

The Association for Cognitive Analytic Therapy
Annual General Meeting

24th June 2016

Agenda and Papers

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ACAT | Contact Details

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ACAT Annual General Meeting 2016

Formal notice of the ACAT Annual General Meeting 2016 was sent out to all ACAT members in April 2016 and we are now pleased to forward in this booklet papers and full information for the meeting. The ACAT Annual General Meeting 2016 will be held during the Annual ACAT Conference at 15.50 on Friday, 24 June, 2016 in the Forum Alumni Auditorium, Stocker Road, University of Exeter, Streatham Campus, Exeter EX4 4QR. Map and Directions follow or see the University of Exeter website: www.exeter.ac.uk/visit/directions/streatham/

Please note if you wish to attend only the AGM there is no need to book in, please just come along.

If you would also like to attend the conference then booking details can be found further down this page.

The AGM is an important meeting with updates on the work undertaken over the previous year by various ACAT committees with opportunities for discussion and for you to put questions to the Executive and Trustees. It is also the time when new trustees are elected to the ACAT Board. If you are unable to attend but wish to vote on the resolutions detailed in this booklet, on the reports and on the nominations for Trustees, then a Voting by Proxy form can be found at the back of this booklet. Please complete and return to the ACAT office by the closing date 12 noon on 17 June.

The Trustees will again be available during the lunch break on the day of the AGM on an informal basis for members to discuss any issues or concerns they may have. Please do come and find us if there are any issues you wish to raise (details will be given on the day).

This booklet can also be downloaded from the ACAT website; go to www.acat.me.uk and click on ACAT Events and then on the AGM link. There will also be copies available for delegates at the AGM.

We do hope you are able to join us at the AGM and also at the 23rd Annual ACAT Conference (23 to 25 June, 2016). The Conference this year is entitled "CAT – Resilience in the Face of Change". For more information and booking please click within the advertising box in the top right hand margin of the Home Page on the ACAT website: www.acat.me.uk

If you have any questions about the AGM then please do not hesitate to contact the ACAT Office on 01305 263511 or email: susanvanbaars@acat.me.uk

We look forward to warmly welcoming you to the 2016 AGM and 23rd Annual ACAT Conference.

Jason Hepple | Chair of ACAT

Map and Directions to the Streatham Campus, University of Exeter EX4 4QR

The “Forum Alumni Auditorium” is marked 3 on the map opposite.

Please see the University of Exeter website for full information and links to train, coach, taxi etc
<http://www.exeter.ac.uk/visit/directions/streatham/>

The directions below are taken from the University of Exeter website.

In brief:

On foot

The University is within easy walking distance of Exeter city centre. The city centre map shows the location of the Streatham Campus plus routes between the campus and Exeter St David’s and Exeter Central train stations, all within walking distance.

By bus/coach

The Streatham Campus is served by the D and H bus routes. The D bus route includes Digby, St Luke’s Campus, the City Centre and Streatham Campus. The H bus route includes the RD&E hospital, St Luke’s Campus, the City Centre, St David’s station, Cowley Bridge and Streatham Campus.

National Express coaches call at Exeter Coach Station. The Coach Station is a short walk to the High Street where you can catch the local D bus which will take you to the Streatham Campus.

By rail

Exeter has two railway stations - Exeter St David’s (main station) and Central.

Exeter St David’s Station is approximately 10 minutes walk from the Streatham Campus and taxis are available. The average journey time from London Paddington is 2 hours 30 minutes to Exeter.

Apple Taxis Exeter (01392 666666) have a dedicated taxi rank on campus. Apple Taxis have offices at both Exeter St David’s rail station and Exeter International Airport.

By car

The M4/M5 links Exeter directly to London, the Midlands, South Wales and the North including Scotland. The average journey time from either London or the Midlands is 3 hours.

Please note that parking on the Streatham Campus is very limited.

Satellite navigation

Use postcode EX4 4QJ.

By plane

Direct flights operate into Exeter from Paris, Dublin, Amsterdam, Geneva and airports in the United Kingdom including Aberdeen, Belfast, Edinburgh, Glasgow, Guernsey, Jersey, Leeds/Bradford, Manchester, Newcastle, Norwich and St Marys.



STREATHAM CAMPUS

ACADEMIC, ADMINISTRATION AND SOCIAL BUILDINGS

Alexander	47	10E
Amory	29	5H
Bill Douglas Cinema Museum	7	8G
Business School		
Building:One	84	6I
Byrne House	37	7K
Catholic Chaplaincy	74	3A
Clayden	54	8D
Clydesdale House	63	5D
Cornwall House	32	6I

Cornwall House	80	7I
Swimming Pool	2	6G
Devonshire House	13	5F
Exeter Northcott Theatre	59	5E
Family Centre	3	6G
Forum	20	5F
Geoffrey Pope	1	6G
Great Hall	23	4H
Harrison	6	7G
Hatherly		
Henry Wellcome Building for Biocatalysis	19	5F
Hope Hall	41	7K
Innovation Centre	25	4I
Institute of Arab and Islamic Studies	16	5E
INTO International Study Centre	83	6H
Kay Building	24	4H
Kay House Duryard	85	1A
Knightley	55	8E
Laflowda House	33	6J
Laver	22	4G
Lazenby	38	7L
Library	4	6H
Living Systems	87	5F
<i>(to be completed Summer 2016)</i>		

Mary Harris Memorial Chapel	10	7F
Newman	18	5F
Northcote House	12	6F
Old Library	7	8G
Peter Chalk Centre	17	5F
Physics	21	4F
Queen's	11	7F
Redcot	56	7D
Reed Hall	14	6E
Reed Mews Wellbeing Centre	15	5E
Roborough	8	8F
Russell Seal Fitness Centre	88	4E
Sir Christopher Ondaatje		
Devon Cricket Centre	77	3E
Sir Henry Wellcome Building for Mood Disorders Research	82	8F
Sports Park	60	4E
St David's Retail Services	52	11B
Streatham Court	31	6H
Streatham Farm	5	6H
Student Health Centre	86	6E
Tennis Centre	61	4E
Thornlea	48	10D
University Reception	1	6G
Washington Singer	9	8E
Xfi	30	5I

RESIDENCES

Birks Grange Village	66	5B
Bonhay House	53	11C
Clydesdale Court	64	5C
Clydesdale Rise	65	4C
Cook Mews	69	4A
Duryard	72	2B
Garden Hill House	27	3J
Holland Hall	62	4D
Holland Hall Studios	62	4D
King Edward Court	68	5A
King Edward Studios	67	5B
Laflowda	43	7J
Laflowda Cottage	44	8J
Llewellyn Mews	70	4A
Lopes Hall	34	6K
Mardon Hall	58	5E
Moberly	71	3B
Nash Grove	57	5D
Northfield	75	9C
Pennsylvania Court	36	6L
Ransom Pickard	35	6L
Rowe House	45	7J
St David's	51	12B
St German's	42	7K

Annual General Meeting 2016 | Agenda

Friday, 24th June, 2016 at 15.50
Forum Alumni Auditorium, Stocker Road, University of Exeter,
Streatham Campus, Exeter EX4 4QR

		Page(s)	Presented by:
1	Chair's Welcome	3	Jason Hepple
2	Apologies for Absence (Trustees and Committee Chairs)		
3	Minutes of the last AGM held on Friday, 26 June 2015	7-9	
4	Matters Arising from the Minutes		
Report from the Chair of ACAT			
5	The Chair's Report is included in this booklet and will not be read aloud at the meeting. Comments will be welcomed.	10-12	Jason Hepple
Report from the Treasurer of ACAT and Year 2014-2015 Accounts together with the Trustees' Annual Report			
The Treasurer's Report, the Trustees' Report and Year 2014-2015 Accounts are included in this booklet and will not be read aloud at the meeting. Comments will be welcomed.			
6		13-21	Stephen White
Resolutions:			
• Resolution to Approve the Accounts Year Ending 31 July, 2015			
• Re-appointment of Sully Partnership Ltd as Auditors			
Report from the Chair of the Training Committee			
7	The Chair of the Training Committee's Report is included in this booklet and will not be read aloud at the meeting. Comments will be welcomed.	22-23	Anna Jellema
Report from the Chair of the Exam Board and Accreditation List			
8	The Chair of the Exam Board's Report is included in this booklet and will not be read aloud at the meeting. Comments will be welcomed.	24-26	Shirley Akgun
Report from the Chair of the Ethics Panel			
9	The Report from the Chair of the Ethics Panel is included in this booklet and will not be read aloud at the meeting. Comments will be welcomed.	27	Rachel Densham
Report from the Chair of the Inequality and Diversity Group			
10	The Report from the Chair of the Inequality and Diversity Group is included in this booklet and will not be read aloud at the meeting. Comments will be welcomed.	27-28	Hilary Brown
Report from the Projects Officer			
11	The Report from the Projects and Liaison Officer is included in this booklet and will not be read aloud at the meeting. Comments will be welcomed.	29	Penny Waheed
Report from Reformulation's Editors			
The Report from the Editors of Reformulation is included in this booklet and will not be read aloud at the meeting. Comments will be welcomed.			
12		30	Nicola Rogal and Louise Yorke
Report from ACAT's representative to ICATA			
13	The Report from ACAT's representative to the International CAT Association is included in this booklet and will not be read aloud at the meeting. Comments will be welcomed.	30	Liz McCormick
14	Elections to the Board of Directors – List of Nominations	32-34	Jason Hepple
15	Any Other Business		
16	Date of the Annual General Meeting 2017		

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Minutes of 22nd ACAT Annual General Meeting

Friday, 26th June 2015 at 16.00
Lecture Theatre, Lower Basement, Birkbeck College, Malet Street, London WC1E 7HX

Draft Minutes: to be approved at the next meeting on 24 June 2016

Present:

Trustees and Council of Management:
Jason Hepple (Chair of ACAT and Trustee), Robert Watson (Vice Chair of ACAT and Trustee), Stephen White (Treasurer and Trustee), Sue Yabsley (Trustee) Ruth Carson (Trustee), Liz McCormick (Trustee), Jay Dudley (Trustee), Rosemary Parkinson (Trustee), Anna Jellema (chair of Training committee), Shirley Akgun (Chair of Exam Board)

Voting members: There were 92 voting members present and 2 proxy votes (quorum: 63 voting members)

Non-voting members: There were 7 Non-voting members present

Minutes: Rosemary Parkinson

1. Chair's Welcome

The Chair of ACAT, Jason Hepple, welcomed everyone to the 22nd Annual General Meeting of ACAT.

2. Trustee and Council of Management Apologies:

Vicki Richer (Trustee), Peter Owen (Trustee), Susan Van Baars (Administration Manager)

3. Minutes of the Previous AGM held on Friday, 11th July 2014

The minutes of 11th July were agreed.

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.
Jason highlighted some of the issues raised in the Chair's report and then invited questions.

Annie Nehmad said that she did not like the new CAT logo: Understanding leads to change. Jason said that he was sorry that she did not like it but that it had been piloted with a wide range of stake-holders and members had been consulted via the website.

Questions were raised concerning the limits placed on ACAT by its charitable status and the interpretation of these limits. Rachel Pollard asked trustees to explain their understanding of the way that charitable status affects the ability of members of ACAT to express their views in terms of articles in Reformulation. Jason explained that the objects of ACAT permitted the promotion of CAT and that any 'political campaigning' (i.e. that which could be seen as party political or that seeking to repeal or create a law) could only be done in relation to the charitable objects. He reassured the meeting that this is more important in relation to what ACAT, as an organisation, is seen to endorse than in relation to that which individual authors are able to say under their own name in Reformulation, and that ACAT would continue to support the publication of articles that took a political or cultural slant in relation to CAT in a particular context. Lawrence Welch expressed concern that the limits were being understood too narrowly. He said that he intended to vote against the Chair's report. There will be a letter in the next edition of Reformulation signed by 17 ACAT members who agree with this. Jason said that the Trustees would reply to this letter in the following edition of Reformulation, explaining in more detail their position as the issues were complex. Julie Lloyd believed that this narrow interpretation

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had led to censorship of the ACAT journal Reformulation and that she and Rachel Pollard had resigned from editorship because of this. Jason expressed regret that they had resigned over this issue and thanked her and Rachel for their work as editors. He stated that lessons had been learned and that this was a difficult tightrope to tread. A question was raised about how ACAT members could debate complex and difficult topics. Jason said that the formation of an equality and diversity group, under the Chair of Hilary Brown, would be part of this as is the issue of how we encourage participation as we grow as an organisation; maybe also through a forum attached to the new group.

The report was approved with 5 voting members voting against.

6. Treasurer’s Report

The Treasurer’s report and Accounts for the year ended 31 July 2014 had been circulated in the AGM booklet. Questions were asked by Lawrence Welch concerning:

- Unrestricted funds – to comply with the companies act and the charity commission rules
- Debtors and Creditors - due to the October to October subscription year but a July to July financial year a proportion of subscriptions are added to the following year’s funds
- Drop in library costs – initial adding of copyrighted items in one year meant a larger cost that year
- Drop in income – subscriptions are down from 84,000 to 78,000 and Training course income down from 107,000 to 92,000

6a. Resolution to Approve Accounts Year Ending 31st July 2014

The Chair proposed a motion to approve the accounts for the year ending 31st July 2014. This was approved by all the voting members present.

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

The Chair proposed a motion to approve the re-appointment of the auditors, Sully Partnership Ltd. This was approved by all the voting members present.

7. Chair of the Training Committee’s Report

This report had previously been circulated in the AGM booklet. There were no questions. The report was unanimously approved by all voting members present.

8. Chair of the Exam Board’s Report

This report had previously been circulated in the AGM booklet. There were no questions. The report was unanimously approved by all voting members present.

9. Report from the Chair of the Ethics Panel

This report had been circulated in the AGM Booklet. There were no questions. The report was unanimously approved by all voting members present.

10. Report from the Projects and Liaison Officer

This report had previously been circulated in the AGM booklet. There were no questions. The report was unanimously approved by all voting members present.

11. Report from Reformulation’s Editors

This report had been circulated in the AGM Booklet. There were no questions. The report was unanimously approved by all voting members present.

12. Report from ACAT’s Delegates to ICATA

This report had been circulated in the AGM booklet. There were no questions. The report was unanimously approved by all voting members present.

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13.

Resolution 1: with reference to the company’s Articles of Association (revised 23 March 2013) item 3 Classes of Membership and also the Subsidiary Rules’ Membership Section (revised January 2008) item 1.2.1 and 1.2.2 Psychotherapist and Practitioner members be re-defined with titles: CAT Psychotherapist and CAT Therapist (or Practitioner) following acceptance of practitioners and psychotherapists as psychological therapists with the CfWI.

This was approved with none against.

Resolution 2: with reference to the Company’s Articles of Association (revised 23 March 2013) item 3 Classes of Membership and also the Subsidiary Rules’ Membership Section (revised January 2008) item 1.2.4 Friend of ACAT membership be ended and replaced with a new non member category of Friend (1.2.8).

This was approved with none against.

Resolution 3: with reference to the Company’s Articles of Association (revised 23 March 2013) item 3 Classes of Membership and also the Subsidiary Rules’ Membership Section (revised January 2008) item 1.2.5 Life Member eligibility conditions be revised to include those practising and retired.

This was approved with none against.

13. Elections to the Board of Trustees without Office

As required by our Memorandum and Articles of Association one third of our Trustees have to stand down at each AGM. Peter Owen and Vicki Richer were standing down and not seeking re-election. Ruth Carson was standing down and seeking re-election.

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

Trustees without office

Ruth Carson
Marilyn Ramsden
Karen Shannon

All were elected unanimously by all voting members present.

14. Any Other Business

There was no other business

15. Date of Next AGM

The date of the next AGM will be decided in conjunction with the next Conference.

The AGM closed at 17.01

ACAT Chair Annual Report 2016 | Jason Hepple

The focus of the Board of Trustees this year has again been to deliver the organisation’s strategic plans to ensure that ACAT continues to deliver its charitable objects.

These are:

- **Educating health professionals and promoting proper standards and good practice in Cognitive Analytic Therapy.**
- **Increasing awareness and understanding of Cognitive Analytic Therapy amongst health professionals, service providers and the public.**

The Board of Trustees has established the following standing items for its meetings held three times a year in order to provide strategic direction and reliable corporate governance:

- ACAT’s Annual Strategic Plan
- ACAT’s Risk Register
- ACAT’s Marketing Strategy
- ACAT’s User/Public involvement Strategy
- ACAT’s Research Strategy

Achievements in 2015 – 2016

- The conclusion of the developments to the ACAT Training Strategy; modularising years one and two of the CAT Therapist / Practitioner training and laying the groundwork for up to three pilot embedded CAT Foundation Courses within D.Clin.Psych courses across the country.
- The completed pilot of the one year Foundation Course in CAT practice targeted at IAPT High Intensity therapists in Somerset and a second pilot in Norwich.
- Further collaboration with national IAPT-SMI personality disorder leads and completion of learning outcomes to match the CAT competencies already accepted.
- The annual gathering of key researchers at a pre-meeting of the Annual ACAT Conference in order to pursue the ACAT Research Strategy.
- Continued pilot funding for an RCT into CAT in Psychosis.
- Development of the user/public involvement strategy with delivery of joint training days on CAT understanding with the National Association of People Abused in Childhood (NAPAC), the Family Mediators Association (FMA) and a pilot day planned

with the NHS Leadership Academy in July.

- Increased use of web-based surveys to ask website users and members about their experience of ACAT and of Reformulation with a future survey / consultation planned on the style and content of ACAT conferences.
- Completion of our submission for the UKCP / HIPC Quinquennial Review of ACAT.
- Completion of a random audit by the Copyright Licence Agency (CLA).
- Establishment of the ACAT Inequality and Diversity Group and Forum with Professor Hilary Brown as the inaugural chair.
- Expansion of ACAT’s social media presence via a pilot project using the expertise of Rhona Brown.

Thanks to Andrea Daykin, Mandy Wildman and Malinder Bhullar and Maria Cross for organising this year’s conference and constructing such an interesting and original programme. Continued thanks to Susan Van Baars for her tremendous skill and knowledge of ACAT, her commitment and for her personal support. Thanks to Penny Waheed for her creative ideas and thanks and good wishes for the future to Charlotte Yorke who is leaving ACAT and also having a baby. Welcome to Alison Marfell who has joined the ACAT admin team. My thanks to Jon Sloper from Alacrify for his continued commitment to ACAT, the Chair of the Ethics Panel, Rachel Densham, whose input has proved invaluable, to Robert Watson, Vice-Chair of ACAT and the Trustees who have offered me so much support this year and to Hilary Brown for taking on the Inequality and Diversity Chair. Special thanks go to Anna Jellema, Chair of the Training Committee, Shirley Akgun, Chair of the Exam Board and Dawn Bennett, Vice-Chair of the Training Committee and Hilary Beard, IRRAPT trainer. Anna, Dawn and Hilary have done an incredible amount of work in preparation for the QQR and this is on top of the work developing the ACAT training strategy. The work of these people in ACAT’s core roles is truly indispensable and highly valued.

2015 / 2016 consultation

January 2016 saw the end of the consultation by the Board of Trustees on proposals for opening up debate and consultation within ACAT, whilst keeping within the statutory framework that governs ACAT as a company and charity. All responses are now published in full on the website with the response from the Board.

ACAT is almost entirely run by its members who take on roles on ACAT’s committees. The committees are: the Board of Trustees, Council of Management, Training Committee, Exam Board, Ethics Panel and the Inequality and Diversity Committee. Decisions are made by reaching a consensus after constructive dialogue and it is rare for a vote to be taken on any issue. We are always looking to replenish and succession plan for the key roles in ACAT as it is difficult for many members to give so much of their time when the roles and duties have become very time consuming as ACAT manages the many obligations made on it by the outside agencies it is responsible to – Companies House, The Charity Commission, UKCP and the Copyright Licensing Authority – as well as managing risk to the organisation, constantly modernising its trainings and training strategy, maintaining standards of training and accreditation, hearing complaints and marketing ACAT and CAT locally and nationally. Any member can be nominated to be a Trustee and Director of ACAT and can be democratically elected at each AGM. In our view, the way ACAT is run by its members with the support of a few valuable lay people and its expert and dedicated employees, represents a high level of dialogue, cooperation and goodwill by dozens of people who feel passionately about CAT and the aims of ACAT.

If an individual member has an idea for doing things differently or is unhappy about the way something is being done then the normal way for this to be raised is with the chair of the appropriate committee so that the issue can be put on the agenda. The member can be asked to attend the committee to give their view in person. On some occasions it may be valuable to consult members more widely via a survey or consultation before it is clear what the consensus is and we intend to increase the use of this method of consultation. Each year at the AGM, chairs of committees each prepare a report that is voted on by members and can be endorsed or rejected. Occasionally resolutions are put before the members at an AGM if required by the constitution of ACAT.

We hope that the consultation and proposals listed below will now allow us to all come together in ensuring that ACAT is both well governed and open to new ideas and initiatives.

In March 2016 we received the following submission which is printed in full for members to see:

Motion

One of the fundamental values of CAT is dialogue and it is essential that this is incorporated into the organisation of ACAT through the democratic involvement of the membership.

Disputes within organisations will always occur, either between the Trustees or between the Trustees and a member. Where it is not possible to resolve an issue related to the overall organisation or direction of ACAT through direct dialogue, the membership should have the right to make the final decision through voting. This requires a clear, written method for members of ACAT to submit motions to the AGM and providing members who are unable to attend with postal, online or email voting. The method should include a written invitation to submit motions to be sent out alongside current AGM paperwork. “

Definition of terms

We wondered whether there was some confusion from the trustees about the difference between an ‘issue’ and a ‘motion’. To clarify what charities and other organisations mean by the terms ‘issues’ and ‘motions’:

Issues are quite properly raised through the board (e.g. a recent issue addressed in UKCP is that the membership is aging - so what can be done to recruit younger people to it?) One might call on the Board to consider this, or one might offer ideas.

Motions are about things such as changes in procedures, statutes or constitution; or calling on an organisation to actually do (or not do) certain things, such as putting links on website, or keeping membership fees low; or raise fees so that ACAT can do more; or make the Trustees’ minutes open to the membership, etc. These are vital issues on which the whole membership should have a vote including the option for a proxy vote, at least when it comes to electing people and probably also regarding motions about changes to Constitution which the Trustees might have put forward. Where a motion creates a lot of discussion without the time to resolve it during the AGM, voting methods can also be developed to include consensus voting and to be sent out on-line for on-line voting at a date shortly after the AGM; a facility many organisations such as the British Psychological Society, routinely employ.

Rose Hughes, Julie Lloyd, (Name Removed), Lawrence Welch, Barbara Williams

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This put us in a difficult position; we are grateful for, and did not wish to oppose, the positive new ideas in the motion or cause further confrontation, but were unable to put it forward as a resolution at the AGM because the motion is incompatible with the constitution of ACAT as set out in the Memorandum and Articles of the Association and is written in a style that is not clear or rigorous enough to act as a legally binding resolution that we could recommend to members. Also, many of the points are already covered in the existing constitution that has been agreed, after lengthy negotiations, with the Charity Commission. ACAT is a legal entity and the Board of Trustees is obliged to govern ACAT within a legal framework. The members voted first for ACAT to become a company and then at a separate meeting to become a charity and the Trustees are mandated by the members to govern ACAT within that framework

We have since been in contact with one of the proposers, as the person was not currently a member of ACAT. The person has made it clear to us that he /she was not in agreement to his / her name being used to propose this motion and asked for it to be removed.

In the proposals set out below we hope that we have struck a balance and offer compromise on the essence of the ideas put forward, while remaining happy to continue to take responsibility for ACAT on its members' behalf as its democratically elected Directors and Trustees. It may be that the increasing use of member surveys may allow the sort of consultation that is proposed and we welcome members' suggestions as to topics on which to consult in this way.

Proposals

- The reaffirmation that ACAT continues to welcome articles in Reformulation on issues of health provision / the NHS / mental health / social disadvantage/ access / equality / diversity and the political factors relevant to these issues, which can continue to include information about campaigning organisations.
- The establishment of a letters / opinions section in Reformulation.
- The formation of the Inequality and Diversity Committee and its discussion forum (web and as a conference pre-event).
- The recognition that ACAT, as an organisation, does need to steer a difficult course between what

needs to be addressed and openly discussed by members and the limits on its political campaigning outside of its charitable objects, and that the Trustees have, necessarily and with great care, to be the final arbiters on that.

- To continue to broaden member involvement in ACAT decision making by regularly surveying members' opinion on issues like the annual conference and the future direction of Reformulation.
- To welcome members raising matters with the Board that they feel cannot be resolved by the normal decision making machinery of ACAT (i.e. its committee structures). Items that a member feels need to be drawn to the attention of the Board that they feel have either not been resolved by this process, or those that may require direct consultation with, or a survey of, members' opinion, or consideration by the Board for inclusion on the agenda of the next AGM should be addressed to admin@acat.me.uk . To allow for discussion at the three Board meetings a year, the approximate deadline dates for submission will be around the 20th of January, May and September. However, the actual deadline date for each meeting depends on the meeting dates which will vary. We will fully publicise the closing dates for each meeting each summer once the next year's dates are set, by a news item on the website and also by email to members. The January deadline is relevant to the annual AGM. This statement will be also be sent out to all members via e mail prior to each deadline to act as a reminder of this process and as an invitation to put items forward.
- To support and encourage members to use the postal and proxy voting process already embedded in ACAT's constitution.

We ask sincerely for all members to now come together and support these proposals resulting from the consultation so that we can move forward together into 2017 having learned valuable lessons from the issues that have arisen.

Jason Hepple | Chair of ACAT

Agenda Item 6

ACAT Treasurer | Annual Report | Stephen White
For the Financial Year ended 31st July 2015

1. Financial Activities

The Statement of Financial activities for the year show a surplus of £48,062 between the incoming resources and the costs and charitable expenditure associated with generating the income.

The detailed results, shown in the following pages (9 to 11 amend), reveal that activities for raising funds during the year increased to £259,437 from the previous year's totals of £234,340 with the costs of generating voluntary income reducing from £153,591 in the previous year to £118,357.

Income from investments decreased to £25 from £2,069 in the previous year.

2. Balance Sheet

The charity's unrestricted reserves increased to £217,191 from £169,129 the previous year and the Trustee's Report provides detail of the investment policy.

3. Key Events

ACAT Ltd was able to reclaim £28,321 under the Gift Aid scheme.

4. Conclusion and looking forward

I am pleased to report to the members that, after three years of deficit between the amount generated by the Charity's activities and the underlying costs, during this financial year a surplus of £19,741 was achieved. This surplus, added to the amount reclaimed under the Gift Aid scheme, increased the reserves of Unrestricted funds by £48,062.

Thanks to the members' support and attendances at the various events and courses and for the considerable efforts of those involved in organising these, the financial state of the Charity moves forward in a much stronger position.

I feel confident that all members would wish this trend to continue.

Stephen White | ACAT Treasurer

Annual Accounts

Financial Statements for Year Ended 31st July 2015

Trustees’ report for the year ended 31 July 2015

The trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the financial statements for the year ended 31 July 2015. The trustees have adopted the provisions of the Statement of Recommended Practice “Accounting and Reporting by Charities” issued in 2005 in preparing the annual report and financial statements of the charity.

The charity is a charitable company limited by guarantee and was set up 23rd January 2007. It is governed by a memorandum and articles of association.

The trustees confirm that they have considered the Charity Commission’s guidance on public benefit.

Charitable Objects

Structure, governance and management

The charity is governed by its Memorandum and Articles of Association.

The ACAT Board of Trustees has ten trustees currently. The Board meets three times a year and sets the strategic direction and policy of the charity.

Operational management rests with the Council of Management which, in addition to meeting with the Board of Trustees three times a year, holds an additional four meetings a year by teleconference. The Chair of ACAT is responsible for the operational management of the organisation and is supported by a vice-chair and treasurer who are also trustees. The chair of ACAT manages and supports the ACAT administration manager, administrators and the Project and Liason Officer.

Trustees attend an annual Trustees away day for the purposes of induction, continuing professional development and strategic planning. From 2011-2012 personal development plans for trustees are discussed at additional meetings for trustees preceding the Board meetings which are held three times a year. Risks to the charity delivering its objects are registered in a risk register that is reviewed at each Board meeting and actions to mitigate risk monitored.

Related Parties

In so far as it is complimentary to the charity's objects, the charity is guided by both local and regional policy. As many of ACAT's members deliver CAT therapy in public sector settings in the UK, national bodies such as

NICE and statutory regulators such as the HCPC, NMC and GMC have a bearing on ACAT policy and direction. ACAT is also an Organisational Member of the UKCP.

ACAT is a national member of the International Cognitive Analytic Therapy Association (ICATA).

In order to ensure our work delivers our aims the Board of Trustees sets out and monitors ACAT's Annual Strategic Plan. The strategic aims for each year reflect the charity's aims and objectives and are monitored as a standing item at the Board of Trustees. In 2014-2015 ACAT progressed a detailed Marketing Strategy, a Research Strategy and a User/Public Involvement Strategy.

The overarching aim is to educate and promote increased awareness and understanding of Cognitive Analytic Therapy amongst health professionals, service providers and the public. Significant events in 2014-2015 include the further progression of the ‘Talking About CAT’ Campaign and further additions to the series of downloadable factsheets and presentations on the nature of CAT. The Concerns and Complaints procedure was completely revised and updated and agreed at the AGM.

Achievements and Performance:

How our activities deliver public benefit.
Who used and benefitted from our services?

CAT is available to thousands of people with mental health problems in many NHS Trusts and privately. By setting standards for ethical practice (including a complaints procedure available to those receiving CAT Therapy), regulating training in CAT (in partnership with Sheffield Hallam University until January 2016) and monitoring standards of supervision and continuing professional development, ACAT ensures that clients receive high quality therapies delivered by appropriately trained and updated ACAT members and trainees. ACAT currently has 672 Practitioner and Psychotherapist members, 198 Trainee Members, 1 Non Practising, and 1 Retired. There are also 37 Friends of ACAT. ACAT currently provides seven accredited practitioner trainings across the UK.

The Board of Trustees has established a User/ Public Involvement strategy from 2012-2013. The focus goes beyond the maintenance of standards in the practice of CAT to clients receiving therapy by

seeking to promote CAT's relational and humanistic understanding of distress and conflict by looking to collaborate with other charitable ventures that target vulnerable, socially excluded or disadvantaged groups. It also aims to establish a User/Carer Focus Group to provide Consultation on ACAT strategy and policies.

ACAT also seeks to broaden the experience base of the Board of Trustees with the aim that it more closely reflects the make up of UK society. The strategy also sets out plans to sponsor both CAT therapies and CAT training for those who may otherwise be excluded from these opportunities.

Financial review

Total reserves held at the year ended 31 July 2015 were £217,191 (2014 : £169,129).

The Trustees have examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby a prudent amount of the unrestricted funds should be invested in short term deposits as available reserves to meet the working capital requirements of the charity, enabling both current activities and future plans for growth to continue in the event of any significant drop in funding.

Plans for future periods

The Board of Trustees has set the following priorities for 2015-2016.

Accountants’ report for the year 31 July 2015 to the Trustees on the unaudited accounts of Association for Cognitive Analytic Therapy

We have compiled, without carrying out an audit, the accounts of the charitable company which comprise the statement of financial activities, 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 2 November 2015 in order to assist you to fulfil your duties under the Companies Act 2006. 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 2015 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 2006. You consider that the charitable company is exempt from the statutory requirement for an audit for the year ended 31 July 2015.

- The further operationalisation of ACAT's user/public involvement strategy
- The continuing delivery of ACAT's Marketing Strategy
- The further development of the Research Strategy

- Recruitment and Appointment of Board of Trustees. As part of the user-public involvement strategy ACAT continues to broaden the diversity of trustees to ensure the appointment process at future AGMs is competitive and open to people who are not ACAT members.

Investment policy and performance

£25,000 invested in Liquidity Manager Account (30 day notice) with current yield of 0.60% gross.

Risk management

In 2011-2012 the Board of Trustees established a Risk Register and Risk Matrix in order to prioritise the major risks facing ACAT in the pursuance of its charitable objectives. The Risk Register is a standing item at meetings of the Board of Trustees and details controls and actions taken to mitigate risk.

This report was approved by the trustees on 10 April 2016 and signed on its behalf by

S H White | ACAT Treasurer

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 charity's trustees in accordance with the terms of our engagement and it is not intended for use by other third parties.

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

Date: 12 April 2016

Statement of Financial Activities
for the year ended 31 July 2015

	Notes	Unrestricted funds £	2015 Total £	2014 Total £
Incoming resources				
Activities for generating funds:	3	259,437	259,437	234,430
Income from investments	4	25	25	2,069
Total incoming resources		259,462	259,462	236,409
Less: Resources expended				
Cost of generating voluntary income	5	(118,357)	(118,357)	(153,591)
		(118,357)	(118,357)	(159,591)
Net incoming resources available for charitable application				
		141,105	141,105	82,818
Charitable expenditure				
Cost of charitable activities	6	(121,364)	(121,364)	(97,399)
Taxation		28,321	28,321	14,000
Total charitable expenditure		(93,043)	(93,043)	(83,399)
Total resources expended		(93,043)	(93,043)	(83,399)
Net movement in funds		48,062	48,062	(581)
Total funds brought forward		169,129	169,129	169,710
Total funds carried forward		217,191	217,191	196,129

Company number: 06063084
Balance sheet as at 31 July 2015

	Notes	£	2015 £	2014 £
Current assets				
Stocks		640		678
Debtors	9	60,319		26,891
Cash at bank and in hand		190,307		177,769
		251,266		205,338
Creditors: amounts falling due within one year	10	(34,075)		(36,209)
Net current assets			217,191	169,129
Net assets			217,191	169,129
Funds				
Unrestricted funds			217,191	169,129
			217,191	169,129

The trustees' statements required by Sections 475(2) and (3) are shown below the following page which forms part of this Balance Sheet.

Trustees’ statements required by Sections 475(2) and (3)
for the year ended 31 July 2015

In approving these financial statements as trustees of the company we hereby confirm:

- (a) that for the year end 31 July 2015 stated above the company was entitled to the exemption conferred by Section 477 of the Companies Act 2006 ;
- (b) that no notice has been deposited at the registered office of the company pursuant to Section 476 requesting that an audit be conducted for the year ended 31 July 2015 and
- (c) that we acknowledge our responsibilities for:
- (1) ensuring that the company keeps accounting records which comply with Section 386, and
- (2) preparing financial statements 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 profit or loss for the year then ended in accordance with the requirements of Sections 393 and which otherwise comply with the provisions of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 and the Financial Reporting Standard for Smaller Entities (effective April 2008) relating to small entities.

The financial statements were approved by the Board on 10 April 2016 and signed on its behalf by

S H White Trustee

Notes to the financial statements for the year ended 31 July 2015

1. Accounting policies

1.1. Accounting convention

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) and applicable accounting standards. The recommendations in ‘Accounting and Reporting by Charities: Statement of Recommended Practice (SORP)’ published in 2005 have been applied.

1.2. Incoming resources

Income from investments is included in the year in which it is receivable.

1.3. Resources expended

Resources expended, including irrecoverable VAT, are recognised in the year in which they are incurred.

Management and administration costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

2. Stock

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

3. Activities for generating funds

	Unrestricted funds	2015	2014
	£	£	£
Membership subscriptions	83,970	83,970	77,690
Book sales and other income	1,963	1,963	1,528
ACAT Training courses	119,136	119,136	92,440
Conference income	25,886	25,886	28,615
Introductory courses	18,995	18,995	19,820
Training Division - Fee Income	350	350	585
Workshops	9,130	9,130	13,595
Other income	7	7	67
	259,437	259,437	234,340

4. Investment income

	Unrestricted funds	2015	2014
	£	£	£
Bank interest received	25	25	2,069
	25	25	2,069

Notes to the financial statements for the year ended 31 July 2015

5. Cost of Generating Funds

	Cost of generating funds	2015	2014
	£	£	£
Newsletter and publications	6,109	6,109	9,699
ACAT Supervisor Training	7,291	7,291	8,588
ACAT Training Courses	54,552	54,552	70,299
Conferences	15,801	15,801	26,873
Introductory courses	7,803	7,803	9,717
ACAT Training Division	6,749	6,749	3,071
Research	3,599	3,599	671
Workshops	8,663	8,663	10,615
Sheffield Hallam University Partnership	7,790	7,790	14,058
	118,357	118,357	153,591

6. Cost of Charitable Activities

	2015	2014
	£	£
Staff costs	66,503	53,739
Staff Training	-	160
Council and committee expenses	10,761	11,016
Rent	3,132	4,609
Insurance	1,090	1,083
Printing, postage and stationery	5,836	3,480
Advertising	384	-
Telephone	1,298	1,339
Computer costs	14,055	7,576
Online library costs	1,903	929
Travelling	4,253	3,024
Legal and professional	758	178
Accountancy fees	3,168	3,246
Subscriptions	2,500	1,512
Interest and charges	5,723	5,508
	121,364	97,399

7. Employees

	2015	2014
	Number	Number
The average monthly numbers of employees (including the trustees) during the year were:	14	14

Employment Costs

	Charitable expenditure	2015	2014
	£	£	£
Wages and salaries	64,143	64,143	51,130
Social security costs	2,360	2,360	2,609
	66,503	66,503	53,739

Annual Accounts

Financial Statements for Year Ended 31st July 2015

Notes to the financial statements

for the year ended 31 July 2015

8. Trustees’ emoluments

The trustees neither received nor waived any emoluments during the year (2014 : nil)

	2014	2014
	£	£
Out of pocket expenses were reimbursed to trustees as follows:		
Travel	4,253	3,024
	4,253	3,024

9. Debtors

	2015	2014
	£	£
Trade debtors	45,414	12,891
Other debtors	14,905	14,000
	60,319	26,891

10. Creditors: amounts falling due within one year

	2015	2014
	£	£
Trade creditors	1,359	6,233
Accruals and deferred income	32,716	29,986
	34,075	36,209

11. Analysis of net assets between funds

	Unrestricted funds	Total funds
	£	£
Fund balances at 31st July 2015 as represented by:		
Current assets	251,266	251,266
Current liabilities	(34,075)	(34,075)
	217,191	217,191

12. Controlling interest

The company has no ultimate controlling party.

13. Taxation

The charity’s activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes Act 1988. Accordingly, there is no taxation charge in these accounts.

14. 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 within 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 payment of the debts and liabilities of the Company incurred before he or she ceased to be a director, and of the costs, charges and expenses of winding up, and the adjustments of the rights of the contributors among themselves.

Annual Accounts

Financial Statements for Year Ended 31st July 2015

Legal and Administrative Information

Status

The company is a registered charity and a limited company and does not have a share capital.

Trustees and Directors

R Carson
J Dudley
J N Hepple
E W McCormick
P J Owen (Resigned 26 June 2015)
R A Parkinson
M Ramsden (Appointed 26 June 2015)
V J Richer (Resigned 26 June 2015)
Dr K L Shannon (Appointed 26 June 2015)
J D Watson
S H White
S A Yabsley

Secretary

S H White

Company number

06063084

Charity number

1141793

Registered office

8 Unity Street

College Green

Bristol

BS1 5HH

Accountants

Sully Partnership Limited

8 Unity Street

College Green

Bristol

BS1 5HH

Charity address

PO Box 6793

Dorchester

DT1 9DL

Agenda Item 7

Training Committee Annual Report 2016 | Anna Jellema - Chair

ACAT embarked on the review of its training strategy during summer 2013, and after nearly three years of hard work we are now at the point where we can say that our strategy is more or less complete. The 2013 review highlighted the need for ACAT courses to relate more clearly to each other so that those trainees who are interested in a CAT therapy “career” could progress fairly smoothly from one course to another, and this was given impetus by our involvement with IAPT (Improving Access to Psychological Therapies). As a result, we have now established the new one-year Foundation Level Certificate in CAT, from which trainees can progress to Practitioner (CAT Therapist) Training by joining an established Practitioner course in the second year. Foundation courses have been running in Somerset, and Norfolk and Suffolk and we are looking forward to the first trainees being accredited this year. We continue to run six-monthly CAT Skills courses to help staff use the concepts and tools of CAT in their case management; while these are primarily intended for mental health workers in non-therapeutic roles, suitably trained and experienced staff can also progress to train in CAT as their therapy model of choice. Now that our “portfolio” of ACAT courses is complete, Council and Trustees will be reviewing the fees which courses pay to ACAT over the next year, and also discussing how Foundation trainees can become members of ACAT.

A Foundation year training in CAT has also proved appealing to some Doctoral courses in Clinical Psychology. From 2016 the British Psychological Society requires these courses to offer their trainees embedded qualifications in two therapeutic models (the first being CBT), and there are now four course centres which have expressed a serious interest in working with ACAT to develop such CAT trainings. Our aim is that these new trainings will be comparable to existing Foundation courses in terms of quality and experience, and while the fine detail remains to be worked on, the Training Committee hopes to collaborate with the D Clin Psych courses in promoting CAT as a “core” model for clinical psychologists over the next few years. One linked and exciting development has been an approach from Sheffield University to provide training in relational supervision for clinical psychology supervisors, including for those who are not formally trained in CAT. Our particular thanks are due to Dawn Bennett (Vice-Chair of the Training Committee) who has worked tirelessly to develop and nourish these organisational links.

Over the last few months we have produced a brand new edition of the ACAT Training Handbook which is available to all members via the website. The new edition of the Handbook is organised around the training strategy and contains a helpful flowchart which shows how all our courses link together. It contains guidelines for all levels of ACAT training and other useful documents, including one on the brief personal reformulation experience which is a requirement for Skills Trainings. While we expect to make some minor revisions to it over the next year, we hope that the Handbook will now become the first port of call for any ACAT member thinking about setting up CAT training in their local area, as it gives full guidance as to the processes involved.

Our partnership with SHU (for university validation of Practitioner courses as PG Dip) has now formally ended, with the final ACAT/SHU Exam Board being held on 26th February this year. There are still a few SHU trainees who have not yet been accredited but it is hoped that the majority will be able to achieve the dual qualification due to extenuating circumstances. Those trainees who will not be eligible for the dual award will still receive the ACAT-only Practitioner accreditation. As was the case last year we are not currently pursuing university validation for current ACAT courses but we continue to use much of the documentation developed during the partnership, and the Practitioner training remains, along with IRRAPT, our “gold standard” training. It is hoped that Susan Mitzman will be able to continue her former SHU role as External Examiner across ACAT courses. Once again we offer our heartfelt thanks to Dawn who in her university liaison role has steered us through the winding-down of the university partnership with exceptional skill and diplomacy, always working to achieve the best outcome for the trainees.

The Training Committee has been dealing with plenty of “internal” business over the last year. As the CPD auditor role is no longer considered to be appropriate for the Training Committee Chair, Sue Yabsley has been appointed to the ACAT auditor position; the new audit cycle runs from January to December each year, which has reduced the administrative burden on the office staff. A Trainers’ and Supervisors’ meeting is being convened (hopefully for a date in the autumn) on neuroscience, with a view to possible future changes to the Practitioner curriculum to incorporate some training on this and related topics.

Agenda Item 7

The Training Committee has also agreed standardised procedures and fees for moderation of courses, and we now have a place for the moderators’ liaison representative on the Committee. However we still have a vacancy for a trainee representative on Training Committee and Council of Management. We are also still seeking a rep from the current TC membership for the new Inequality and Diversity Committee as it is crucial that these issues are well-addressed in training; please let either Jason or me know if you are interested in either of these roles.

There has also been plenty of liaison with external bodies which has impacted on the work of the Training Committee; following the audit by the Copyright Licensing Authority which ACAT underwent at the end of 2015, new guidance has now been produced for course directors to help trainees access papers for courses and this work will continue over the next year. The first application for ACAT membership from an overseas member under the ICATA “statement of equivalence” is now being considered via the APL process.

Currently we have seven Practitioner courses running as year 1 or year 2 with a total of 126 trainees. In addition, the current cohort of the Psychotherapy training (IRRAPT) has 20 trainees. The new course centre in South Wales is now running its first Practitioner training with 13 trainees. A Practitioner training in Somerset is now approved and it is anticipated this will commence in the Autumn. We have approximately 23 Practitioners and Psychotherapists in training as CAT Supervisors and we are always looking to encourage experienced therapists to apply to train as CAT Supervisors. This year we have said a fond goodbye to three experienced practitioner course directors: Jane Blunden, Jay Dudley,

and Ian Kerr. With the approval of the new South Wales course in 2015 we were pleased to welcome its Course Director Clare Fisher, supported by Susie Black and Julie Rogers, to Training Committee. We hope to welcome some new Course Directors to the TC later this year.

Over the last year we have also liaised with the UK Council for Psychotherapy’s Humanistic and Integrative Psychotherapy College, as ACAT is due to undergo its Quinquennial Review in May this year. There has been an enormous amount of extra work to do to produce ACAT’s QQR submission, much of it concerned with training, and here I want to pay a special tribute to all those who have helped prepare the training section of the documentation, in particular Hilary Beard and Dawn Bennett who have had an exceptionally heavy workload for the QQR, combined with a tight deadline. We expect the report from UKCP/HIPC to be produced by the end of the year, by which time my term of office as Training Committee Chair will be up, but I would like to request that I stay on until the end of the QQR process to help ACAT with any recommendations that may arise from the review.

Finally – and most importantly - my profound thanks go also to Susan van Baars, Charlotte Yorke and Maria Cross in the ACAT Office, who have held the QQR and all the Training Committee processes together brilliantly over the last six months – what a wonderful team we have had to work with! We also send our good wishes to Charlotte and her family as she leaves us to have her second baby.

Anna Jellema | Chair of the Training Committee

ACAT Examination Board Annual Report 2016 | Shirley Akgun - Chair

This is my sixth year as Chair of the ACAT Exam Board and as you will now be aware, our partnership with Sheffield Hallam University (SHU) has come to an end, with the final Joint ACAT/SHU Exam Board having being held in February 2016 and all new CAT trainings being accredited by ACAT only. The ACAT Exam Board continues to meet three times a year, in the Spring, Summer, and the Autumn and these are the only times that accreditations take place.

As Exam Board Chair, I continue to manage the membership and any queries relating to membership of which there are many through the year. Some of these queries are related to lapsed membership and the re-joining process and this then results in careful planning with the lapsed member about future CPD in line with ACAT's current CPD policy. This ensures that those rejoining are fully up to speed with current CAT thinking, supervision and practice. ACAT promotes continuous membership to ensure our training accreditation requirements, which apply to those in training and those offering training in any capacity – including offering personal training therapy, are fully met. To this end, I would ask that members ensure prompt renewal in October each year so that later difficulties do not arise.

To ensure that these requirements are met in the cases of lapsed membership, we do ask for back-payment of any lapsed years – unless non practising time out (of at least a year) has been taken and agreed in advance.

ACAT has currently 672 Psychotherapist and Practitioner members and 198 Trainee members. There are also 1 Non Practising, and 1 Retired and 37 Friends of ACAT.

There are currently seven courses running and the newer Practitioner trainings in Jersey and South Wales are up and running. The new One Year Foundation Course pilot in Somerset has now finished and the first trainees will be put forward for accreditation in due course. The same One Year Foundation Course is also running in Norfolk and Suffolk and finishes in the Summer 2016.

Congratulations to everyone who has been accredited through the year. A full listing is outlined below of clinicians who have come through the ACAT Exam Board this year.

Shirley Akgun | Chair of Exam Board

Accreditations June 2015 to May 2016

Supervisor			
	Allyson Waite Elizabeth Mason Justin O'Brien Jamie Kirkland	Fiona Conington Jackie Pridham Emma Taylor	Carl Taylor Sophie Rushbrook Teresa Greenfield

Psychotherapist			
	Stephen Clarke Anne Benson	John Mulhall	Christina Hardy

Practitioner (Non-SHU):			
Berkshire:	Ophelia Beer Katherine McLarney	Emily Handley	Vivienne Hopkins
St Thomas': CAT North:	Joanna Ringrose Jenny Bowe	David Banks Diana Pearson	Sarah Wood

ACAT/SHU Dual Award Accreditations Practitioner (SHU):			
Brighton: CAT North:	Nicola Tweedie Julia Large Kelsey Healey Gina Champion Daniella Wickett Kirsty Pratt Rose Dooley	Eleanor Glackin Peter Blease Omar Sattaur Hayley Clark Martha Copsey Sue Raggett Bushra Butt	Sabine Munzinger Victoria Clarke Jo Sessions Diane Griffiths Maria Jarman Sarah Rockliff Chantel Morland
Cornwall:	Lorraine Furneaux Saadia Muzaffar Nyree Fay Wood	Elizabeth Piper Matthew Du Feu	Sallyanne Watts Bryony Field
North London: Oxford:	Nick Barnes Ruth Thompson Paul Tabraham	Stephanie Bridger Sharon Dogar Miranda Ellis	Carmen Cossio Rodriguez Kathleen Millar
Scotland:	Margaret Cook Alison Tulloh Chiara Focone Gerard Donnelly	Rosalind Johnstone Jon Webster Gaynor Moffat Sally McKenna	Louise Tansey Alison Wells Lucy Abraham Samantha Harrison

Accreditations June 2015 to May 2016

ACAT/SHU Dual Award Accreditations Practitioner (SHU): cont.

Somerset:	Laura Bradbeer	Michael Campbell	Kathryn Ford
	Helen Steer	Christopher Clinch	Lucy Knight
	David Whitty		
St Thomas':	Hana Ferrari Sebkova	Alison Bickerdike	Damaris Tonja Koch
	Thea Hudson	Rukeya Khanam	Ludgarda (Rikie) Salman
	Janet Dewhurst	Richard Hillsdon	Lucie Turner
West Midlands:	Marilyn Lowther		
Berkshire:	Heidi King		
CAT East:	Sarah Hill	Nicola Curtis	Erica Bell
	Matthew Boxall	Rebecca Bryant	Daniel Fisher
	Kim Foster	Lawrence Howells	Elaine Sullivan
	Sarah Supple	Linda Tansley	Jonathon Lyons
NTW:	Rebecca Courtney-Walker		

CAT Skills (Non-SHU) CAT Case Management Skills for Working with Complex Clients:

Liverpool:	Sean Butler	Claire Ellis	Mark Garner
	Simon Quayle	Julian Riley	Kevin Waldron
	Ian Westwood		

CAT Skills (Non-SHU) Working with Complex Clients in Adult Mental Health or Forensic Settings:

Lichfield:	Angela Waind	Lesley Taylor	Jane Donovan
	Kevin Langstone	Carole Rowley	Natalie Southall
	Jonathan Waite		

CAT Skills (Non-SHU) Working with Complex Clients in Adult Mental Health or Forensic Settings: cont.

Liverpool:	Sarah Brown	Rainu Chaturvedi	Ian Compson
	Anjula Gupta	David Harvey	Jane Lawton
	Sorcha McManus	Julie Moore	Fii Pendaeli
	Anna Sampson	Magdalene Sampson	Kirsty Sturzaker
	Laura Turner	Ruth Watson	Darren Whitfield
	Marc Williams	Karen Young	

CAT Skills (Non-SHU) Six Months Skills Certificate in CAT

Lincolnshire:	Laura McAuley		
South Staffordshire:	Carla Burton	Emma Davies	Philip Isherwood
	Laura McCall	Yvonne Payne	

CAT Skills (Non-SHU) CAT Skills Forensic

South Staffordshire:	Melanie Davies	Liam Donovan	Emma Mair
	Ruth Mellor	Clare Passey	Alex Preston
	Ruth Smith	Nina Vass	

ACAT Ethics Panel
Annual Report 2016 | Rachel Densham - Chair

Complaints and Potential Complaints
From May 2015 to April 2016, ACAT continued to handle one ongoing enquiry, and received two further disclosures (resulting in ACAT membership suspension) and one new complaint. These are in the context of 672 paid up practitioner and psychotherapist members, together with 198 trainee practitioners.

An ongoing enquiry, disclosed at last year’s AGM following an unsuccessful mediation, was never formalised by the complainant and, as a result, the matter was closed at the end of last May.

One ACAT member had their ACAT membership temporarily suspended pending the outcome of an HCPC investigation last July. In September 2015, following the HCPC’s decision not to pursue the matter, the suspension was lifted and the member was reinstated to the ACAT Register of

Members. Following their dismissal from an NHS Trust, another ACAT member has been indefinitely suspended from the ACAT Register of Members until such time as ACAT determines that they are fit to resume practice.

A new complaint was received in April 2016. It is currently in the early stages of mediation.

Other Matters
Thanks are given to all ACAT and lay members of the Ethics Panel, and to Susan Van Baars and Charlotte Yorke, for their continued time and support.

Rachel Densham | Chair of ACAT Ethics Panel

ACAT Inequality and Diversity Committee
Annual Report 2016 | Hilary Brown – Chair

This group is now up and running and we have agreed a programme of work for our first year. The aims of the group are to raise issues of inequality and diversity in relation to ACAT’s work, its policies and practice, training and engagement with groups who could be at risk of being marginalized whether as therapists, trainee therapists and/or as patients.

We hope to achieve a balance between issues relating to our patients, such as access to therapy, skills in naming and working with inequalities, understanding how inequality impacts on, and is internalized by, our clients and barriers to diversity within our profession and how we can ameliorate these whether in training, in access to internships, in ACAT’s policies and in our support for colleagues within NHS settings.

We are in the process of

- developing a reading/resource list on a wide range of inequalities
- examining the impact of ACAT’s rejoining policies on

people (mostly women) who take time out to care for friends or family members

- considering how we can set up forums within ACAT that maximize the opportunities for all members to have a voice and influence the development of theory, research and practice
- exploring how issues of sexual orientation can be covered in training courses in general and specifically in relation to UKCP’s current policy positions
- explore how disability can be better integrated into training programmes and
- developing a workshop that will take place just prior to this year’s annual conference in Exeter.

We are a small group and we hope the conference workshop will not only be an opportunity to consult colleagues but also to bring others into the group so that we can work on these agendas.

We also hope to improve the data routinely gathered about ACAT’s membership in order to

inform our work, collating information in the first instance access to training courses including

1. How many disabled people apply for training in CAT;
2. How many disabled applicants are accepted for training and what adaptations they need;
3. How many disabled qualified therapists are employed in the public sector/how many in private practice/at what career level;
4. How many CAT therapists practice in therapy rooms that are fully accessible;
5. How many CAT therapists feel confident that they understand how a range of specific disabilities impact on the personal and career development of individuals as patients, and as therapists.

We are also aware that there is a dearth of individuals from BME backgrounds in training as therapists and that they often find it harder to find support with funding and/or therapy that addresses their issues and meets their needs. This will be a further focus for our work.

Another area for debate has been the extent to which specific applications of CAT, for example contextual reformulation in services for people with learning disabilities, or group approaches in services for young people can be recognized in training alongside the more “typical” 16 week, one-to-one model of practice.

We are also concerned to know more about the way that our members working in private practice currently engage with patients who are from relatively

disadvantaged backgrounds and will be seeking information (completely anonymised) to know how much therapists in private practice charge and/or whether they have a sliding scale for patients from different income groups. Armed with this information the group is keen to explore the potential for accessing and creating schemes that provide bursaries or support to individuals who actively work with marginalized groups.

Lastly, we will be working with ACAT administrators and members to design ways of capturing some basic demographic information about our members. This will help us to present an accurate profile to UKCP and other bodies, and to design supportive awareness-raising events to address these issues. We will also be asking training courses to monitor applications and completions to ensure that we are working without unconscious bias in the way we recruit to courses and support trainees in their journey to becoming accredited. We realize that many of these issues reflect biases in the organisations we recruit from, including the structure of qualifying training in mental health professions, but wish to learn about the impact these barriers create for our members.

The work of the group in relation to other groups will be advisory; the group's chair and its members will work hard to ensure that their deliberations are used to extend internal democracy, broaden access to training and treatment, and enhance our shared expertise in addressing the impact of inequalities on our patients and colleagues.

Anyone who wishes to join in our work should contact the chair on hil.brown@icloud.com

Hilary Brown | Chair

Agenda Item 11

ACAT Projects Officer Annual Report 2016 | Penny Waheed

Newsletter:

The most recent newsletter was distributed in March 2016 and has been redesigned to make it easier to navigate and brighter to read.

Social Media:

ACAT now is active on Twitter and is steadily gaining followers. Information can be quickly shared by this route, so it is a really good way to keep up to date with new CPD, training and developments, as well as engage in dialogue with other CAT people – follow us on Twitter @Assoc_CAT

CAT Library:

The library continues to be updated with recently published papers. In addition, I performed an audit and identified missing papers, which were purchased where available and uploaded. The referencing style was also updated and copyright permissions were added where missing. There is still work to be done but accuracy of information should be improved.

Survey:

A pilot pop-up survey was designed and introduced to the website. The feedback from this was used to improve and expand the survey. Data collected from the survey gave valuable information about how people use the website. I will be creating more surveys to get members' viewpoints on all aspects of ACAT so please continue to complete them.

Policies and Guidelines:

I have updated or produced a number of new documents now available on the website:

- ACAT Guidance: Management of Clinical Risk
- ACAT Guidance: Private Practice December 2015
- ACAT Guidance: Safeguarding Vulnerable Adults and Children 2015
- ACAT Policy - Conflicts of Interest - December 2015

Research:

The research area on the website has been updated, redesigned and split into 3 sections – current research, research awaiting publication and research recently published. If anyone is aware of, or conducting research please let me know so I can share the information on the website. Please also let me know of any updates so I can keep the website as accurate as possible.

CPD:

Since the last AGM, ACAT has presented the following Continuing Professional Development training events:

- ‘Trauma and Transference’ (London)
- ‘How to Run a Successful Private Practice’ (London)
- ‘CAT and Parenting’ (Peterborough)
- ‘Mindfulness and Inner Dialogue’ (London)
- ‘More is More – CAT & Obsessionality and Anorexia’ (Exeter).

My thanks to all the trainers who have worked so hard to make these successful and popular. Events are continually being planned so let me know if there is a topic you would like to see available or if there is something you would be able to offer as a workshop.

Collaboration with 3rd Sector Organisations:

We continue to collaborate with NAPAC and are looking at other organisations to work with.

My thanks to everyone who has helped and supported me this year.

Penny Waheed | Projects Officer

Agenda Item 12

Reformulation | Annual Report 2016
Louise Yorke and Nicola Kimber Rogal - Editors

Reformulation is the bi-annual ACAT magazine that publishes information about the development of the profession and practice of Cognitive Analytic Therapy (CAT). Specifically articles include clinical case studies, theory and research, letters, book reviews and updates from ACAT about teaching and training, practice and policy for those who wish to train, are in training or are qualified as CAT therapists, supervisors and trainers.

Nicola Kimber-Rogal and Louise Yorke have been editors of Reformulation from the summer of 2015. The roles began with a meeting with the Chair of ACAT and the administration and publication teams at ACAT who work with the editors. As part of the development of roles and procedures at Reformulation, from 2016 onwards, an editorial advisor, Rosemary Parkinson, has been made available to editors. Rosemary is an experienced member of ACAT and a Trustee who can advise and guide on ACAT policy and practice. This is a welcome support to the Reformulation editors as it can facilitate collaborative

dialogue and decision-making but also enables editors to be aware of and contribute to ACAT policy developments, particularly those that involve Reformulation. In addition to the editorial advisor, editors have access to the editorial board, members of whom are available for peer review of articles that have been submitted for Reformulation.

The current editors were in post to take the Winter 2015 edition of Reformulation to publication. The Summer 2016 edition has been sent for publication and papers have been requested for the Winter 2016 edition. At this early stage, goals for Reformulation editors in 2016-2017 include establishing closer links with the International Journal of Cognitive Analytic Therapy and Relational Mental Health, representing Reformulation at National and International conferences and seeking views of the membership to support the development and the adoption of CAT in theory and practice.

Louise Yorke and Nicola Kimber-Rogal | Editors

Agenda Item 13

ICATA | Annual Report 2016 | Liz McCormick – ACAT Rep

At the AGM of the ICATA Executive Board in Patras, Greece on Sunday, 27 September 2015, Steve Potter stood down as Chairman and Katri Kanninen (Finland) was voted in as Chair with Aisling White (Ireland) as Vice-Chair and Louise McCutcheon (Australia) as Secretary. Rosemary Parkinson and Elizabeth McCormick are now the UK members on the ICATA Executive Board, which meets annually, with teleconferences four times a year. There is still a vacant position for a treasurer for ICATA. Everyone expressed their gratitude to Steve for his extremely committed and energetic work in establishing a firm foundation for ICATA over the years and all six conferences. The telephone conferences will continue under the efficient guidance of Katri and Louise.

The Sixth International Cognitive Analytic Therapy Conference took place in Patras, Greece from 25-27 September, 2015. Approximately 80 people attended, mostly Greek psychologists, mental health workers and psychiatrists. There were a number of CAT therapists from the UK, four from Melbourne, Australia and Spain, Italy, Finland, France, Romania and New Zealand were also

represented. The conference was really interesting and very successful with Iannis Vlachos organising speakers and workshops and also two delightful evenings, one of Greek dancing and another a visit to a hundred year old vineyard.

The new ‘International Journal of Cognitive Analytic Therapy and Relational Mental Health’ was launched with editors Katri Kanninen, Ian Kerr and Steve Potter. It will be a new open access, on-line ‘copy left’ journal and submissions are being invited for the inaugural, first issue of the journal.

<http://internationalcat.org/about-icata/international-journal-of-cognitive-analytic-therapy-and-relational-mental-health/>

The next ICATA conference will be in September 2017 in conjunction with the annual ACAT conference and suitable venues are still being explored in the UK.

The next ICATA executive meeting will be in October 2016 hosted by Carlos Mirapex in Barcelona.

Liz McCormick | ACAT Rep to ICATA

ACAT | Statistics

Membership Statistics at the time of publication: May 2016

Trainees	198
Practitioners	566
Psychotherapists	128
Retired	5
Friends of ACAT	30
Private Practitioner Listings	232
Private Supervisor Listings	33

Training Statistics at the time of publication: May 2016

Number of Current Practitioner Training Courses	7
Number of Trainees on Current Courses	114
Number of trainees on current IRRAPT course	20
Plus number of Practitioners and Psychotherapists in Supervisor Training	24

ACAT Event Statistics between 1 August 2014 and 31 July 2015

Number of Introductory Courses run by ACAT	4
Number of CPD courses run by ACAT	4
Number of delegates on these 6 ACAT courses	168
Number of Supervisor Residential Courses	1
Number of delegates on the Supervisor Residential Course	20
Number of CPD courses run by local groups with booking through ACAT	2
Number of delegates on these 3 courses	62
Number of delegates attending Conference 2014	174

ACAT Website Statistics at the time of publication for year to 30th April 2015

Number of visitors in month	9,600 +
Number of page views in month	35,000 +
Number of countries reached by the website	180

Percentage of visitors by device:

Desktop: 68% Mobile: 18% Tablet: 12%

Elections to the Board of Trustees | Jason Hepple

Elections to the Board of Trustees

As required by ACAT’s Memorandum and Articles of Association one third of Trustees stand down (with the opportunity to stand for re-election if so wished) at each AGM. ACAT currently has ten trustees and the following are standing down on this occasion: Stephen White, Rosemary Parkinson and Sue Yabsley. All three of these Trustees are standing for re-election.

Trustees 2015-2016:

Jason Hepple – Chair	Liz McCormick
Robert Watson – Vice Chair	Karen Shannon
Stephen White – Treasurer	Rosemary Parkinson
Ruth Carson	Marilyn Ramsden (Lay)
Jay Dudley	Sue Yabsley

As determined by ACAT’s Memorandum and Articles of Association, the maximum number of trustees on the Board is twelve, two of whom can be lay people.

There are therefore a total of five vacancies.
One of the vacancies is for Trustee with office: Treasurer / Company Secretary
The remaining four vacancies are for Trustees without office.
Trustees are included in ACAT’s return to Companies House and the Charity Commission.
Full voting members (fully paid up Practitioner, Psychotherapist and Life Members) present at the AGM plus those who have submitted proxy votes in advance, will vote during the AGM and elect up to five trustees.

Nominations have been received from voting members of ACAT (fully paid up Practitioner, Psychotherapist and Life Members) as follows:

Nomination for Trustee with Office: Treasurer / Company Secretary:

1. Stephen White

Previous Treasurer and Company Secretary standing for re-election.

Nominations for Trustees without Office (in alphabetical order):

1. Henrietta Batchelor

I have been a member of ACAT since 2003 when I completed my Practitioner Training in Manchester. I then graduated (via the IRRAPT training) to be a CAT Psychotherapist in 2008. Since then I have had a number of CAT roles - CAT supervisor and trainer contributing to local practitioner trainings as well as offering a number of courses for continuing professional development for CAT practitioners on – for example - Complex Presentations of Personality and the Dynamics of Shame. With a colleague we set up a North East Cognitive Analytic Therapy special interest group (NECAT) to provide local CPD for CAT practitioners and anyone else

interested in CAT. It has also been interesting to contribute to the growing body of overseas CAT practitioners and I have done a number of workshops for CAT practitioners in New Zealand (part of the International Cognitive Analytic Association - ICATA) as they develop organisationally into a critical mass of workers over there.

I started my working life in Educational Psychology research and, then aiming to become an Educational Psychologist, I taught in a secondary school teacher in Birmingham. However, increasingly I became interested in clinical work and trained first at RELATE where I remember reading a very early paper by Anthony Ryle. Perhaps a CAT seed was planted then, but a number of years later it seemed a logical move from the interaction between couples to the CAT relational self.

When I left RELATE where I worked for a number of years as a counsellor and supervisor, I worked in an NHS Adult Mental Health department (developing CAT to help couples with sexual and relationship problems) and then later in Clinical Health Psychology. My role here as a Consultant Psychotherapist was to lead the Women’s Health Psychology Service. Part of my brief was to help mothers with perinatal anxiety and depression and it was extremely helpful to use CAT to help parents who, in addition to their own difficulties, sometimes found it difficult to attach to their babies.

Now I have retired from the NHS, I work privately in Oxford as a clinician, supervisor, IRRAPT seminar leader, trainer and examiner. My interests professionally are to develop the CAT model for different contexts and yet still retain the core principles of CAT. I enjoy the range of supervision work I currently undertake and am interested to help trainees and experienced workers to ‘make CAT their own’ by bringing to their own talents and creativity to the fundamental model. I have moved from an area (the North East) where CAT therapy was one of a number of therapies on offer in mental health settings to an area (Oxford) where it struggles to survive. So my current thoughts are about considering how we might keep a presence here in the South Midlands. I have been delighted to see the different levels of training developed in CAT (Foundation Skills, Practitioner Trainings and the advanced IRRAPT course) – training is always a good way to get a therapy noticed and its potential recognised. As a possible ACAT Trustee I would hope to support the development of new initiatives and to actively keep in touch with members to understand their concerns and encourage the variety of good practice across the various regions of the country.

2. Cheryl Delisser

I completed my CAT practitioner training in 2008 and went on to qualify as a CAT psychotherapist and supervisor in 2012. I currently work as an Adult Psychotherapist in a specialist psychotherapy service in Manchester offering individual CAT as well as running a number of CAT groups in the past.

Since being introduced to the model, I’ve had a passion and commitment for offering and promoting CAT. I feel it is an easily accessible model and its relational approach frequently offers a valuable intervention to those considered ‘hard to treat’. Additionally, CAT provides a relational framework which can be quickly taught to people in non-clinical settings to promote reflection and understand and improve their ways of relating and coping. I’ve a long held interest in the idea of using CAT pro-actively to enhance people’s relational understanding with a focus on improving and maintaining emotional well-being and preventing future difficulties, for example with school pupils or parents-to-be. I aspire to one day devoting more time to this endeavour.

For a number of years I have enjoyed offering workshops for ACAT and Catalyse on groups, self-harm and themes of difference. I’ve also offered training to inpatient staff teams, occupational therapists and CMHT staff using CAT to enhance their understanding and empathy for service users, particularly those who frequently generate unhelpful responses in health care professionals.

I greatly value opportunities to contribute to other’s training in CAT and currently achieve this by supporting IRRAPT and the CAT North Practitioner Training by marking, supervising and providing personal tutor and seminar facilitator roles.

I’m a member of the Catalyse executive committee aiming to promote CAT in the North of England. One of my specific executive roles is to manage the risk register, which requires that I hold in mind the best interests of the organisation and its affiliates. I also

run training events, offer supervision and personal reformulations. Additionally, I co-facilitate the Projects Forum which aims to generate and incubate new CAT related ideas such as CPD and networking events. Being able to adapt and elaborate what I have learnt and offered in this role, to a National level, excites me and I am sure will be of value to ACAT.

3. Carol Gregory

I am a consultant psychiatrist and specialise in older people's mental health. I trained in psychodynamic psychotherapy when I was working in Australia and more recently, I have trained as a CAT practitioner, completing my training over two years ago. I have now commenced training as a CAT supervisor.

During my professional career I have been very involved in the training of psychiatrists and I am currently the psychotherapy tutor for psychiatry trainees in Suffolk; assisting them in achieving their mandatory training requirements with regard to psychotherapy.

As the tutor I am passionate about developing the psychological understanding of trainee psychiatrists for the patients they work with, and the CAT model with its clear, but easily understood, theoretical framework provides a powerful way of assisting them in this.

I am also involved in teaching other professional groups, and other junior doctors some of whom will become GPs and some who have not yet decided on their speciality, but all of whom seem to value this way of understanding patients, and will, I hope, carry this understanding forward into their professional careers.

Clinically, I continue to have a particular interest in CAT in older patients, and in people with medically unexplained symptoms.

I am very keen to offer something back to ACAT and would value the opportunity to assist the organisation in its development and meeting its responsibilities by becoming a trustee. And I hope that the skills I bring will be of value in helping the organisation set its overall directions over the next few years.

4. Alison Jenaway

Consultant Psychiatrist in Psychotherapy in the NHS and small private practice. CAT Practitioner and Supervisor. Frequent teaching and training in CAT.

Have written articles in Reformulation and presented at conferences. Trustee of Cambridge Group Therapy Centre (local charity providing low cost group therapy) and former vice-chair of ACAT.

5. Rosemary Parkinson

I am currently the Head of Staff Counselling at the University of Cambridge and have previously worked as a counsellor in GP practices and as a CAT therapist in private practice. I have been a trustee of ACAT for the last three years. During that time I was involved in the development of the marketing strategy and more recently have taken on the role of Editorial Advisor to the Editors of Reformulation. I am also one of ACAT's representatives on the international body ICATA with a special remit for developing the website alongside a colleague from New Zealand. I hope to be re-elected so that I can continue to play a part in the development of our professional body.

6. Sue Yabsley

Previous Trustee of ACAT

Request for a Proxy Vote at the ACAT AGM 24 June 2016

Friday, 24 June, 2016 in the Forum Alumni Auditorium, University of Exeter, Streatham Campus, Exeter EX4 4QR

Form of Proxy

I am unable to attend the AGM on 24 June, 2016 and I am a voting member of ACAT.

I, being a fully paid up

*Psychotherapist / Practitioner / Life Member of the above company, hereby appoint

Name of Person acting as Proxy (this can be a nominated person or the Chair of the Meeting – if Chair of Meeting there is no need to include address, email or phone details merely state “Chair of Meeting”):

.....

of (address):

.....

Email:

Phone:

or failing her/him, the Chair of the Meeting, as my proxy to vote for me on my behalf at the Annual General Meeting of the Company to be held on 24 June, 2016 and at any adjourned date thereof.

This Proxy Voting form is to be used as follows:

1. for voting on the reports presented to the AGM as detailed in this booklet.

Please delete as appropriate in favour of or against each report:

*in favour of / against	Chair's Report
*in favour of / against	Treasurer's Report
*in favour of / against	Approval of Annual Accounts yr ending 31.7.15
*in favour of / against	Re-appointment of Sully Partnership as Auditors
*in favour of / against	Chair of Training Committee
*in favour of / against	Chair of Exam Board
*in favour of / against	Chair of Ethics
*in favour of / against	Chair of Inequality and Diversity
*in favour of / against	Report from Projects Officer
*in favour of / against	Report from Reformulation Editors
*in favour of / against	Report from ACAT's Representatives to ICATA

*Please delete as required.

detach and return

continued overleaf



2. for voting in the Election of Trustees with Office to the ACAT Board.

There is one nomination for the Office of Treasurer / Company Secretary:

*in favour of / against Stephen White – for the Office of Treasurer / Company Secretary

*Please delete as required.

3. for voting in the Election of Trustees without Office to the ACAT Board

There are a total of **four vacancies** on the Board for Trustees without office. **There are six nominations.**

Please therefore **vote for up to four** of the following six nominations by placing an X in the boxes next to those you are voting for. Please note: unclear forms will be discarded.

- ☐ Henrietta Batchelor
- ☐ Cheryl Delisser
- ☐ Carol Gregory
- ☐ Alison Jenaway
- ☐ Rosemary Parkinson
- ☐ Sue Yabsley

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

Signed this day of, 2016

Signature:

My Name (ie as a voting **Member** unable to attend AGM):

Address:

Phone:

Email:

Notes:

A member of the company who is entitled to attend and vote at the meeting but who is unable to attend, is entitled to appoint a proxy to attend, speak and vote on his/her behalf.

A proxy need not be a member of ACAT.

Please return form with original signature to arrive at the ACAT office by 9am on Monday, 20 June, 2016 to:

ACAT, PO Box 6793, Dorchester, DT1 9DL

Enquiries: susanvanbaars@acat.me.uk or phone: 01305 263511