

The Association for Cognitive Analytic Therapy

Annual General Meeting

Friday, 21st May 2021

Agenda and Papers

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ACAT Annual General Meeting 2021

Welcome from the Chair of ACAT

Formal notice of the AGM was sent out to all members in March 2021. We are now pleased to present this booklet of reports and information for the meeting.

The meeting will once again be virtual this year, due to the on-going restrictions of the pandemic and will take place on Friday 21st May 2021 at 2.00pm. We are fortunate to have the AGM within a CPD day organised by Steve Potter, and are extremely grateful to him for offering his time and energy. We hope as many of you as possible will attend both the AGM and the wonderfully titled 'Me and my CAT' event. You are welcome to attend the AGM only which is free to all members.

The AGM is an important meeting with reports from all the committees of important developments and work being undertaken. There is opportunity for discussion, and for you to put questions to the Executive and the Board of Trustees. It is also the time when new Trustees are elected to the Board. A secure, online voting service for voting during the AGM will be provided by UK Engage. If you are unable to attend, but would like to vote on the resolutions detailed in this booklet, on the reports and on the nominations for Officers and Trustees, Voting by Proxy can be done via UK Engage - details will be circulated separately.

We hope that you are able to join us for our second virtual AGM and for the day as a whole. I am hopeful we will be able to return to the usual face to face format in 2022 when we will once again be able to connect in person.

Jay Dudley | Chair of ACAT

If you have any questions about the AGM, please contact Maria Cross maria.cross@acat.me.uk

ACAT | Contact Details

Association for Cognitive Analytic Therapy
PO Box 6793
Dorchester
DT1 9DL
United Kingdom

Phone: 01305 263511
Email: admin@acat.me.uk
Web: www.acat.me.uk

Please note that at the time this booklet was produced, the ACAT Administrators were continuing to work from home. If you need to contact us, please do so via email.

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Bath House, 6 - 8 Bath Street
Bristol BS1 6HL

Company No: 06063084
Registered Charity No: 1141793

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Attending the Meeting

Details of the remote meeting will be circulated to the membership by ACAT. An invitation to vote at the AGM and by proxy will be sent by UK Engage via email to full voting members of ACAT ahead of the meeting.

ACAT Annual General Meeting 2021 | Agenda

Virtual AGM

		Page(s)	Presented by:
1	Chair's Welcome		Jay Dudley
2	Apologies for Absence		
3	Minutes of the last AGM held on 8th October 2020	5-7	
4	Matters Arising from the Minutes		
5	Report from the Chair of ACAT <i>The report is included in this booklet and will be read aloud at the meeting. Comments will be welcomed.</i>	8	Jay Dudley
6	Financial Report and Year 2019-2020 Accounts, together with the Trustees' Annual Report <i>The reports and accounts are included in this booklet and will not be read aloud at the meeting. Comments will be welcomed.</i>	9-20	Stephen White
7	Report from the Vice Chair and Acting Chair of the Training Committee <i>The report is included in this booklet and will not be read aloud at the meeting. Comments will be welcomed.</i>	21-22	Dawn Bennett and Jason Hepple
8	Report from the Chair of the Exam Board and Accreditation List <i>The report is included in this booklet and will not be read aloud at the meeting. Comments will be welcomed.</i>	23-25	Yvonne Stevens
9	Report from the Lay Chair and Clinical Chair of the Ethics Committee <i>The report is included in this booklet and will not be read aloud at the meeting. Comments will be welcomed.</i>	26-27	Sally Bishop and Henrietta Batchelor
10	Report from the Chair of the Equality and Diversity Committee <i>The report is included in this booklet and will not be read aloud at the meeting. Comments will be welcomed.</i>	28	Dupe Adu-White
11	Report from ACAT's Representative to HIPC/UKCP <i>The report is included in this booklet and will not be read aloud at the meeting. Comments will be welcomed.</i>	29	Josephine Ahmadi
12	Report from Reformulation's Editors <i>The report is included in this booklet and will not be read aloud at the meeting. Comments will be welcomed.</i>	30-31	Rob Lam
13	Report from ACAT's Representative to ICATA <i>The report is included in this booklet and will not be read aloud at the meeting. Comments will be welcomed.</i>	31	Rabhya Dewshi
14	Report on Data Protection Compliance <i>The report is included in this booklet and will not be read aloud at the meeting. Comments will be welcomed.</i>	32	Mark Burnett
15	Resolution <i>ACAT Current Account: Change of signatory from Alison Jenaway to Jay Dudley as Chair</i>	33	
16	Elections to the Board of Trustees	33-35	
17	Any Other Business		
18	Date of the Annual General Meeting 2022 – to be confirmed		

Minutes of ACAT Annual General Meeting 2020

Thursday, 8th October 2020

Online via Zoom

Present:

Trustees and Council of Management: Alison Jenaway (Chair of ACAT), Stephen White (Company Secretary), Henrietta Batchelor (Trustee), Liz McCormick (Trustee), Ruth Carson (Trustee), Angela Coshland (Trustee), Karen Shannon (Trustee), Martin Payne (Lay Trustee), Louise Harrison (Trustee), Rabhya Dewshi (Trustee), Stella Compton Dickinson (Trustee), Jason Hepple (Acting Chair of Training Committee), Yvonne Stevens (Chair of Exam Board), Dupe Adu-White (Chair of Equality and Diversity Committee)

Voting members: including the above named there were 51 voting members present and 6 proxy votes = total 57

Reconvened AGM, therefore as set out in ACAT's Articles of Association, voting members present = quorum

Non-voting members: None

Minutes: Alison Marfell

1. Chair's Welcome

The Chair of ACAT, Alison Jenaway, welcomed everyone to the Annual General Meeting which would be her last as Chair. She explained that this AGM had been reconvened due to the meeting on 25th September not achieving quorum. Those full members present this evening will therefore represent quorum regardless of numbers. Amongst others, thanks were given to Robert Watson (retired Vice Chair of ACAT), Rae Musk (retired Lay Chair of Ethics), Jane Stephens (retired Vice Chair for Supervisor Training) and Liz Fawkes (retired Chair of Training Committee), and it was announced that Anna Jellema and Eva Burns - Lundgren were to be made Life Members of ACAT.

2. Apologies for Absence

Ruth Carson (Trustee), Robert Watson, Hilary Beard, Cheryl Delisser, Susie Black, Rosemary Parkinson, Annalee Curran, Clare Fisher, Alan Lee, Steve Potter, Maria Cross (ACAT Administration Manager)

3. Minutes of the last AGM held on Friday, 13th September 2019

The Minutes, included in the AGM booklet and previously circulated, were agreed with no amendments.

4. Matters Arising from the Minutes

The motto "Understanding leads to change" continues to be removed where legacy documentation still contains it.

5. Report from the Chair of ACAT

Presented by Alison Jenaway.

The Chair's Report had been previously circulated in the AGM booklet, and was read out by the Chair at the meeting.

The Chair's Report was approved unanimously.

Thanks were expressed to Alison Jenaway for her service as Chair of ACAT.

6. Report from the Treasurer of ACAT and Year 2018-2019 Accounts together with the Trustees' Annual Report

Prepared by Stephen White, Company Secretary; Cheryl Delisser, Honorary Trustee Treasurer (to September 2019)
The report and accounts had been previously circulated in the AGM booklet.

Stephen White explained that ACAT's financial position has much improved over the last ten years.

He emphasised the importance of Gift Aid and retaining ACAT's registered charity status.

The reason for the value of unrestricted reserves was questioned. Stephen White explained that this sum provides a buffer in case of loss of income and that the term 'unrestricted reserves' refers to a legal terminology and means ACAT can allocate this as they see fit. Once allocated for a specific purpose, such as research, the funds cannot be used for anything other than research.

Agenda Item 4

Options for investment of funds had been explored but no interest secured.
Trustees had agreed that higher risk options would not be appropriate.
Decisions regarding funding for research would be made by the Trustees.
Thanks were expressed to Stephen White for his work.
The Report from the Treasurer of ACAT The Financial Report and Year 2018-2019 Accounts together with the Trustees' Annual Report were approved unanimously.

7. **Report from the Chair of the Training Committee**

Prepared by Dawn Bennett, Liz Fawkes and Jason Hepple
The report had been previously circulated in the AGM booklet.
Dawn Bennett, Vice Chair of the Training Committee, summarised the project work undertaken during the year including the revision of supervisor training, the launch of which has been delayed due to Covid, core competencies, misrepresentation issues, ACAT library review and NHS England. Jason Hepple explained concerns over the decision not to provide funding for CAT. This has been robustly challenged, in particular the lack of transparency in the decision making process. Jason and team are compiling a brochure including testimonials and encouraged members to share with anyone of influence.
There were no questions.
Thanks were expressed to Dawn Bennett and Liz Fawkes.
The Report from the Chair of the Training Committee was approved unanimously.

8. **Report from the Chair of the Exam Board and Accreditation List**

Prepared by Anna Jellema and Yvonne Stevens
The report had been previously circulated in the AGM booklet.
Thanks were expressed to Anna Jellema, Yvonne Stevens, Dawn Bennett, Maria Cross, Ali Marfell and Louise Barter.
There were no questions.
The Report from the Chair of the Exam Board and Accreditation List was approved unanimously.

9. **Report from the Chair of the Ethics Panel**

Prepared by Rae Musk and Henrietta Batchelor
The report had been previously circulated in the AGM booklet.
Henrietta Batchelor explained that many issues reported to the Ethics Panel they can do little about, such as clinicians representing themselves as CAT trained. Thanks to Dawn Bennett, it has been spelled out to courses how members may and may not represent themselves and Henrietta noted it was good to be pro-active in this regard. Most complaints are regarding boundary issues. Guidelines are being brought in line with UKCP. Members should consider the impact of their sudden incapacity.
There were no questions regarding the report.
The Report from the Chair of the Ethics Panel was approved unanimously.

10. **Report from the Chair of the Equality and Diversity Committee**

Prepared by Dupe Adu-White, Chair of Equality and Diversity.
The report had been previously circulated in the AGM booklet.
Thanks were expressed to Dupe Adu-White.
The Report from the Chair of the Equality and Diversity Committee was approved with one member abstaining.

11. **Report from ACAT's Representative to HIPC/UKCP**

Prepared by Josephine Ahmadi
The report had been previously circulated in the AGM booklet.
Thanks were expressed to Josephine Ahmadi.
There were no questions.
The Report from ACAT's Representative to HIPC/UKCP was approved unanimously.

12. **Report from Reformulation's Editors**

Prepared by Nick Barnes and Rob Lam

Agenda Item 4

The report had been previously circulated in the AGM booklet.

Thanks were expressed to Rob Lam and Nick Barnes.

There were no questions.

The report from Reformulation's Editors was approved with one member abstaining.

13. **Report from ACAT's representative to ICATA**

Prepared by Alison Jenaway.

The report had been previously circulated in the AGM booklet.

There were no questions.

The Report from ACAT's representative to ICATA was approved with one member abstaining.

14. **Data Protection Officer Report 2020**

Prepared by Mark Burnett

The report had been previously circulated in the AGM booklet.

There were no questions.

The Report on Data Protection Compliance was approved with two members abstaining.

15. **Resolution**

To increase the number of Lay Trustees from two to four, as noted in the AGM booklet.

Concerns were expressed that the calibre and reliability of lay trustees cannot be verified prior to being co-opted and that increasing the number of lay trustees to 4 would constitute a third of the total trustees which some members felt would be too large a proportion. Consideration of a more robust process for selecting lay trustees and increasing the number of trustees to balance the proportion was suggested. It was also acknowledged that there is a need for diversity amongst the trustees and for specialist skills. It was agreed that more time was needed for dialogue on this issue and Alison Jenaway withdrew the resolution.

16. **Elections to the Board of Directors**

The following Trustees were standing down and not standing for re-election:

Robert Watson

Stella Compton Dickinson

Thanks were offered to Robert and Stella

The following Trustees were standing down and standing for re-election:

Alison Jenaway (stood down as Chair, and stood for election as a Trustee)

Elizabeth McCormick

All were in favour of Alison being elected as a Trustee.

Elizabeth McCormick was re-elected as a Trustee with a vote against and one abstaining

Congratulations were offered to Alison and Elizabeth.

The following nominations had been received for the role of Trustee with Office:

Jay Dudley was elected as Chair of ACAT with 1 vote against and 3 abstaining

No nominations had been received for Vice Chair of ACAT and Treasurer

Congratulations were offered to Jay.

17. **Any Other Business**

None raised.

18. **Date of the next Annual General Meeting**

Date to be set

The AGM closed at 21:00

Agenda Item 5

Chair of ACAT Annual Report 2021 | Jay Dudley

While it may seem that this year's AGM has come around a little early, given that the last one was in October 2020, within the current context of managing things in the pandemic, the timing anticipates next year's twice-rescheduled Newcastle ACAT Conference in May 2022, where the AGM will once again be held in person. It also coincides with the offer from Steve Potter of a National CAT Day For All, and the possibility that those attending the AGM, might find it easier to set aside some additional time to meet and share thoughts and experiences with each other, while gaining valuable CPD.

It has been a very difficult time in lots of ways, as we have adjusted to the needs of our clients, our organisations and ourselves. Within ACAT, I've found myself having to quickly adapt and work through the technical and relational challenges of managing meetings and discussions virtually; conducting interviews on-line; deciding and working through, with others, how best to oversee virtual DBS checks; finding ways to work effectively as a group of Trustees, some of whom I still haven't yet met face to face; or supporting and getting to know the ACAT admin team via zoom meetings. The context of virtual working is hard for all, but perhaps this is felt most acutely by us as relational therapists, who use the sometimes imperceptible but hugely important bodily cues and communications which signal shifts in the intersubjective space, in their efforts to gain entry into the unfolding dialogue.

Given all this, some extraordinary work is still being done by ACAT. A key piece of this is ACAT's representation to HEE and our demand that the decision to leave CAT off the list of commissioned therapies for personality disorder is reversed in the next round of commissioning. This has been led by Jason Hepple and Dawn Bennett, with additional input from Steve Kellett. This has been a huge effort and my thanks go to them. The Equality and Diversity Committee have produced important recommendations in line with HPC's Equality, Diversity and Intersectionality guidelines. These will be reflected in ACAT's CPD policy, and are aimed at improving the quality of EDI in all areas of CAT training, including supervisors, with specific recommendations for CPD, along with updates to CAT competences. I wish to thank Dupe Adu-White and the EDC for their continuing work in developing new guidance for ACAT.

As a result of a great deal of work by Steve Jefferis and Dawn Bennett, ACAT will soon be able to let go of its Copyright Agreement with the Copyright Licence Agency (CLA). A new user-friendly Bibliography covering a significant body of work, is now ready for uploading on the ACAT Website. We still need a librarian to manage the on-going upkeep of this, and are exploring a number of options to ensure this is completed soon.

You may be aware that ACAT is required to have a statutory review by UKCP every 5 years. The Organisational Member Review (OMR) is due this year, and will take place in two stages: November 2021 when Officers of ACAT, Course Directors, UKCP graduates, Trustees, and Committee Chairs will meet with the inspectors; and then in February 2022 when they visit IRRAPT to meet the current cohort and review the training programme. I am told by reliable others that this will involve a great deal of work!

As we approached Brexit, I was grateful for the guidance from Mark Burnett in keeping me up to date with the changing landscape of GDPR requirements affecting ACAT. Organisationally, it seems we weathered that particular storm without too much upheaval. I have set up a working group to review the website function, which will report to the Trustees. I am grateful to Martin Payne, Lay Trustee, and Ruth Carson, Acting Vice-Chair, for their input into this, and to Jon Sloper and his willingness to work this through with ACAT.

I am hopeful more people may put themselves forward to be Trustees. Though it is hard work at times, it is also really rewarding, and a great way of giving something back to ACAT, and helping to shape it into the kind of organisation its members need it to be.

I am most appreciative of the genuine hard work and commitment of the administrative team of ACAT: Maria Cross, Ali Marfell and Louise Barter. I have valued their support of ACAT and of me personally as I have acclimatised to the role of Chair in these strange times. ACAT really needs a Treasurer, so if any of you know anyone who may be looking for a voluntary Trustee role with Office, please let the ACAT office know. In the meantime, I am indebted to Stephen White for overseeing this crucial function for ACAT, a role he has been doing for many years. I am pleased to welcome Sally Bishop as the new Lay Chair of the Ethics Committee and I would like to offer my thanks to Rob Lam, editor of Reformulation, for continuing to oversee such a wide range of innovative, thoughtful CAT practice, and theoretical contributions from across the country. Rob would greatly value working with a co-editor, so I would encourage anyone interested to make contact and find out more of what is involved.

At a time when it often feels to me as if the world has turned upside down, and reality has lost its permanence, I've come to think of this 'version' of reality we are now sharing, as having to be 'good enough' to sustain me through these turbulent times. The connections we make here are still relational and can bring much needed sustenance to each of us in the wider CAT community. Nevertheless, I look forward to the next AGM being one where I can hear the scraping of chairs; the late closing of an entry door; the rustle of papers; the chatter and rumbles from the auditorium.

Thank you.

Jay Dudley | Chair of ACAT

Annual Accounts Financial Statements for Year Ended 31st July 2020

Financial Report | Stephen White

1 Financial Activities

The Statement of Financial Activities for the year shows a deficit of £13,931 between the incoming resources and the costs and charitable expenditure associated with generating the income.

The detailed results, shown in the following pages, reveal that activities for raising funds during the year amounted to £248,884 compared to £284,326 the previous year with costs of generating voluntary income falling to £116,901 from £130,023 the previous year.

2 Balance Sheet

The charity's unrestricted reserves decreased to £239,503 from £253,434 the previous year and the Trustees' Report provides detail of the investment policy.

3 Key Events

ACAT Ltd was able to reclaim £19,044 under the Gift Aid Scheme.

4 Conclusion and looking forward

Due to the exceptional difficulties arising this year, I report that the Charity's activities, after underlying costs, gave rise to a deficit of £32,975 compared with a surplus of £3,075 for the previous year.

At the time of writing this report restrictions are still in place and these will undoubtedly have a further negative impact on the Charity's finances next year.

This deficit, adjusted for the amount received under the Gift Aid Scheme decreased the Reserves of Unrestricted Funds by £13,931.

Thanks again for the members' support and attendances at the various ACAT events and courses and for those organizing these. More detailed analysis of the results can be found in notes 3 and 5 of the accounts.

In the interest of the members, the Trustees and Officers of the Charity will continue to make all efforts, supported by our excellent admin team, to minimise the affect of the restrictions on the Charity's finances in the coming year.

Stephen White | ACAT Company Secretary

Annual Accounts Financial Statements for Year Ended 31st July 2020

Trustees' report for the year ended 31st July 2020

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 July 2020. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Objectives and Activities

Objectives and aims

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.

The overarching aim is to educate and promote increased awareness and understanding of Cognitive Analytic Therapy amongst health professionals, service providers and the public.

Public benefit and achievements

The trustees confirm that they have considered the Charity Commission's guidance on 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 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 780 Practitioner and Psychotherapist members, 210 Trainee Members, 5 Non Practising and 6 Retired. There are also 20 Friends of ACAT. ACAT currently provides 1 Foundation Training Course, 7 Accredited Practitioner Training Courses, 1 Psychotherapy Training Course and 1 skills course and 6 DClinPsych embedded Foundation Courses.

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

Financial Position

Total reserves held at the year ended 31 July 2020 were £239,503 (2019 : 253,434).

Reserves policy

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. The formal reserves policy is reviewed by the Trustees annually and to date the accumulated reserves of £239,503 have been retained to ensure that the charity is well placed to cope with any unforeseen financial demands.

Annual Accounts **Financial Statements for Year Ended 31st July 2020**

Financial Review

Covid 19

The trustees have considered the impact that the Covid 19 pandemic will have on the charity's current and future financial position. The charity is taking the following steps to mitigate the threats that Covid 19 may pose to the organisation:

- Employees working remotely
- training and meetings held remotely
- Annual conference postponed

The trustees consider that the charity will continue as a going concern for a period of at least 12 months from the date on which these financial statements are approved for the following reasons:

- The charity holds free reserves as detailed above

The trustees therefore consider it appropriate to adopt the going concern basis of preparation of the accounts, as detailed in note 1 to the financial statements.

Structure, Governance and Management

Governing document

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

Recruitment and appointment of new trustees

New trustees are recruited, as necessary, such that their particular skill sets complement the requirements of the charity.

Organisational structure

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

Decision making

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 Liaison Officer.

Induction and training of new and continuing trustees

Trustees attend an annual Trustees away day for the purposes of induction, continuing professional development and strategic planning. Personal development plans for trustees are discussed at additional meetings for trustees preceding the board meetings which are held three times a year.

Risk management

The Board of Trustees have 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.

Reference and Administrative Details

Registered Company Number

06063084 (England and Wales)

Registered Charity Number

1141793

Annual Accounts Financial Statements for Year Ended 31st July 2020

Reference and Administrative Details

Registered Office	PO Box 6793 Dorchester DT1 9DL
Trustees	R Carson (appointed 1.10.19) K L Shannon E W McCormick R J D Watson (resigned 8.10.20) C R Delisser (resigned 1.10.19) H J Batchelor A Jenaway S J C Dickinson (resigned 8.10.20) A Coshland R Dewshi M R Payne (appointed 1.10.19) L Harrison (appointed 1.10.19) P J Dudley (appointed 8.10.20) S H White
Company Secretary	
Company Number	06063084
Charity Number	1141793
Independent Examiner	Geoffrey Speirs FCA ICAEW Haines Watts Chartered Accountants Bath House 6-8 Bath Street Bristol BS1 6HL
Bankers	National Westminster Bank plc Lambeth North Branch 91 Westminster Bridge Road London SE1 7HW

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 8 April 2021 and signed on its behalf by:

P J Dudley - Trustee

Annual Accounts Financial Statements for Year Ended 31st July 2020

Independent Examiner's report for the year ended 31st July 2020 to the Trustees on the unaudited accounts of the Association for Cognitive Analytic Therapy

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2020.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns, other than the matter set out below, and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Matter of concern identified

The Trustees' view on the impact of Covid-19 is disclosed in the Trustees' Report and in the accounting policies note. However, not all future events or conditions can be predicted. The Covid-19 viral pandemic is one of the most significant economic events for the UK with unprecedented levels of uncertainty of outcomes. It is therefore difficult to evaluate all of the potential implications on the charity.

Geoffrey Speirs FCA
ICAEW
Haines Watts
Chartered Accountants
Bath House
6-8 Bath Street
Bristol
BS1 6HL

15th April 2021

Annual Accounts Financial Statements for Year Ended 31st July 2020

Statement of Financial Activities (Incorporating an Income and Expenditure Account) For the year ended 31 July 2020

	Notes	2020 Unrestricted Fund £	2019 Total Funds £
Income and Endowments from			
Donations and legacies	2	122,956	129,782
Charitable activities			
CAT activities	3	125,928	154,544
Total		248,884	284,326
Expenditure on			
Charitable Activities			
CAT activities	4	262,815	261,175
Net income / (expenditure)		(13,931)	23,151
Reconciliation of funds			
Total funds brought forward		253,434	230,283
Total funds carried forward		239,503	253,434

Annual Accounts Financial Statements for Year Ended 31st July 2020

Company number: 06063084

Balance sheet as at 31 July 2020

	Notes	£	2020 Unrestricted Fund £	£	2019 Total Funds £
Current assets					
Stocks	10		1,120		1,165
Debtors	11		23,994		25,575
Cash in hand			260,308		288,138
			285,422		314,848
Creditors: amounts falling due within one year	12		(45,919)		(61,444)
Net current assets			239,503		253,434
Total assets less current liabilities			239,503		253,434
Net Assets			239,503		253,434
Funds	13				
Unrestricted funds			239,503		253,434
Total Funds			239,503		253,434

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2019.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 July 2019 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 8 April 2021 and were signed on its behalf by:

PJ Dudley - Trustee

Annual Accounts **Financial Statements for Year Ended 31st July 2020**

Notes to the financial statements for the year ended 31 July 2020

1. Accounting policies

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The company is a private company limited by guarantee, incorporated in England and Wales.

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

The financial statements are prepared in sterling, which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest £.

Reconciliation with previous Generally Accepted Accounting Practice

In preparing these accounts the trustees have considered whether in applying the accounting policies required by FRS102 and the Charities SORP (FRS 102) a restatement of comparative figures was needed. No restatements were required, other than for presentation purposes.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Income from membership subscriptions, training and other courses, workshops, conferences, book sales and other income is accounted for in the period to which it relates.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Annual Accounts Financial Statements for Year Ended 31st July 2020

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Financial instruments

The charitable company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value. The liquid funds of bank balances are shown at their realisable values.

Debtors

Debtors comprise trade debtors and recoverable gift aid.

Creditors

Creditors comprise trade creditors, accruals and deferred income.

2. Donations and Legacies	2020	2019
	£	£
Donations	2,879	2,471
Gift Aid	19,044	20,076
Membership Subscriptions	101,033	107,235
	122,956	129,782

3. Income from Charitable Activities	2020	2019
	£	£
ACAT training and other courses	70,466	91,371
Conference Income	28,619	-
Workshops	26,631	62,967
Book sales and other income	212	206
	125,928	154,544

4. Charitable Activities Cost	Direct Costs (see note 5)	Grant of Funding Activities	Support Costs (see note 6)	Totals
	£	£	£	£
CAT Activities	116,901	18,000	127,914	262,815

Annual Accounts Financial Statements for Year Ended 31st July 2020

5. Direct Costs of Charitable Activities

	2020	2019
	£	£
Newsletter and publications	7,681	6,198
ACAT Supervisor Training	10,981	8,473
ACAT Training Courses	45,702	69,398
Conferences	13,334	-
Introductory courses	5,614	4,692
ACAT Training Division	23,463	19,405
Workshops	10,126	21,857
	116,901	130,023

6. Support Costs

	Management	Governance Costs	Totals
	£	£	£
CAT Activities	118,422	9,492	127,914

Support costs, included in the above, are as follows:

	2020 CAT Activities	2019 Total Activities
	£	£
Salaries	57,640	53,119
Social security	1,241	749
Pensions	1,173	812
Consultancy and other Staff Costs	6,758	6,004
Council and committee expenses	7,173	8,897
Rent, rates, service charges and utilities	6,699	7,708
Insurance	1,171	1,177
Printing, postage and stationery	5,260	3,523
Marketing	5,480	4,770
Telephone	1,389	1,403
Computer costs	11,099	15,020
Travelling	3,055	4,884
Legal and professional	1,778	178
Subscriptions	1,600	1,767
Interest and Charges	6,956	6,553
	118,422	116,504

Annual Accounts Financial Statements for Year Ended 31st July 2020

Governance Costs	2020	2019
	CAT Activities	<i>Total Activities</i>
	£	£
Examiners' Remuneration	2,976	2,940
Consultancy	5,940	10,740
Accountancy and Legal Fees	576	576
	9,492	14,256

7. Net Income / (Expenditure)

Net income/(expenditure) is stated after charging/(crediting):	2020	2019
	£	£
Other non-audit services	2,976	2,940

8. Trustee Remuneration and Benefits

There were no trustees' remuneration or other benefits for the year ended 31 July 2020 nor for the year ended 31 July 2019.

Trustees' expenses

A total of 11 trustees (2019 - 8) were reimbursed during the year for travelling expenses totalling £1,986 (2019 - £2,612).

9. Staff Costs

	2020	2019
	£	£
Wages and salaries	57,640	53,119
Social security costs	1,241	749
Other pension costs	1,173	812
	60,054	60,652

The average monthly number of employees during the year was as follows:

	2020	2019
Administration staff	3	3

No employees received emoluments in excess of £60,000.

10. Stocks

	2019	2018
	£	£
Other non-audit services	1,165	1,165

11. Debtors: Amounts falling due within one year

	2020	2019
	£	£
Trade debtors	862	4,183
Other debtors - gift aid	19,044	20,022
Prepayments	4,088	1,370
	23,994	25,575

12. Creditors: Amounts falling due within one year

	2020	2019
	£	£
Trade creditors	5,296	6,405
Accruals and deferred income	40,623	55,039
	45,919	61,444

Annual Accounts Financial Statements for Year Ended 31st July 2020

13. Movement in funds	At 1.8.19 £	Net movement in funds £	At 31.7.20 £
Unrestricted funds			
General fund	253,444	(13,931)	239,503
Total funds	253,444	(13,931)	239,503

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	248,884	(262,815)	(13,931)
Total funds	248,884	(262,815)	(13,931)

Comparatives for movement in funds

	At 1.8.18 £	Net movement in funds £	At 31.7.19 £
Unrestricted funds			
General fund	230,283	23,151	253,434
Total funds	230,283	23,151	253,434

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	284,326	(261,175)	23,151
Total funds	284,326	(261,175)	23,151

14. Employee Benefit Obligations

During the year, the charity paid into a defined contribution pension scheme. The total for the year of £1,173 (2019: £812) is included within expenditure in the Statement of Financial Activities.

There were no outstanding pension contributions at the year end (2019: £nil)

15. Related Party Disclosures

There were no related party transactions for the year ended 31 July 2020.

Agenda Item 7

ACAT Training Committee Report September 2020 – April 2021 | Dawn Bennett, Vice Chair, and Jason Hepple, Acting Chair of Training Committee

The members of Training Committee and Examination Board have continued to work together to adapt and respond to the impact of the pandemic on training. Since the last AGM we have met remotely in October and February with project work running across this time. We also held the annual Trainers' and Supervisors' event remotely on March 25th and we have a meeting scheduled in April which is part of a series to share our learning of online training.

ACAT continues to support adaptations in how training is delivered and how training requirements can be met. The full statement and guidance on the inclusion of online training, remote training cases and write ups of remote therapy is available on the ACAT website <https://www.acat.me.uk/page/covid+19+impact+on+training> along with information on electronic submission of accreditation forms.

Training Committee consists of representatives of all current ACAT training courses along with representatives for course moderators, supervisor training, ACAT CPD, APL, UKCP-HIPC, trainee representatives and Chairs of ACAT and Examination Board, along with Vice Chair and Chair of Training Committee. Louise Barter manages the administration for ACAT Trainings whilst Alison Marfell looks after Training Committee administration. Tricia Scott continues to helpfully support our work as the UKCP external moderator.

The committee aims to uphold the quality of CAT training, enabling both consistency and creativity within and between our trainings. We share good practice and address issues collectively so that the learning can enrich all courses. Courses continue to run and trainees are completing course components at all levels from CAT Skills Case Management, Foundation, Practitioner and Psychotherapy levels. There have been delayed starts for many new cohorts, including for the Interregional Psychotherapy Training as this course is residential. We hope it can go ahead as currently planned in June 2021.

Some of the work of ACAT Training Committee September 2020 to April 2021 includes:

- Responding to UKCPs guidelines for remote working. We proposed that space is needed to reflect and adapt and integrate our learning.
- A change to the requirement to enter supervisor training. Applicants now need to have just completed 16 CAT cases and do not need to be two years post accreditation as a practitioner.
- The British Psychological Society (BPS) has accepted CAT Practitioner training as a suitable course to be able to enrol on the BPS independent route to training for the Qualification in Counselling Psychology (QCoP). See the ACAT website for details.
- Following negotiations, CAT practitioners / therapists are welcome to join the Psychological Professions Network (PPN) as adult psychotherapists.
- We are looking at clearer ways to support trainees who need longer to complete their training.
- We are grateful to our trainee representative Jennie Abbott who has revised the referencing guidelines to APA.
- CPD events will continue online but we would also like to start planning face to face CPD events from the autumn so offering blended learning for the future.
- The residential Part I Supervisor Training was adapted for online delivery.
- There was a long waiting list and the training was well received.

Agenda Item 7

More substantial project based work

- After a review of the ACAT library, we are almost ready to launch a new way of accessing CAT literature. This will be a full bibliography listing of all CAT work with links to CAT publications so widening the access beyond that provided by the current library. There will be a transition phase where members will have access to both systems.
- We are working to implement ideas emerging from the Trainers and Supervisors meeting of how to use the CAT competence framework in training. <https://www.ucl.ac.uk/pals/research/clinical-educational-and-health-psychology/research-groups/core/competence-frameworks>. We are also working with the Equality, Diversity and Intersectionality Committee and members of the International CAT Committee (ICATA) to explore refinements.
- Following a meeting and on-going discussions between NHS England and the chair and vice-chair of the ACAT Training Committee, we have prepared a submission to NHS England / Health Education England (HEE) to secure funding for CAT training in the next round (2021/22) of allocation of funding for psychological therapies training. This is for an ongoing programme of investment in NHS training of the psychological workforce following meetings of Adult Mental Health: Psychological Therapies for People with Severe Mental Illnesses (SMI) Expert Advisory Group. Our document includes a schematic analysis of testimonials; a summary of the evidence base and statements from 'influencers' (politicians, people with a media presence). Thank you to those offering testimonials.

Some of the work ahead

- ACAT's five yearly organisational review by UKCP is due in Autumn 2021. This is a major review of the quality of our training covering practitioner training which is classed as years 1 and 2 of the overall 4 year route to be a CAT Psychotherapist. The Interregional psychotherapy course being years 3 and 4. Trainees will be invited to provide feedback as well as UKCP assessors meeting officers and visiting the psychotherapy course.
- Meeting with 'other UK nations' to support local groups in NHS funding decisions

We have space for two trainee representatives on Training Committee. Although we have just filled a vacant role, do let us know if you are interested for when the next vacancy arises. The roles of Chair of Training Committee and Vice Chair of Supervisor Training are currently held by Jason Hepple and Yvonne Stevens in an acting capacity. These will be open for expressions of interest once we return to in person meetings. The Training Committee is a collegiate, supportive and creative group of committed CATs, and so taking on roles is a rich and enjoyable task. We encourage members to get involved.

I have enjoyed working with Yvonne Stevens this year as she took on both Chair of Exam Board and Vice Chair of Supervisor Training, bringing wisdom and new ideas to each. I also thank Jason for his vision and leadership in the crucial work with NHS England / Health Education England. I thank Alison Jenaway for her commitment and contribution to the work of Training Committee whilst Chair of ACAT, and I look forward to working with the new ACAT Chair, Jay Dudley.

I'd like to acknowledge and thank our admin team, Maria, Ali and Louise who kindly and skilfully support the many varied aspects of work and enquiries, embracing each new development.

Dawn Bennett | Vice Chair of ACAT Training Committee

Many thanks to Dawn for compiling this report and for all her excellent work throughout the year in challenging circumstances.

Jason Hepple | Acting Chair of ACAT Training Committee

Agenda Item 8

ACAT Examination Board Annual Report 2021 | Yvonne Stevens

The Exam Board has overall responsibility for the membership of ACAT, and we work to ensure that our members adhere to the highest standards of practice, which helps to protect all those clients who place their trust in us. Over the past year the work of the ACAT Examination Board has had to adapt and respond flexibly and compassionately to the impact of the COVID-19 pandemic on our members without forfeiting these standards.

Jason Hepple, as the Acting Chair of the Training Committee on behalf of Liz Fawkes, Dawn Bennett, Vice Chair, and myself have coordinated virtual meetings and consultations with the members of the Training Committee and the Examination Board, to put in place and monitor emergency procedures so that the work of the committees supporting CAT trainings and overseeing accreditations and reaccreditation of CAT therapists could continue.

During 2020 we took a number of steps to meet the challenges of the lockdown, such as moving away from paper copies of courses work, application and accreditation forms and introduced electronic signatures for applications and accreditations for Practitioner, Supervisor and IRRAPT trainees, and to conduct all business with the ACAT Office by email. Maria, Ali and Louise in the ACAT Office have adapted to working from home since March 2020 and have been, working very hard and with great enthusiasm under difficult circumstances to support this process and implement these changes. Some of the changes we have made initially to reduce risk and keep to COVID-19 guidelines will become permanent and were perhaps overdue. These important steps to simplify administrative and accreditation processes and improve ACAT's carbon footprint, will continue to be rolled out.

The challenge over the year has been to balance the continuation of ACAT business and training, to retain the relational nature of training courses, and to keep supporting trainees and give them a valuable training experience. So, decisions on whether to suspend or start new courses has been very difficult. Some courses have delayed their start date, others have continued with on-line or blended programmes to mitigate risk.

We moved to accept remote training cases for accreditation, and we introduced a reflection of the relational experience of remote working into the case study content. We agreed to introduce more flexibility into the time limits for UKCP and ACAT reaccreditation submissions overseen by Conrad Barnard and Paula Biggs respectively. The new modular Supervisor Training Programme will be launched in October, having been delayed for 12 months. We have been encouraged by the creativity and resourcefulness of CAT therapists, trainers and supervisors to meet the challenge of keeping to the high standards and values that ACAT holds.

Conrad Barnard, who oversees the re-accreditation of our UKCP 5-yearly re-accreditation process (for those ACAT Psychotherapists who are also registered with the UKCP) issued 8 new requests to participate in RA in 2020, one is pending, one has deferred and one of these were not submitted as the registrant was no longer a member of UKCP. We are pleased to say that 5 Psychotherapists were recommended for approval without reservation by their peer groups, and this was endorsed by Conrad and myself. My sincere thanks go to Conrad, who has dealt with some complex situations with calmness, helpfulness, and excellent judgment.

The ACAT annual CPD audit starts in January each year and applies to all Practitioners after they have been accredited for two years, plus any ACAT Psychotherapists who have chosen not to join UKCP/HIPC. We were delighted to welcome Paula Biggs who took on the difficult task of the 2020 audit in such challenging times, and she has managed to steer a calm course through this by acknowledging the disruption by the pandemic of peoples' personal lives and usual work, supervision and CPD arrangements due to relocation and suspension of psychological therapy services in some settings, and as such this required some flexibility and loosening of time scales. 12 practitioners and 2 psychotherapists passed the 2020 audit. I am so grateful to Conrad and Paula in helping to ensure that our members keep the high standards we expect of them by keeping their skills and knowledge up to date.

The total current membership of ACAT (including Friends, Non-practising and Retired members) continues to grow. Over the past twelve months we have accredited 59 CAT Practitioners, 6 Psychotherapists and 13 Supervisors and awarded 3 Foundation and 9 Skills Certificates. We have had bursts of enquiries from potential "re-joiners" who are keen to re-kindle their membership of ACAT and their CAT Practice after periods of absence, and I have to thank Dawn and Jason working together with me to offer clear and appropriate pathways towards this, so efficiently supported by Maria, Ali and Louise in the ACAT Office who are so skilled in fielding and processing many and various enquiries. During 2020, 18 lapsed members were sent MRJP (Membership and Re-joining Policy) information, of whom 8 subsequently re-joined. Our sincere thanks

Agenda Item 8

to the ACAT Administration Team for all their dedicated work in keeping our membership system running so smoothly.

The Exam Board continues to meet three times a year, in spring (February), summer (June) and autumn (October), when accreditations are approved. The Exam Board meeting dates are given in the ACAT Newsletter, and we request receipt of any applications for accreditation at the ACAT Office a full three weeks before the EB meets. Applications are first checked with the ACAT Office and then passed on to the Exam Board Chair for queries to be addressed, so that most applications for accreditation can go through the Exam Board for approval smoothly on the day of the meeting.

I want to express my sincere gratitude to Dawn Bennett, our Vice Chair on whom we rely for her consistent hard work and extraordinary capacity for holding in mind so much of the detail of ACAT policies and procedures. I continue to enjoy being a part of the friendly and hard-working ACAT Exam Board, alongside all the members and officers who keep the organisation of ACAT running so smoothly. My thanks also to Alison Jenaway for her support towards the end of her time as Chair of ACAT, and I look forward to working alongside Jay Dudley as the new ACAT Chair, especially as we meet the challenge of preparing for the 5-yearly UKCP Organisational Membership Review for ACAT in November.

Yvonne Stevens | Chair of Exam Board

Agenda Item 8

Accreditations: October 2020 to February 2021

We send warm congratulations to all those who have been accredited by the Exam Board in October 2020 and February 2021. Their names are below:

Supervisor

Caroline Boyd	Gemma Harris	Glen Scott
Jackie Edwards	Jenny Bowe	Rachel Benford-Brown
Tracy Ruellan	Vivienne Hopkins	Wendy Giovanelli

Practitioner

Adrian Hayes	Amit Bhaduri	Anna Sampson
Caroline Durrant	Ceara Geoghegan	Charles Frost
Chris Flory	Christina Wilson	Christine Omar
Claire Morrish	Claire Stubbins	Clare Young
Dawn Fowler	Deborah Watson	Dulcie Cormack
Estelle Winter	Ewa Debska	Fiona Mackie
Joanna Harvey	Kate Glover	Kayleigh Syrett
Kelly Kaiser	Laura Smart	Laurence Regan
Lesley Cousins	Liz Axham	Makala Balls
Maria Jones	Mariette Henning-Pugh	Mark Draper
Mark Rose	Megan Kendall	Michelle Mackin
Nicola Davies	Oliver Bailey-Pearce	Peter Dargan
Peter Spencer	Richard Cosway	Salome Mare-Walsh
Samantha Walters	Samuel Lawton	Sarah Collett
Sarah Nicholas	Victoria Millar	

Foundation

Emma Sewter	Neil Drew	Rachael Johnson
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Psychotherapist

Amanda Copeland	Emma-Jayne Browne	Giles Maddocks
Vivienne Hopkins	Wendy Giovanelli	

Skills

James Stanley

Agenda Item 9

ACAT Ethics Committee Annual Report 2021 | Sally Bishop & Henrietta Batchelor

Committee Membership

There have been a number of changes in membership of this committee. Rae Wallin, Lay Chair of the Ethics Committee resigned after 4 years' service to this committee. A number of other members also stepped down: Robert Watson, Vicky Richer, and Virginia West. We wish to record our thanks to all of them for their hard work and wise judgement.

Fortunately for the Ethics Committee we were able to recruit a new Lay Chair, Sally Bishop, from a strong field of interested applicants. Sally is a solicitor with a longstanding interest in ethics and psychology. We have also been joined by three new members, Cal Nield, Liz McCormick and Alison Jenaway whose experience and interest have similarly been extremely helpful.

We would like to record our thanks to all the current serving members who have been regular contributors to meetings and active in other ways. We could not do our work without the back up and support of the ACAT office and, again, thank them for their hard work on our behalf.

Meetings this year have been held via Zoom and this perhaps has contributed to near-full attendance at each meeting. We now meet three times a year - a change from two years ago which reflects the number of issues we manage. Many of us find remote meetings a more convenient way to meet up though there is some support for meeting in person at least once a year. It is likely therefore, that at least two of the meetings every year will continue to be held remotely.

Matters attended to by the Ethics Committee 2020/2021

A résumé of concerns and complaints is listed below.

- Concern/complaint submitted in summer 2020
A complex concern and associated complaint were finally resolved in December. Mediation was not possible, and there followed a report by an Investigating Officer and finally a panel of lay and ACAT members.
- Misrepresentation
There were several reports of misrepresentation of clinicians advertising themselves as CAT therapists although not fully trained. This continues to be an issue. In this situation the Ethics Committee advises them individually that their claims are misleading and will not be supported by ACAT. In addition, clear advice is now provided to trainees on ACAT courses that they should describe their level of training and expertise accurately. This advice is also available to the public and documented in the document 'Find a CAT therapist' on the ACAT website.
- Confidentiality
We had an enquiry from a mother, paying for her adult child's therapy, who wanted to see the therapist's notes. She was advised that this is not ethical. It may be worth stating that this kind of difficulty would be less likely to arise with a negotiated and clear written contract with clients, stating how their data is protected.
- Liaison with other committees
We have consulted with the Training Committee about several renewal of membership issues which has been useful joint working.
- Change of name on certificates
A request was received from a member to reissue their training certificate with a change of name. The member was informed that as a matter of policy we would not be able to reissue the certification on the grounds that this would not reflect the identity of the individual at the time they undertook their training and received the qualification.

New initiatives

Following the resignation of some members of the Ethics Committee, we are seeking to expand the membership. ACAT's constitution specifies 6 clinical members and 3 lay members and we will be seeking to advertise later in the year. To this end we have worked to update the current terms of reference for membership and to emphasise the need to reflect the diverse membership of ACAT and the clients they serve.

The concern which was submitted in July 2020 highlighted that the Ethics Committee does not have a separate pathway for dealing with concerns as opposed to complaints. We have started to consider this as a group. One issue under discussion focusses on concerns about trained practitioners' competence. One possible way forward might be to strengthen the mediation process so that concerns about competence and/or disagreement between supervisor and supervisee might be better resolved either by a trained mediator or by referral to a third party who could moderate. This is work in progress and subject to further updates which we will publish in a forthcoming ACAT newsletter.

Sally Bishop | Lay Chair of Ethics Committee

Henrietta Batchelor | Clinical Chair of Ethics Committee

Agenda Item 10

ACAT Equality and Diversity Committee Annual Report 2021 | Dupe Adu-White

It has been an active year for the Equality and Diversity Committee which has mainly been based around liaising with the Training Committee, and external diversity organisations, in order to continue to review and find ways we can integrate and improve equality and diversity within ACAT.

We have written a report and guidance for ways in which we can attempt to be inclusive of recommendations made by the UKCP / HIPC. I am pleased to say the EDC and Training Committee have begun to look at creative ways in which we can incorporate some of the suggestions we made in our report, into the ACAT curriculum. We are very aware one of the main complaints our members mention about the current training programme is that equality and diversity feels like an add-on.

We are aware we still do not have an anti-racism statement and we will be interested to hear from our members on what they think about it, as we do not want to be prescriptive – we wonder if it will be helpful therefore to develop a task force to look into this?

Training on unconscious bias has been on the agenda as part of CPD training however, we are aware of the mixed reviews around the benefits / effectiveness of unconscious bias training, therefore we continue to research, liaise, and review this to ascertain how we can make sure it is useful and effective training that leads to more than just awareness, and result in genuine action and addressing of inequality.

The equality and diversity survey has now been closed and the findings will hopefully be summarised in April. We are aware how questionnaires such as these can feel discriminating in their own right. As I was reminded of when completing the recent census, and when a client expressed their sense of discrimination when completing gendered items in the original psychotherapy file. However, I do hope the results will still help us learn more about how to progress work towards tackling inequality and discrimination.

Finally, we have placed contents on our EDC tab on the ACAT website, further information on this can be found in the ACAT newsletter. The informal and confidential support system continues to be available to members and the details of this is also on our EDC tab.

Please have a look at the new pages on the EDC tab as it also contains information around EDI CPD recommendations, and we will welcome your feedback. You can view the tab at

<https://www.acat.me.uk/page/equality+and+diversity>

Dupe Adu-White | Chair of Equality and Diversity Committee

Agenda Item 11

ACAT's Representative to HIPC/UKCP Annual Report 2021 | Josephine Ahmadi

J F Discepolo Ahmadi | delegate for ACAT to the Humanistic and Integrative Psychotherapy College (HIPC) of UKCP

Over the past year we have experienced personal and professional challenges of an unprecedented depth and magnitude. The transition to online working has forced us not only to learn very rapidly how to operate new technologies, but also to reflect on the theoretical, organisational and ethical implications of online working in therapy, in supervision, in training and in all aspects of our professional practice.

This debate has promoted a closer collaboration between the UKCP, the HIPC and the OMs, to include ACAT and has allowed us to start developing guidelines for online practice, supervision and training in a timely way. The mechanism of self-exploration, questioning, adapting and envisioning, has offered us new frames through which to view ourselves and our relationship with the wider world facing such a threatening situation and has helped us not only with developing new competencies, but also with accessing and expanding our personal and professional resources.

The CAT Competence Framework aims to set our training standards and our standards for practice and supervision to reflect the richness of the process of collaboration and negotiation that we have engaged with and is intended to create a sound framework for good practice that is flexible and can encompass the different needs and aims of our organisation. We have been consistent with the UKCP and HIPC approaches which define frameworks as indicative rather than prescriptive, a support tool and a guide to best practice, not a protocol to follow.

Another significant example of close collaboration can be found in the way we are setting as a high priority the need to develop new approaches to preparing the current and next generation of psychotherapists to recognise discrimination, harmful norms and stereotypes, environmental responsibilities and prejudice and the way these affect our practice and the possibility for individuals and groups to access psychotherapy. We are co-authoring a significant shift towards understanding experiences traditionally defined as issues of equality and diversity through the lenses of intersectionality, a controversial dimension introduced 30 years ago by Kimberlé Crenshaw as an organising principle for her critical race theories which focuses on the centrality of power imbalances. We are actively trying to introduce this vision by developing a new tool (recently presented at the HIPC meeting) by which the observance and analysis of power imbalances enters the therapy process not exclusively over questions of identity and representation but to stimulate a deeper structural and systemic process of questioning and addressing discrimination and inequality.

This past year has challenged at a deeper level many conscious and unconscious biases to include the one on mortality and immortality, two shifting dimensions which most often play a significant role in our life and in therapy. The UKCP, the HIPC and ACAT have joined in encouraging us to acknowledge the severity of the trauma associated with the pandemic and the impact that the restrictions imposed on our civil rights are having on individuals and communities and to recognise the importance of our role in generating meaningful synergies and in supporting each other while facing an unprecedented mental health crisis.

Josephine F Discepolo Ahmadi | UKCP (HIPC) Liaison Representative

Agenda Item 12

Reformulation Editors' Report Annual Report 2021 | Rob Lam

The Association for Cognitive Analytic Therapy (ACAT) offers Reformulation, a bi-annual journal for inclusive Cognitive Analytic Therapy (CAT) engagement, theory, practice, research and reflection. As a members' journal it has grown since its inception to a broader digital access which explores contemporary practice and developments in the CAT community. Firmly rooted in the relational origins of CAT from Tony Ryle, its founder, Reformulation publishes curated articles and related interdisciplinary activity which spans theoretical, clinical and research applications of CAT as living practice.

Reformulation is curated by Rob Lam, current editor in role for the past two years. Nick Barnes remained as co-editor until 2020. We thank Nick for his support in carrying Reformulation through the pandemic time and wish him all of our very best for his new endeavours. We remain as a small core team committed to keeping Reformulation alive throughout the pandemic challenges. Currently the Editorial Team comprises Jon Sloper, for Alacrify; Alison Marfell, administrator; Alison Jenaway as the Editorial Advisor and Jay Dudley in the role of chair of ACAT.

In our second year now of the global pandemic and for the very first time, we have trialled Reformulation as a virtual web published journal which has continued into the Autumn/Winter 2020 edition, available and printable as a downloadable Portable Document File (PDF) edition. Opening up Reformulation as a gift to the wider public and extending the visibility and circulation of the journal beyond the privilege of membership into the public domain necessarily sits alongside our wish to retain the printed publication as a privilege of ACAT membership and to grow awareness of CAT beyond its current finite community for future generations of the CAT community. We adhere to the principle of retaining the printed publication in an increasingly digitised age, which risks marginalising those without digital access and strongly advocate against digital inequality with the retention of the printed journal in the face of diverse pressures.

The format of Reformulation has shifted during the pandemic time with a notable increase in digital content over previous printed publications. Its format may adapt to the time and rhythms of global time, including delays of publication during the pandemic, mirroring society's challenges and simultaneously connecting diverse and isolated readers with a live compass of contemporary thought and practice across the CAT community. The format and content of Reformulation follows the schema: cover-page with image and title, copyright and disclaimer declaration, contents page, followed by letters from the Editor and Chair, practice and review articles, including review of training and CPD courses, book reviews, as well as conference and CPD adverts.

The identity of Reformulation has become clearer in its cultivation during the pandemic time. Reformulation is inclusive: it welcomes a very broad engagement of submissions from any writer willing to engage with CAT thinking as well as extremely specialised niche interests within diverse CAT practice and research. It welcomes brief postcards and articles from clients and non-practitioners and it is not a newsletter. It welcomes academic and research journals and is not an academic journal. It is not a publication for the passing out celebration for successful practitioner or psychotherapy essays, originally and narrowly addressed for training examiners. It embraces dialogue and exploration of practitioner's personal views and practice without prejudice and it is not a publication with a political orientation. Reformulation as a journal goes beyond all of these strictures of narrow voicing and writing as a journal of reflective practice and voicing for the wider readership beyond personal preoccupation: adherence to the Aims and Scopes for submission is the first step in respectful engagement of submission by all future authors whose dialogue and diversity of views, are embraced for the therapeutic practice of dialogue in the explicit understanding that the views of ACAT and the organisation are independent and do not bear on the content of Reformulation and vice versa. The identity of Reformulation gives voice to authors who wish to address the wider CAT community beyond the individual as author. The identity of Reformulation is also constituted through you - the reader - who may choose to engage and write or not write, as a pulse reaction to a living community whose written thought carries through to colleagues in the corners of the globe and across the ages.

The contents accepted for submission embrace all aspects of cognitive analytically focused and informed developments, descriptions and reflections on theory; clinical practice; research; mini-reformulation postcards; letters; dialogues or interviews, teaching; training; practice and policy, book reviews, reflective pieces and creative inspiration for resource installation. Articles in Reformulation remain available online through the digital portable document reader.

In future we hope that all CAT Special Interest Groups (SIGs) will take up the invitation to report an annual brief postcard update on their activity for publication to stay in dialogue with the wider CAT readership of the journal's community.

Engaging the wider CAT community with the invitation to take up peer review of new article submissions is our vision for

developing a wider and broader community of engaged CAT practitioners with Reformulation. We have commenced a trial of peer review of submissions through a small pilot and hope to approach CAT colleagues and subscribers with invitations. ACAT members who are interested in peer review of articles or written submissions are also invited to step forward.

The Editorial Team has revisited the role of the Editorial Board which look for renewal and reinvigoration of participation.

A final note on future hopes. Reformulation asks whether we can go beyond writing for our clients or for training requirements and shift decisively away from seeing writing as a dissociated enterprise undertaken for the product, not as a process. Is there a future nurturing space for writing as a joint collaborative activity between would-be writers alongside more seasoned writers to nurture dialogue around the process of writing as a part of personal and professional identity, not just the product of articles and submissions?

Once again I take pleasure in thanking the Editorial Team, especially Jon Sloper and Alison Marfell, who work tirelessly behind the scenes to bring Reformulation to us. The unsung heroes in the CAT community deserve sincere and respectful attention for germinating the tapestry of inspiration within our community. I thank the clients, colleagues, supervisors, therapists and trainers who have graced me with support and encouragement to take up this journey and participate in serving the CAT readership of Reformulation.

Rob Lam | Reformulation Editor

Agenda Item 13

ICATA

Annual Report 2021 | Rabhya Dewshi

The ICATA Executive Committee has continued to meet quarterly by Zoom. We've decided, regretfully, to postpone this year's planned and hoped for conference in Finland, as the chances of not being able to go ahead with it seem so unpredictable. Instead, we'd like to put on a series of webinars on topics that will interest the CAT community, and give us an opportunity to come together to think and talk and meet each other. We are not planning to charge for these, but would invite contributions from attendees on a 'pay what you want' basis. We would like to have a range of formats, perhaps workshops, lectures, fireside chats, and so on, and would love to hear from anyone who has an idea they might like to offer. Please get in touch!

Our other news is that our website redesign is now complete, and can be accessed here: <https://www.internationalcat.org/>. On it you can download our rich and interesting journal, Cognitive Analytic Therapy and Relational Mental Health for free, or make a donation if you choose. The website also has a link to our recently launched YouTube channel, which has lots of videos on various aspects of CAT, including training videos by CATALYSE, and those made by the Exec in Ferrara, two years ago. It's well worth a look, and can also be accessed here:

<https://www.youtube.com/channel/UCooNsf9MthLKD5kbOy0MW6g/featured>

Rabhya Dewshi

Agenda Item 14

Data Protection Officer Report on Data Protection Compliance | Mark Burnett

The past 12 months has seen events in many settings that have tested how data protection legislation is designed to work. From the fiasco that was the summer exam results, to the current discussion concerning vaccine passports, the need to preserve our privacy and uphold our fundamental rights and freedoms seems to be under constant attack. But there is a positive outcome, because these events are further shaping our understanding and interpretation of UK data protection legislation and leading to a more granular approach to policy development and in time this will help to protect ACAT in the future.

But probably the most important issue is the UK's current position and future relationship with the EU. At the time of writing, I cannot confirm the outcome of the EU's Adequacy Decision concerning the UK, but it seems to be a decision that has divided the room. Some say that the UK should return to a position of adequacy (having officially lost it due to Brexit) because it has adopted the same GDPR rules as the EU. However, the EU has suggested that the UK has certain law enforcement legislation that might enable EU data to leak to other countries not considered to be as safe and therefore there is the potential for some fundamental rights to be eroded. The implications of the UK becoming a third country are wide ranging and potentially impactful on the processing activities of every UK based organisation.

Since Brexit we have updated the ACAT policies and privacy notices to ensure these reflect the new arrangements. We remain poised and ready to further update such documents when there is further clarity.

In the near future it is our intention to deliver updated data protection awareness training to all staff and stakeholders when the new regime is fully established.

ACAT has had no reportable breaches of UK Legislation and in our opinion is maintaining a good level of compliance. Issues to tackle in the future include data retention and the way paper-based data is retained. We intend to produce a set of 'Records of Processing Activities' (RoPAs) which will help us to establish and document three things. 1. To accurately establish the data assets for which ACAT is the data controller. 2. To organise and agree the factors used to process such data including the lawful grounds, the way the principles are applied and how data subject rights may be upheld. 3. To map where such data is stored and transferred. The latter being directly related to adequacy decision and our future relationship with the US.

Mark Burnett GDPR.Cert | ACAT Data Protection Officer

Agenda Item 15

Resolution

To change the signatory on the ACAT bank account from Alison Jenaway to Jay Dudley as the current Chair of ACAT.

Agenda Item 16

ACAT | Board of Trustees Elections to the Board of Trustees

As determined by ACAT's Memorandum and Articles of Association, the maximum number of Trustees on the Board is twelve. A minimum of one third of Trustees are required to stand down at each AGM. They may stand for re-election if wished.

Trustees are included in ACAT's return to Companies House and the Charity Commission.

Current members of the Board:

Jay Dudley – *Chair*
Ruth Carson – *Acting Vice Chair*
Henrietta Batchelor
Angela Coshland
Rabhya Dewshi
Louise Harrison
Alison Jenaway
Liz McCormick
Martin Payne (*Lay Trustee*)
Karen Shannon

Treasurer – vacant

Ruth Carson will be standing for formal election as Vice Chair.

The following Trustees will be standing down and standing for re-election at the 2021 AGM

Angela Coshland
Louise Harrison
Rabhya Dewshi

At the 2021 AGM there are five vacancies:

One vacancy for Trustee with Office - Treasurer
Four vacancies for Trustee without Office

Voting

Full voting members (ie fully paid up Practitioner, Psychotherapist, and Life Members) present at the AGM, plus those who have submitted proxy votes in advance and by the deadline, will vote during the AGM.

Nominations

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

Agenda Item 16

ACAT | Board of Trustees Elections to the Board of Trustees

Nominations for Trustees with Office:

Ruth Carson, Acting Vice Chair, standing for formal election as Vice Chair.

I have been a CAT Practitioner for over 12 years and am currently completing IRRAPT training. My background was in mental health nursing and I became a psychotherapist in the late 90s.

For a good proportion of my career I have worked in senior management positions – my last job being a consultant psychotherapist heading a busy evolving NHS outpatient service. This service was a CAT led service.

I have experience of being an ACAT Trustee and currently hold the position of “Acting Vice Chair”. I would value the opportunity to be formally elected into this position, feeling confident I have the skills and knowledge (and time) to support our current Chairperson.

As an organisation ACAT is growing and I would like to be in a position to actively support this growth, enhancing CAT’s awareness in a more public/organisational way. I believe CAT offers both the NHS and private/public sector a relational awareness that can only enhance and support their work.

Treasurer / Company Secretary – none received

Nominations for Trustees without Office (in alphabetical order):

1. Angela Coshland

I have worked in Mental Health in the UK since 1995, originally training as a Mental Health Nurse. Whilst working in Eating Disorders, I developed an interest in CAT and undertook my practitioner training in the autumn of 2002, gaining my accreditation in Jan 2005. I have been practicing CAT within the NHS ever since, initially within my role as a Mental Health Nurse, but for the past 12 years I have been employed by the NHS as a CAT therapist in a Secondary Care Psychotherapy service full time.

I am an accredited CAT supervisor and facilitate several weekly supervision groups for therapists and trainees. I am about to undertake the IRRAPT course and am looking forward to all the learning, experiences and relationships that come as part of that.

I am a committed advocate of CAT and its use in working with complex clients. I have been honoured to act as a Trustee for ACAT since 2018, and to be a part of the Equality and Diversity Committee. I would like to continue to be involved in helping to shape and support the future of ACAT through a role as a Trustee.

Outside of CAT, I have a strong interest in Scent and Perfumery, particularly scent and its link to memory, meaning and emotion. I have an allotment and am always ready to talk about compost and vegetables. Additionally, I will never refuse to look at a photo of anyone’s pets.

2. Rabhya Dewshi

I have been a member of ACAT since 1999, and been using CAT in my clinical practice ever since, as it remains my core and favourite model. I have been a Trustee Board member since 2018, and am currently the link person for ICATA, liaising between the two organisations, attending executive meetings, and supporting the development of CAT internationally. I am standing for re-election because I would like to contribute my skills and experience to continuing to support ACAT, to help CAT to thrive and flourish. In my spare time, I look after my children, my garden, and campaign to avert the climate and ecological emergency.

3. Louise Harrison

As a member of ACAT, I am interested in training and promoting study in CAT, as well as a special interest in applying CAT and groups. I would like to develop workshops with other ACAT members.

4. Sue Yabsley

I would like to be considered for a Trustee post at this year's AGM. I have semi-retired and now have more time available to give something back to ACAT who has provided training, development and support to myself and others in so many ways. ACAT has always had an inclusive, outward looking and facilitative approach to ideas and change, and I would hope to support this in future.

I am a CAT psychotherapist and supervisor. My first training was psychoanalytic and provided me with invaluable clinical experience in inpatient units. However, once I completed my training I worked in a 6th form college as a senior manager developing a Faculty for Support for Students, a student counselling service and running a Diploma in psychodynamic psychotherapy in conjunction with Bristol University. It was during this time (14 years +) that I found CAT and the rest is history! I completed my practitioner and IRRAPT training and worked in Somerset Foundation Trust secondary care as a CAT therapist until my retirement (another 14 years +). While developing my private practice I ran the counselling service for clergy and their families, gaining experience in the complexities of faith and job/journey.

I now work in private practice three days a week, and have a particular interest in early childhood development and complex trauma; using the CAT model to understand the Reciprocal Roles and Procedures embedded out of awareness and language. I work with short and long term interventions using CAT (informed by the analytic model) and EMDR.

I have previously worked as a Trustee for ACAT, had responsibility for CPD and sat on the Ethics Committee. I can offer a broad range of experience from senior management which includes strategic foresight and planning, years as a therapist within the NHS, complex employment without a central hub (diocesan work) and experience of setting up a private psychological therapy clinic with other senior clinicians.

I have a good sense of humour, don't panic, and enjoy people and what makes them tick. I love to camp, walk and generally be outside.

ACAT | Statistics

Membership Statistics at the time of compilation: April 2021

Trainees	197
Practitioners	672
Psychotherapists	123
Retired	5
Friends of ACAT	26
Private Practitioner Listings	286
Private Supervisor Listings	74

Training Statistics at the time of compilation: April 2021

Number of Current Practitioner Training Courses	7
Number of Trainees on Current Practitioner Courses	129
Number of Practitioners and Psychotherapists in Supervisor Training	22
Next IRRAPT training to commence 1st May 2021	

Events 1st June 2020 to 31st March 2021

Introductory Courses	5
Number of delegates on the Introductory Courses	94
CPD courses run by ACAT	13
Number of delegates on the CPD courses	234
Trainers and Supervisors Event	1
Supervisor Residential	1
CPD courses run by local groups with booking through ACAT	1
Number of delegates on the courses above	30
ACAT Bespoke courses	0

ACAT Website Statistics at the time of compilation: March 2021

Number of visitors in month	12,000 +
Number of page views in month	43,000 +
Number of countries reached by the website	118

Percentage of visitors by device:

Desktop: 60% Mobile: 37% Tablet: 3%