action is taken.
 - a. If, in the course of CAT supervision, it appears that personal therapy may be necessary for the supervisee to be able to continue working effectively, the supervisor should raise this issue with the supervisee.
- (2) The supervisor must monitor regularly how her supervisee engages in self-assessment and the self-evaluation of her work.
 - a. The supervisor must ensure that her supervisee acknowledges her individual responsibility for ongoing professional development and for participating in further training programmes.
- (3) Where the supervisor has concerns about or disagreements with the supervisee's work which cannot be resolved by discussion between supervisor and supervisee, the supervisor should consult with a fellow professional and, if appropriate, recommend that the supervisee be referred to another supervisor.
 - a. The supervisor is responsible for seeking ways to further her own professional development and for making arrangements for her own supervision in order to support her supervision work and to help her evaluate her competence. She is responsible for monitoring and working within the limits of her competence.
 - b. The supervisor is responsible for withdrawing from supervision work either temporarily or permanently when her functioning is impaired due to personal or emotional difficulties, illness, the influence of alcohol or drugs, or for any other reason

10 Appropriate Environment

The supervisor has a responsibility to ensure that she is working within an appropriate environment. Supervisees should be seen in appropriate surroundings providing privacy,

security and comfort. The supervisor must satisfy herself that she is covered by indemnity arrangements against claims for damages from alleged negligence or accidental injury whether in her private practice or in the work which she undertakes for an employer.

11 Obligations to the Association and the Profession

The supervisor has an obligation to act in accordance with an awareness of the standing of her profession. The supervisor is responsible for taking action if she is aware that her supervisee's practice is not in accordance with the main ACAT Code of Ethics.

- (1) Whilst the trainer does not have the same formal responsibility as a supervisor for the professional practice of trainees she should work with reference to the best interests of clients, of the professional and ethical aims of ACAT in particular and the professional standing and effectiveness of psychotherapy in general.
- (2) The trainer is responsible for withdrawing from training either temporarily or permanently when her functioning is impaired due to personal or emotional difficulties, ill health or for any other reason.
- (3) The trainer must regularly monitor the effectiveness of her work, take into account routine evaluation and seek to maintain a high personal standard of continuing professional development. The trainer should put in place procedures for peer review of the effectiveness of their training and seek appropriate consultation in respect of any difficulties she may encounter whilst doing training. The trainer is responsible for working within the limits of her competence and should not make inappropriate claims regarding CAT or other models of psychotherapy.

To be Approved by ACAT Membership and Council and all Committees. April, 2009

Larger print versions of all these documents
may be downloaded from the ACAT website at www.acat.me.uk
or phone 0844 800 9496 if you require further help.

Post AGM Presentation | Professor Glenys Parry

“It’s a bit muddy...” CAT and the changing policy context of the NHS

Glenys Parry is Professor at the Centre for Psychological Services Research, University of Sheffield and Consultant Clinical Psychologist and Psychotherapist, Sheffield Care Trust. Her previous posts include:

MRC scientific staff, Director of Clinical Psychology Training Wessex, Sheffield Psychology Services, Sheffield Health & Social Research Consortium, and Senior Policy Advisor, Department of Health. Over her career she has led or contributed to most of the policy initiatives in psychological therapies.

In this talk, Glenys reviews the long struggle for psychological therapies to be appropriately valued and provided in the NHS and the recent step change in their policy profile. She evaluates the cost of policy recognition, points out some pitfalls to be avoided, and outlines current threats and opportunities for CAT.

2007 AGM | Minutes

Present;

Trustees Mary Dunn (Chair), Annalee Curran (Vice Chair), Michael Knight (Treasurer)
(part), Hilary Brown, Virginia West, Steve Potter

Voting members There were approximately 75 voting members present plus 4 proxy votes
held by Annalee Curran, Mary Dunn and Liz Fawkes

Non voting members There were approximately 25 non voting members present

Others in attendance Susan Van Baars (Administrator) – minutes

1. **Welcome**

Mary Dunn welcomed all to the AGM.

2. **Apologies**

Several apologies for absence were received.

3. **Minutes of the previous AGM held on 18th November, 2006**

These were agreed and accepted as a true and accurate record.

4. **Matters arising**

There were no matters arising.

5. **Chair of ACAT's Report**

The Chair's report had previously been circulated in the AGM booklet and Mary invited questions.

Charity Status Application

In response to a question, Mary informed the meeting that when ACAT was set up as a limited company a year ago the structure was in place for the organisation to apply for Charity Status. The application has been progressing but there are reservations particularly around the requirement to place as much information from the website as possible in the public domain. The precise financial advantages around tax will also need to be established before a decision can be made. With the term of office coming to an end for the current board of directors, it had been decided in the preceding weeks to place the application on hold for the new team to progress.

This was approved by all the voting members present and the additional proxy votes.

6. **Treasurer's Report**

The Treasurer's report had been previously circulated in the AGM booklet and the ACAT accounts for the year ending 31 July, 2007 previously circulated. Questions were invited.

Charity Business: Mary confirmed that their position as a financial service provider is to be reviewed.

6a. **Resolution to Approve Accounts Year Ending 31st July 2007**

The Chair proposed a motion to approve the accounts for the year ending 31st July 2007. This was approved by all the voting members present and the additional proxy votes.

6b. **Resolution to Approve Re-appointment of Auditors**

The Chair proposed a motion to approve the re-appointment of the auditors. This was approved by all the voting members present and the additional proxy votes.

7. **Chair of the Training Committee's Report**

The Chair of the Training Committee's report had been previously circulated in the AGM booklet and Mark Westacott invited questions.

Sheffield Hallam University Validation

In response to a request for more information, Mark explained that ACAT had approached Sheffield Hallam to seek validation of those CAT courses not already accredited by UEA or Oxford. A document was put together and in June 07 agreement was reached to accredit CAT Skills Training, CAT Practitioner Training and also an MSc in CAT by research dissertation. The MSc will be run by SHU. Two courses due to begin in September 2008 will be the first to be validated.

This will increase year on year as new courses commence. There has been considerable interest in the MSc.

Correction: A correction in the report was requested re the five day supervisor training:

this was organised by Debby Pickvance and not Sally Gray.

With above correction, the report was unanimously approved by all voting members together with the proxy votes.

8. **Chair of the Exam Board's Report**

The Chair of the Exam Board's report had been previously circulated in the AGM Booklet and Liz Fawkes invited questions.

Clarification over "time out" of ACAT membership was felt to be very helpful.

The report was unanimously approved by all voting members together with the proxy votes.

9. **Resolutions**

9a. Subsidiary Rules to the ACAT Constitution: November 2006:

1.2 ACAT Membership Categories – resolution to amend as follows:

1. Membership

1.2 *In accordance with Article 3 there shall be the following classes of member*

1.2.1 *Full Member (Psychotherapist) Voting*

1.2.2 *Full Member (Practitioner) Voting*

1.2.3 *Trainee Member Non-Voting*

1.2.4 *Friend Non-Voting*

1.2.5 *(new category) Life Member Voting*

(in documents presented to the meeting this is stated non-voting but was corrected at the meeting to "Voting").

This category of membership would be awarded by ACAT at the discretion of

the Trustees to people who retire from psychotherapy work having given a lot to the organisation.

It will be conferred as a mark of recognition and will not be an automatic progression for all those who retire.

1.2.6 *(new category) Non-Practising Member Non-Voting*

This category of membership is available in exceptional circumstances to full or trainee members.

It covers situations such as maternity leave, adoption leave, illness, family crisis etc, formal sabbatical

etc. The member gives written confirmation that they will not be practising any form of CAT for the duration.

They will still receive correspondence & 'Reformulation' from ACAT. Minimum duration for this

category is one year, maximum is two years. It will always be by prior written agreement with

the Exam Board, and will be decided on a case-by-case basis. Formal application to the Exam board

in advance is essential. A written agreement will include some agreed CPD/catching up when

returning to full membership.

Liz Fawkes explained the reasoning behind the changes was to offer more membership options and also to provide a formal, clear structure for those wishing to take time out of ACAT. Members on maternity leave, sabbatical etc would also have the option to remain full members if they so wished. Liz confirmed there could be no pro rata payments. The Chair proposed a motion to approve this resolution. This was approved by all the voting members present together with the additional proxy votes.

9b. Subsidiary Rules to the ACAT Constitution: November 2006:

1.4 ACAT Membership Categories - lapsed memberships

Currently:

1. Membership

1.4 A member whose subscription is six months in arrears ceases to be a member but may be re-admitted on payment of the amount owing.

Resolution to amend to:

1. Membership

1.4 A member whose subscription is six months in arrears ceases to be a member and thereby loses with immediate effect all rights of membership. A former member wishing to resume membership must apply to the Exam Board who shall determine the requirements for readmission.

In response to questions, Liz Fawkes responded:

- When returning from agreed "lapsed" membership, members pay fees from that point - there may be exceptions to this in the case of trainees when continuous membership goes towards accreditation (some exceptional circumstances may be individually agreed)
- Important for the return process to go through Exam Board in order to uphold standards and ensure CPD / supervision etc is up to date. Also an opportunity to welcome back that particular member.
- If membership is lapsed then any work done will not count towards either their own or others' accreditations.
- A request from the floor to make available to the general public a list of current members and private practice members will be considered.

The Chair proposed a motion to approve this resolution 9b. This was approved by all the voting members present together with the additional proxy votes.

9c. Articles of Association of the Association for Cognitive Analytic Therapy: November 2006:

27.2 and 28 The Appointment of Directors - timespan for ACAT to receive notice of nominations from the membership and timespan for ACAT to notify membership of those standing for election

Currently:

27: No person other than a Director retiring by rotation may be appointed a Director at any general meeting unless:

1. he or she is recommended for re-election by the Directors or

2. not less than 14 nor more than 35 clear days before the date of the meeting, the Charity is given a notice that:

a) is signed by a member entitled to vote at the meeting

b) states the member's intention to propose the appointment of a person as a Director

c) contains the details that, if the person were to be appointed, the Charity would have to file at Companies House and

d) it is signed by the person who is proposed to show his or her willingness to be appointed.

Resolution: to amend 27.2 to:

not less than 30 days and not more than 60 days before the date of the meeting.

and

Currently:

28: all members who are entitled to receive notice of a general meeting must be given not less than 7 nor more than 28 clear days' notice of any resolution to be put to the meeting to appoint a Director other than a Director who is to retire by rotation.

Resolution: to amend 28 to:

members who are entitled to receive notice of a general meeting must be given not less than 14 nor more than 30 clear days' notice of any resolution to be put to the meeting to appoint a Director other than a Director who is to retire by rotation.

The Chair proposed a motion to approve this resolution 9c. This was approved by all the voting members present together with the additional proxy votes.

10. Elections to the Board of Directors with Office (Chair, Vice-Chair and Treasurer/Secretary) and without Office

Thank you to Mary Dunn

Mary Dunn was standing down as Chair of ACAT. She was warmly thanked her for her immense contribution to ACAT in her time as Chair by Annalee Curran and Steve Potter and all present. Presentations were made.

Thank you to Michael Knight

Michael Knight was standing down from the role of Treasurer and as a Director and he was warmly thanked for his contribution to ACAT as Director and Treasurer by Mary Dunn and all present.

The current Directors stepped down from office and took seats in the audience.

A list of proposed nominations for the board of directors of ACAT had been previously circulated. Members voted as follows:

Directors with Office:

| | |
|-------------------------------------|---|
| Mark Westacott - Chair | Elected by all voting members present together with proxy votes |
| Stephen White - Treasurer/Secretary | Elected by all voting members present together with proxy votes |
| Hilary Brown - Vice Chair | Elected by all voting members present together with proxy votes |

Directors without Office:

Annalee Curran, Mary Dunn, Jessie Emilion, Steve Potter, Vicki Richer, Virginia West
All elected unanimously by voting members present and proxy votes

11. Thanks to Conference Team

Mary Dunn proposed thanks to each of the Conference Team for organising the conference. Presentations were made and the team were warmly thanked.

Mark Westacott as new Chair of ACAT thanked those present for electing him and took over as Chair for the remainder of the meeting.

12. Any Other Business - There was no other business.

13. Date of Next AGM - To be determined.

The meeting closed at 12.25. Presentation of Certificates followed.

ACAT | Statistics

| | |
|--|----------|
| Membership Statistics at the time of publication | |
| Trainees | 285 |
| Practitioners | 365 |
| Psychotherapists | 126 |
| Retired | 5 |
| Friends of ACAT | 76 |
| Private Practitioner Listings | 120 |
| Training Statistics at the time of publication | |
| Number of Current Training Courses | 11 |
| Number of Trainees on Current Courses | 151 |
| Website Statistics at the time of publication | |
| Number of page views in month | 29,800 |
| Number of document downloads (psychotherapy file etc) in month | 1,170 |
| Value of online transactions to date | £249,000 |
| ACAT Event Statistics between 1st August 2007 and 31st July 2008 | |
| Number of Introductory Courses run | 4 |
| Number of CPD events run | 9 |
| Number of delegates attending events administered by ACAT | 392 |
| Number of delegates attending ACAT Conference 2008 | 185 |

AGM | Request for a Proxy Vote at the AGM

ACAT ANNUAL GENERAL MEETING 24th April 2009

I am unable to attend the AGM and I am a Voting Member of ACAT*.

I wish _____ (full name in capitals) whom I understand is a fully paid up Psychotherapist / Practitioner / Life Member ** of ACAT to have an additional vote in relation to elections and AGM business on my behalf.

This person has agreed to my request.

I confirm I am a fully paid up Psychotherapist / Practitioner / Life Member ** of ACAT.

My Name: _____

Signature: _____

Address: _____

Phone: _____

Email: _____

Please return by 5pm on Wednesday, 22nd April 2009 to:
ACAT PO Box 6793, Dorchester DT1 9DL

Alternatively scan and email to admin@acat.me.uk

Enquiries to admin@acat.me.uk or phone 0844 800 9496

* Voting members are fully paid up Psychotherapist, Practitioner and Life Members of ACAT.

** Please delete as appropriate.

detach and return