

# AGM

6th July 2012

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## ACAT | Contact Details



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# AGM | Map and Directions to Manchester Conference Centre

## Address

Manchester Conference Centre, Weston Building, Sackville Street, Manchester M1 3BB

## Directions

### Via Rail: -

#### FROM PICCADILLY STATION ON FOOT:

Head for the escalators to the left of the concourse. Follow the signs for Fairfield Road/ 'Taxis'. Cross Fairfield Street to the Bulls Head pub. To the left of the pub is Granby Row. Walk to the end of Granby Row and turn left onto Sackville Street. Walk 250 yards and the Manchester Conference Centre will be on the right.

#### OXFORD ROAD STATION:

At the bottom of the station approach turn right onto Oxford Street. After 180 yards, cross Oxford Street and turn left onto Charles Street. After 350 yards (at Retro Bar) turn right and the Manchester Conference Centre is on the right.

#### VICTORIA STATION:

Take the MetroLink Tram to Piccadilly Rail Station. Exit to the street at platform level following the signs for Fairfield Road/ 'Taxis'. Cross Fairfield Street to the Bulls Head pub. To the left of the pub is Granby Row. Walk to the end of Granby Row and turn left onto Sackville Street. Walk 250 yards and the Manchester Conference Centre will be on the right.

### Via Road: -

#### FROM THE NORTH VIA M6 M61:

Follow STRETFORD signs onto M60. Leave at Junction 12 and join M602 SALFORD. At end of Motorway, follow A57 MANCHESTER sign (Regent Road) for approx. 1 mile. Proceed under railway bridge, continuing onto A57M (Mancunian Way). Continue on A57M and take 2nd exit. Immediately fork right on slip road onto Sackville Street, following UNIVERSITY sign. Turn left at the Retro Bar into Charles Street for the NCP CAR PARK.

#### FROM YORKSHIRE VIA M62/M60:

Leave at Junction 17 signed CITY CENTRE, and follow A56 towards Manchester for 4 miles (Bury New Road, becoming Great Ducie St.) Enter city under railway bridges and keep straight ahead, still on A56, onto Deansgate. In 1/2 mile, turn left at traffic lights (signed UNIVERSITIES) onto John Dalton Street and continue straight ahead at next lights onto Princess Street. In 1/2 mile, pass under railway bridge and immediately turn left at lights onto Charles Street. The NCP CAR PARK is on left.

#### FROM DERBYSHIRE VIA A6:

Follow A6 signs towards Manchester City Centre until reaching the flyover junction with A57M. Continue on A6 and in 200 yards pass under railway bridge and turn left at traffic lights onto Fairfield Street. Pass Sackville Gardens on your right, and turn left at traffic lights onto Sackville Street. Pass under railway bridge and turn right onto Charles Street for the NCP CAR PARK.

#### FROM THE SOUTH VIA M6 / NORTH WALES & CHESTER VIA M56:

Leave M6 at Exit 19 and follow A556 MANCHESTER for 4 miles. Join M56 MANCHESTER at roundabout and follow to end of M56 and continue straight onto A5103 MANCHESTER for 4 miles. At roundabout take 3rd exit following A57M SHEFFIELD to next roundabout. Here take 2nd exit up ramp to join A57M. Keep in nearside lane for 200 yards, and leave 1st exit signed UNIVERSITY. Immediately fork right on slip road, following UNIVERSITY sign. Turn left at the Retro Bar onto Charles Street for the NCP CAR PARK.

The line shown in the map is the quickest walking route directly from The Manchester Conference Centre to Manchester Piccadilly Train Station



#### FROM MERSEYSIDE VIA M62:

Leave at Exit 12 and join M602 MANCHESTER. At end of Motorway, follow A57 MANCHESTER sign (Regent Road) for approx. 1 mile. Proceed under railway bridge, continuing onto A57M (Mancunian Way). Continue on A57M and take 2nd exit. Immediately fork right on slip road onto Sackville Street, following UNIVERSITY sign. Turn left at the Retro Bar into Charles Street for the NCP CAR PARK

For detailed information and a map please download from the ACAT Website, <http://www.acat.me.uk/event/639/19th+annual+aca+t+national+conference+2012-07-05.htm> or visit: <http://www.manchesterconferencecentre.co.uk/>

# ACAT Annual General Meeting 2012

Formal notice of the 2012 Annual General Meeting was sent out to each ACAT member in April and we are now pleased to forward the papers and full information for this meeting in this booklet. The AGM this year is being held at the end of the first full day of the ACAT Annual Conference on Friday, 6th July, 2012 at 17.15. If you wish to attend the AGM only there is no need to book in, please just come along. If you would like to also attend the conference, details for booking are at the bottom of this page.

This year, for the first time, we are pleased that during lunchtime on the day of the AGM, the Trustees will be available for members to meet with them on an informal basis to discuss any issues or concerns they may have and we do hope people will find this useful.

The AGM itself is an important meeting with updates on work undertaken over the previous year by various ACAT committees and information on forthcoming work, changes and challenges. There will also be opportunities for discussion and for you to put questions to the Trustees.

This year Trustees are putting forward a resolution to limit the maximum number of trustees to twelve. This is to keep the Board to a manageable number and also to encourage some degree of competition when posts are vacant.

It is also required by our Memorandum and Articles of Association that one third of our Directors (Trustees) stand down (with the opportunity to stand for re-election if so wished). ACAT currently has eleven directors and Alison Jenaway, Jessie Emilion and Virginia West have volunteered to stand down this year. Full information about those nominated for appointment to the Board of Trustees can be found later in this booklet.

If you cannot attend but wish to vote on the resolution(s) to be submitted to the AGM (as detailed in the Agenda of this booklet) as well as those nominated to the Board of Directors, a **Voting by Proxy Form** can be found at the end of this booklet. **Please complete and return to the ACAT Office by 5pm on 30th June, 2012. Please note: those eligible to vote are fully paid up ACAT Psychotherapist, Practitioner and Life Members.**

We do hope to see you at the AGM and at the 19th Annual ACAT Conference which, this year, is residential and running over two days beginning at 5pm on Thursday, 5th July until 5pm on Saturday, 7th July, 2012. It is entitled: **"Multiple Relationships - using and doing CAT with Individuals, Groups, Families, Teams, Organisations and Cultures" – and subtitled "Letting CAT out of the Bag"**. There is to be a rich and exciting variety of contributions with a mix of plenary presentations and workshops. The conference is all about the multiplicity of applications of CAT, the versatile ways of doing it and research evidence into it. We will be coming together to share and test out our ideas and hope the conference will be a time for reflection on what we are doing, and an opportunity to hear new and familiar voices and make links. For more information and booking go to the link at the top of the Home Page on the ACAT website: [www.acat.me.uk](http://www.acat.me.uk)

All documents found in this booklet are also available to download from the website: go to [www.acat.me.uk](http://www.acat.me.uk), click on ACAT Events and then on the AGM link.

If you have any questions about the AGM, then please do not hesitate to contact the Susan Van Baars at the ACAT Administration Office: [admin@acad.me.uk](mailto:admin@acad.me.uk) or telephone 0844 800 9496.

We look forward to welcoming you to the AGM and do hope you will be able to attend.

Yours sincerely

Jason Hepple – Chair of ACAT

Weston Theatre,  
Manchester Conference Centre,  
Weston Building,  
Sackville Street,  
Manchester  
M1 3BB

Friday, 6 July 2012 from 17.15 – 18.00

# Annual General Meeting | Agenda

Weston Theatre, Manchester Conference Centre, Weston Building, Sackville Street, Manchester M1 3BB

Friday, 6th July, 2012 17.15 – 18.00

		Page(s)	Presented by:
1	Chair's Welcome	5	Jason Hepple
2	Apologies for Absence		
3	Minutes of the Last AGM held on Friday, 1 April, 2011	21 - 22	
4	Matters Arising		
5	Chair of ACAT's Report The Chair's Report is included in this booklet and will not be read aloud at the meeting. Comments will be welcomed.	7	Jason Hepple
6	Treasurer of ACAT's Report. The Treasurer's Report and Year 2010-2011 Accounts are included in this booklet and will not be read aloud at the meeting. Comments will be welcomed. Resolutions: • Resolution to Approve the Accounts Year Ending 31 July, 2011 • Re-appointment of Sully Partnership Ltd as Auditors	8	Stephen White
7	Chair of the Training Committee's Report 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.	14	Linda Harvey
8	Chair of the Exam Board's Report 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.	15	Shirley Akgun
9	Chair of the Research and Communication Committee The Chair of the Research and Communication Committee's Report is included in this booklet and will not be read aloud at the meeting. Comments will be welcomed	18	Jason Hepple
10	Report from the Liaison Officer The Report from the Liaison Officer is included in this booklet and will not be read aloud at the meeting. Comments will be welcomed	18	Maddy Jevon
11	Report from the Chair of the Ethics Panel 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	18	Catherine McCarter
12	Chair of ICATA's Report The Chair of the International CAT Association's Report is included in this booklet and will not be read aloud at the meeting. Comments will be welcomed	19	Steve Potter
13	Resolution: <b>That</b> by virtue of article 20(2) of the company's articles of association the maximum number of directors appointed shall be twelve with effect from the passing of this resolution.	23	
14	Elections to the Board of Directors – please see the list of nominations within this booklet	20	
15	Any Other Business		
16	Date of Next Annual General Meeting		

## Chair's Report | Jason Hepple

It has been a busy year for ACAT as a newly established charity and the focus of the Board of Trustees has been to strengthen the organisational governance structures 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 (from 2012)

Achievements in 2011-2012:

- The launch of the new website
- The availability of a range of factsheets on CAT, CAT training and CAT research
- The establishment of a Press Officer functionality
- The launch of the 'Talking about CAT' campaign at the 2012 ACAT conference
- The gathering of key researchers into CAT at a pre-meeting of the 2012 ACAT Conference to establish a Research Strategy for ACAT

It was good to hear Prof. Sue Clark present the positive results of the 'Dorset Trial' (Randomised trial of CAT for Personality Disorder) at the Krakow ICATA meeting. The paper has been submitted to the British Journal of Psychiatry.

Regulation of Psychotherapy seems to be heading towards the establishment of assured voluntary registers under the auspices of CHRE. ACAT has requested status as a member organisation but will be represented via its membership of UKCP.

ACAT is currently a member organisation of the Humanistic and Integrative Psychotherapy College and the Cognitive Psychotherapies College of the UKCP and is in negotiation with the Constructivist College with

view to a possible merger with the Cognitive Psychotherapies College of which ACAT is a major member.

Given the difficulties faced by public sector services in the current financial climate CAT seems to be holding its own in NHS settings and is pleased to accredit eleven practitioner trainings in 2012, including a newly established training in Cornwall. ACAT's links with Sheffield Hallam University are strong and are helping to assure the survival of CAT Trainings in the NHS.

In my view, CAT continues to grow because it is based on a really good idea that appeals to clients and therapists working together in a constructive and challenging dialogue that takes each client /therapist encounter as a unique starting point for exploration. ACAT sets very high store on training, on-going supervision and continuing professional development and it is this depth of commitment to CAT that ensures CAT is valued as a therapy for complex clients and in complex settings. CAT has grown largely by word of mouth, enthusiasm, positivity and through its thriving community of supportive psychotherapists, practitioners and trainees.

This brings me to the 'Talking about CAT' Campaign. Supported by our factsheets we hope that each member and trainee within ACAT can start a dialogue in their local area around CAT with those who may be interested or have influence on the future direction of services. Our target audience must include clients and potential clients, commissioners, purchasers, public sector managers/professionals and members of the public across the UK. While ACAT will focus its central efforts on a 'top down' engagement with national organisations like NICE, IAPT and CHRE it will be up to grass root members and trainees to provide the 'bottom up' engagement which is likely to continue to be the most important way that ACAT pursues its charitable objects. Please make a commitment to talk to at least one person about CAT.

I thoroughly enjoyed the ICATA conference in Krakow last September and I look forward to another international conference in 2013, possibly in Italy. Many thanks to those who have put in such a lot of hard work to get ICATA established, particularly Steve Potter and Annalee Curran from ACAT.

I would like to thank Mark Westacott for his continuing work with UKCP and Sue Van Baars and Maddy Jevon for giving me so much support in my first year as Chair of ACAT.

Jason Hepple  
April 2012

## Treasurer's Report for Financial Year ended 31 July 2011 | Stephen White

### 1. Financial Activities.

The Statement of Financial activities for the year show a shortfall of £3,912 between the incoming resources and the costs and charitable expenditure associated with generating the income. The detailed results, shown in the following pages, reveal a reduction in membership subscriptions and conference income whilst course income was well up when compared with the previous year.

### 2. Balance Sheet.

The charity's unrestricted reserves amounted to £128,115 and the Trustees' Report provides detail of the investment policy.

### 3. Key Events.

The Association for Cognitive Analytic Therapy Ltd achieved charitable status on 9th May 2011 as was entered on the Register of Charities from that date.

Application was submitted in July 2011 to HMRC to register for eligibility under the Gift Aid scheme. Notification was received in October 2011 that HMRC accepted ACAT Ltd as a charity for tax purposes effective from May 2011. An appeal was lodged, on behalf of the Trustees, to backdate the effective date to January 2007 when ACAT Ltd was incorporated.

### 4. Conclusion.

ACAT Ltd, having now achieved the status that the Trustees had sought on behalf of its members, was required this year to change the format of the accounts and reports to comply with the Charity Commission's requirements. Once again my thanks to all those involved in accounting and IT operations, without their dedication and hard work we could not have achieved the goals that we had hoped for.

Stephen White  
Treasurer, ACAT

## Trustee's Report for the year ended 31 July 2011

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 2011. 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

Our Charity's purposes as set out in the objectives contained in the Company's memorandum of association 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

### Structure, governance and management

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

The ACAT Board of Trustees has eleven 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 administrator and ACAT liaison officer who are employees of ACAT.

Trustees attend an annual trustees away day for the purposes of induction and continuing professional development in their role as trustees. From 2011-2012 personal development plans for trustees are devised and monitored at additional meetings for trustees preceding the Board meetings which are held three times a year.

### 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 HPS, NMC and GMC have a bearing on ACAT



policy and direction. ACAT is also a member organisation of the UKCP and is seeking to become a member organisation for the assured voluntary register being established by CHRE.

ACAT works closely with Sheffield Hallam University who accredit most ACAT training courses.

ACAT is a national member of the newly established international Cognitive Analytic Therapy Association (ICATA).

#### **Objectives and activities**

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 2011-2012 ACAT progressed a detailed Marketing 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 achievements in 2011-2012 include the launch of a completely revised website and the collection of a series of downloadable factsheets on the nature of CAT, Training in CAT and Research into CAT.

#### **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) 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 572 Practitioner and Psychotherapist members, 271 trainee members, 82 Friend members and is currently providing eleven accredited trainings across the UK.

##### Greater user public involvement 2012-2013

The Board of Trustees has established a User/Public Involvement strategy for 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 collaborating with other charitable ventures that target vulnerable, socially excluded or disadvantaged groups.

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 2011 were £128,115 (2010 : £132,027).

The Trustees have examined the charity's requirements for reserves in light of the main risks to the organization. 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 2012-2013.

- The operationalisation of ACAT's user/public involvement strategy
- The full delivery of ACAT's Marketing Strategy
- The development of a Research Strategy

##### Recruitment and Appointment of Board of Trustees

As part of the user-public involvement strategy for 2012-2013 ACAT aims to broaden the diversity of trustees through targeted advertising to ensure the appointment process at future AGMs is competitive and open to people who are not ACAT members.

#### **Investment policy and performance**

£100,000 invested in short term Fixed Rate Bond (12 months) with current yield of 3.00% gross.

£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 25th May, 2012 and signed on their behalf by S H White.

## Annual Accounts Financial Statements for Year Ended 31st July 2011

### Legal and Administrative Information for ACAT Association for Cognitive Analytic Therapy

#### Status

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

Trustees and Directors	A Curran	
	M F Dunn	resigned 6th June 2011
	J Emilion	
	J N Hepple	appointed 6th June 2011
	A Jenaway	
	E W McCormick	appointed 6th June 2011
	S G Potter	resigned 6th June 2011
	V J Richer	
	J D Watson	appointed 6th June 2011
	V West	
Secretary	M Westacott	
	S H White	
	S A Yabsley	appointed 6th June 2011
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	

## Annual Accounts Accountants' Report for Year Ended 31st July 2011

### Accountants' report for the year 31 July 2011 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 profit and loss account, the balance sheet and the related notes from the accounting records and information and explanations you have given to us. We have done this in accordance with the engagement letter dated 31 August 2008 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 2011 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 2011.

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

# Annual Accounts Statement of financial activities for year ended 31st July 2011

	Notes	Unrestricted funds £	2011 £	2010 £
<b>Incoming resources</b>				
Activities for generating funds:	3	226,196	226,196	237,949
Income from investments	4	130	130	499
<b>Total incoming resources</b>		<b>226,326</b>	<b>226,326</b>	<b>238,448</b>
<b>Less: Resources expended</b>				
Cost of generating voluntary income	5	(142,243)	(142,243)	(122,394)
		(142,243)	(142,243)	(122,394)
<b>Net incoming resources available for charitable application</b>		<b>84,083</b>	<b>84,083</b>	<b>116,054</b>
<b>Charitable expenditure</b>				
Cost of charitable activities	6	(87,968)	(87,968)	(122,394)
Governance costs	13	(27)	(27)	(105)
<b>Total charitable expenditure</b>		<b>(87,995)</b>	<b>(87,995)</b>	<b>(112,772)</b>
<b>Total resources expended</b>		<b>(230,238)</b>	<b>(230,238)</b>	<b>(235,166)</b>
<b>Net movement in funds</b>		<b>(3,912)</b>	<b>(3,912)</b>	<b>3,282</b>
<b>Total funds brought forward</b>		<b>132,027</b>	<b>132,027</b>	<b>128,745</b>
<b>Total funds carried forward</b>		<b>128,115</b>	<b>128,115</b>	<b>132,027</b>

## Balance Sheet

	Notes	2011 £	2010 £
<b>Current assets</b>			
Stocks		875	875
Debtors	9	16,087	15,630
Cash at bank and in hand		136,621	158,311
		<b>153,583</b>	<b>174,816</b>
<b>Creditors: amounts falling due within one year</b>			
	10	(25,468)	(42,789)
<b>Net current assets</b>		<b>128,115</b>	<b>132,027</b>
<b>Net assets</b>		<b>128,115</b>	<b>132,027</b>
<b>Funds</b>			
Unrestricted funds		128,115	132,027
<b>Members' funds</b>		<b>128,115</b>	<b>132,027</b>

## Trustees' statements required by Sections 475(2) and (3) for the year ended 31 July 2011

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

- a. that for the year end 31 July 2011 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 2011 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 abbreviated accounts 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 25th May, 2012 and signed on its behalf by S H White.

# Annual Accounts Notes to the financial statements for the year ended 31st July 2011

## 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	2011	2010
	£	£	£
Membership subscriptions	71,044	71,044	75,115
Book sales and other income	4,948	4,948	6,898
ACAT Training courses	87,490	87,490	78,040
Conference income	10,833	10,833	32,200
Introductory courses	27,261	27,261	16,850
Training Division - Fee Income	700	700	1,560
Workshops	23,920	23,920	26,206
Other income	-	-	1,080
	<u>226,196</u>	<u>226,196</u>	<u>237,949</u>

## 4. Investment income

	Unrestricted funds	2011	2010
	£	£	£
Bank interest received	130	130	499
	<u>130</u>	<u>130</u>	<u>499</u>

## 5. Cost of generating funds

	Cost of generating funds	2011	2010
	£	£	£
Newsletter and publications	5,874	5,874	1,800
ACAT Supervisor Training	13,839	13,839	7,929
ACAT Training Courses	59,115	59,115	54,982
Conferences	5,882	5,882	36,124
Introductory courses	16,338	16,338	9,278
ACAT Training Division	54	54	639
Research	-	-	1,318
Workshops	24,172	24,172	10,324
Sheffield Hallam University Partnership	16,969	16,969	-
	<u>142,243</u>	<u>142,243</u>	<u>122,394</u>

## 6. Cost of Charitable Activities

	2011	2010
	£	£
Staff costs	49,820	43,594
Rent, rates and service charge	8,176	16,582
Insurance	966	920
Printing, postage and stationery	3,257	5,122
Telephone	2,098	2,190
Computer costs	7,044	6,612
Travelling	1,299	-
Legal and professional	235	-
Consultancy fees	6,610	15,192
Accountancy fees	1,716	1,660
General expenses	-	7,001
Subscriptions	4,396	8,859
Interest and charges	2,351	4,935
	<u>87,968</u>	<u>112,667</u>

## Annual Accounts Notes to the financial statements for the year ended 31st July 2011

### 7. Employees

#### Number of employees

The average monthly numbers of employees (including the trustees) during the year were:

	2011 Number	2010 Number
Number of employees	14	14

#### Employments costs

	Charitable expenditure	2011 £	2010 £
Wages and salaries	46,285	46,285	41,578
Social security costs	3,535	3,535	2,016
	49,820	49,820	43,594

	Unrestricted	2011 £	2010 £
Wages and salaries	46,285	46,285	41,578
Social security costs	3,535	3,535	2,016
	49,820	49,820	43,594

### 8. Trustees' emoluments

The trustees neither received nor waived any emoluments during the year (2010 : nil)

	2011 £	2010 £
--	-----------	-----------

Out of pocket expenses were reimbursed to trustees as follows

Travel	1,299	-
	1,299	-

### 9. Debtors

	2011 £	2010 £
Trade debtors	13,700	8,876
Prepayments and accrued income	2,387	6,754
	16,087	15,630

### 10. Creditors: amounts falling due within one year

	2011 £	2010 £
Trade creditors	726	269
Corporation tax	27	105
Accruals and deferred income	24,715	42,415
	25,468	42,789

### 11. Analysis of net assest between funds

	Unrestricted funds £	Total funds £
Fund balances at 31st July 2011 as represented by:		
Current assets	153,583	153,583
Current liabilities	(25,468)	(25,468)
	25,468	25,468

### 12. Controlling interest

The company has no ultimate controlling party.

### 13. Taxation

	2011 £	2010 £
Analysis of charge in period		
Current tax		
UK Corporation tax	27	105

### 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.

## Chair of Training Committee | Linda Harvey

This has been a year of consolidation. With the momentum of a revamped website, the Committee has sought to clarify, even more, the required pathways and procedures towards training. The Committee has felt it crucial that our practitioners and psychotherapists working within the NHS have guidelines to which they can call attention when their employers, striving as they are to make savings, seek to limit the provision of supervision or support. Whilst some people might feel that an increased stringency makes it more difficult to meet training requirements, the Committee seeks to be adaptive and, through ACAT, promote new ways of thinking. An example of this would be the recent, 18th May, workshop on on-line supervision, which was arranged by Jane Stephens, our External Examiner for Supervisor Training and Dawn Bennett's recent questionnaire asking for feedback regarding its current use. Dawn is the Liaison link between Sheffield Hallam University and ACAT. The Committee remains open to suggestions of different ways of practice however. It is our task to establish what is good enough as a whole for the practice of CAT, whilst being aware of generic statutory requirements.

Members of the Training Committee are currently running 11 Practitioner/ Post Graduate Diploma courses, validated by Sheffield Hallam University, SHU.

These are CAT East in Norwich; Oxford; CAT North (2 trainings) in Manchester; Berkshire in Reading; Brighton; West Midlands in Cannock; North London in St Ann's, Tottenham, London; London St. Thomas; NTW in Newcastle and Cornwall in Truro.

(Within these trainings and other trainings not currently running, there are still a few trainees completing previous ACAT only accreditations).

Later this year a new practitioner training will begin in Somerset and further cohorts will be recruited for St Thomas, CAT East, CAT North and Oxford.

CAT Skills Trainings continue to run and evolve and details of future courses will be posted on the website. Currently none are SHU accredited, though they can receive ACAT accreditation.

SHU provides a route for an MSc in Cognitive Analytic Therapy and seeks to do this on a modular level. Currently the Committee is pursuing ways of accommodating a year 1 and year 2 module that would synchronise with our Practitioner or Skills training models. There will hopefully be clarification next year.

The ACAT Interregional Residential Psychotherapy Training is also taking in a new cohort this year. As with other courses, there are still a few trainees from past courses to be accredited. We are grateful that the Trustees have agreed bursaries to support learning and details will be available on the website.

This year the Supervisors and Trainers Day was held over March 23rd and 24th at the Russell Hotel. Once more Vicky Petratou facilitated much of the day but there were valued contributions from other CAT members and it was stated by those present that they would wish the days to continue as a regular event

as it is valued as a way of trainers and supervisors meeting up with colleagues to discuss a specific area of our practice.

This was the first year for assessment of CPD and Alison Jenaway and myself reviewed the statements provided by those who were randomly chosen, whilst Maddy Jevon, Liaison Officer, instigated the procedures. It has raised ideas for making the process easier in the future but it was reassuring to discover that all had provided sufficient evidence to satisfy CPD requirements.

In addition to Course Directors, other Training Committee members are Sally-Anne Ennis in her role as Vice Chair for Applications of Prior Learning (APL), Steve Potter as Vice Chair of Supervisor Training and Jane Stephens as National Examiner of Supervisor Training. The Committee is also grateful to Professor Hilary Brown for her role as External Examiner to the ACAT/SHU accredited courses and the continuing input from Sheffield Hallam University.

I would like to thank everyone on the Committee, for the huge amount of work and time that they continue to dedicate to the furtherance of ACAT, and to acknowledge Susan Van Baars' and Maddy Jevon's usual excellent support.

Linda Harvey 2012

## Chair of Exam Board | Shirley Akgun

I am now two years into the post as Chair of the ACAT Exam Board and it continues to run jointly with Sheffield Hallam University (SHU). Val Keating, Chair of the SHU Exam Board will be retiring at the end of June this year and Helen Bywater will be stepping into that role from the next Exam Board in October. I will remain as Chair of the ACAT Exam Board and envisage that this collaboration will continue to work as well as it has done up to now. I wish Val Keating well as she retires and thank her for her invaluable input to the Exam Board and for her endless humour. Good Luck Val.

From this year the Exam Board will reduce to having two meetings per year in approx March and September, rather than three. CAT Trainings continue to flourish with 84 people having been accredited as CAT Practitioners since last year. There were 21 people accredited as Supervisors [again up on last year] and 34 with CAT Skills. There were 10 clinicians accredited as Psychotherapists [again up on last year].

Last October a new course centre, Cornwall, began its first practitioner training (PGDip) with Daniel Robins and Lid Tristram as Course Directors. We are pleased that in October 2012, Somerset will again be running a practitioner training, this new training as ACAT/SHU accredited PGDip. Course Directors of the new Somerset training are Jason Hepple and Jay Dudley.

### Accreditations since the last AGM 2011:

Practitioner Accreditations: 84	Supervisor Accreditations: 21
Psychotherapist Accreditations: 10	CAT Skills Accreditations: 34 (7 of these are SHU dual award)

### Practitioner Accreditations:

Berkshire: 2 (all SHU dual award)  
Brighton: 5 (all SHU dual award)  
CAT North: 24 (13 are SHU dual award)  
North London: 8 (7 are SHU dual award)  
NTW: 7 (6 SHU dual award)  
Oxford: 12  
Scotland: 4 (all SHU dual award)  
Somerset: 3  
Southampton: 3  
St Thomas: 8  
West Midlands: 8 (all SHU dual award)

A detailed list of those accredited over the last year follows and I would like to offer my heartfelt congratulations to them.

Shirley Akgun  
Chair of the ACAT Exam Board

## ACAT | Statistics

### Membership Statistics at the time of publication (May 2012)

Trainees	272
Practitioners	432
Psychotherapists	132
Retired	9
Friends of ACAT	82
Private Practitioner Listings	186

### Training Statistics at the time of publication (May 2012)

Number of Current Practitioner Training Courses	11
Number of Trainee Practitioners on Current Courses	181

### Website Statistics at the time of publication (May 2012)

Number of page views in month	33,000
Number of document downloads (psychotherapy file etc) in month	1,042
Value of all online transactions to date	£817,317

### ACAT Event Statistics between 1st August 2010 and 31st July 2011

Number of Introductory Courses run	4
Number of CPD events run	14
Number of delegates attending events administered by ACAT	272
Number of delegates attending ACAT Conference 2010	111

## Exam Board | Accreditations April 2011 to April 2012

### Psychotherapist - IRRAPT

Adrian Newell	Doreen O'Rourke	Anita Turley	Julia Coombes	Judy Faulkner	Aileen Garrihy
Julie Wilkinson	Cheryl Delisser	Barbara Williams	Martin Wrench		

### Supervisor

Janis Abernathy	Alison Carolan	Julia Coombes	Bernadette Dockery	Alison Macdonald	Cal Nield
Jo Cheffey	Jane Davison-White	Caroline Dower	Louise Kenward	Claire Martin	Drew McAnespie
Rab McNeil	Tammy Wachter	Christina Hardy	Michelle Hamill	Claire Corbridge	Stella Compton Dickinson
Liza Messing	Heather Barker	Anita Turley			

### Practitioners

<i>Berkshire</i>	Laura Brummer (PGDip)	Julie Rogers (PGDip)				
<i>Brighton</i>	Kristina Antonova (PGDip)	Deborah de Wet (PGDip)	Nicole Elton-Shewan (PGDip)	Andrea Heaton (PGDip)	Lucy Beth Howe (PGDip)	
<i>North London</i>	Katie Walker	Richard-John Chippindall (PGDip)		Alan Lee (PGDip)	Linda Rowland (PGDip)	Allyson Lawrence (PGDip)
	Nikki Scheiner (PGDip)	Carl Taylor (PGDip)	Stephen Taylor (PGDip)			
<i>CAT North</i>	Rebecca Lamb	Sonia Mangwana	Carolyn Seton	Kelly Taylor	Jill Vose	Janet Eden
	Virginie Bonnie	Beth Greenhill	Peter Williams	Alison Harrison	Kirsten Lee Quirk	Anne Crowley (PGDip)
	Alison Thompson (PGDip)	Kim Dent-Brown (PGDip)	Janet Eddlestone (PGDip)	Aoiffe Kilcommons (PGDip)	Val Winchester (PGDip)	Annika Ashforth (PGDip)
	Gemma Kothari (PGDip)	Steve Lilley (PGDip)	Amy Newell (PGDip)	Claire Seddon (PGDip)	Siobhan Simpson (PGDip)	Lesley Wilkinson (PGDip)
<i>Oxford</i>	Dawn Bagwell-Cox	Fran Miller	Louise Pye	Michelle Tempest	Rajshree Weston	Amanda Copeland
	Elisa Rivera	Libby Barnardo	Claire Hubbard	Perry Morrison	Anna Tutin	Kate Ward-Perkins
<i>Scotland</i>	Gordon Barclay (PGDip)	Ishbel Dumughn (PGDip)	Maureen Nicol (PGDip)	Leonie Sweeney (PGDip)		
<i>Somerset</i>	Helen Phillips	Paul Hetherington	Jackie Pridham			
<i>Southampton</i>	Sally Parker	Kerry Cook	Monica Alferez-Calvo			
<i>St Thomas'</i>	Timothy Quinn	Rosemary Summerhayes	Josephine Ahmadi	Joanna Cook	Giovanni Giaroli	Cynthia Maria Gil-Rios
	John Harding	Robyn Vesey				



## Exam Board | Accreditations April 2011 to April 2012

### Practitioners cont.

<i>Northumberland, Tyne and Wear</i>	Laura Black Jonna Siitarinen (PGDip)	Melanie Bash (PGDip)	Lorna Gray (PGDip)	Mark McGovern (PGDip)	Sarah Wrigley (PGDip)	Julia McCallum (PGDip)
<i>West Midlands</i>	Miranda Barber (PGDip) Meera Shah (PGDip)	Rosemary Carter (PGDip) Anthony John Wynne-Jones (PGDip)	Gemma Harris (PGDip)	Christine Laking (PGDip)	Claire Middle (PGDip)	Nicola Murphy (PGDip)

### CAT Skills Training

<i>CAT Skills East:</i>	Angela Sait-Stewart	Sheena Edwards	Sajid Muzaffar			
<i>CAT Skills Lincolnshire:</i>	Sharon Agar Rebecca Pratt	Phil Charlesworth Cheryl Stelfox	Katie Cooper Sonia Wilson	Justine Hardy	Balbinder Mann	Noel McGrath
<i>CAT Skills London Munro 2010:</i>	Mark Boyden Karin Kihlberg Massimo Stocchi	Jane Butt Amanda Lebus Andrew Williams	Aikaterini Dimakopoulou Geraldine Long Tom Graham	David Goodayle Armin Luthi	Julija Ivanova Scarlet O'Hara	Theodora Kapsala Sunita Rajput
<i>CAT Skills CNWL 2010:</i>	Sophie Fyfe (60 credits) Tamara Cilliers (60 credits)	Kate Younger (60 credits)	Mariwan Husni (60 credits)	Nilay Nagle (60 credits)	Serenella Fornara (60 credits)	Velani Bhebehe (60 credits)

## Chair of Ethics Panel | Catherine McCarter

Four people were sent complaints packs or referred to the website after enquiring of the office. In addition, two people wrote raising possible complaints. One expression of concern was considered by the Exam Board, the second is in the process of referral to an investigating sub-committee.

Catherine McCarter  
April 2012

## Research and Communication Committee | Jason Hepple

It has not been possible to appoint a new chair of the Research and Communication Committee this year following my becoming Chair of ACAT at the last AGM. Due to this, the role has effectively been subsumed into the Chair of ACAT's role of managing the marketing and research strategies of the Board of Trustees of ACAT.

I am pleased to announce that Robert Watson has agreed to become the Research Support Group co-ordinator and can provide a link to the CAT research network for anyone with interest in starting research into CAT.

The most important event of the year from a research point of view is the pre-meeting of CAT researchers to be held on the Thursday before the 2012 ACAT conference when it is hoped a Research Strategy can be formalised.

Jason Hepple

## Liaison Officer Report | Maddy Jevon

### Website and Online Library

This time last year I was immersed in the redevelopment of the website. This was finally launched in August last year, and seems generally to have been well received. At the time of writing (1 May) we are still trying to resolve the issue of the library for journal articles. I am conscious of the difficulty this has caused members, particularly course directors and those in training, for which I can only apologise. I hope that by the AGM I will have more concrete news to impart.

### Marketing and Publicity

This is being approached in several ways. Firstly by improving CAT's external web presence. Secondly I am working with an experienced journalist/writer with the aim of getting a range of stories and news items about CAT in newspapers. I have greatly appreciated Ann Lloyd's knowledge and experience in tackling this work and I hope we shall soon be able to report on stories appearing in the media.

I have also been working with Jason on implementing a marketing strategy which includes the 'Talking about CAT' campaign designed to involve as many members as possible in spreading the word about CAT with the help of high quality marketing materials.

We have also been looking at ways in which CAT and ACAT can be represented in developments within the NHS such as the new initiative with Increasing Access to Psychological Therapies (IAPT) and Serious Mental Illness (SMI).

### CPD

Since the last AGM we have conducted the first CPD audit on a small number of ACAT members. Our own experience in conducting this, together with feedback from the auditors and audited is being pulled together to try and improve the process for all concerned.

I have been trying to gather views on CPD needs but this has proved more difficult than envisaged. We wish to provide an interesting and engaging CPD programme, but ACAT cannot run these events at a loss, so we shall continue to grapple with this issue.

### In general

I have continued to prepare and circulate the e-newsletter, and have been involved in pulling together information on the multiple facets of ACAT – from supervision requirements, to the training pathway for those wishing to embark on a CAT career. Many thanks to all those members who contribute in all sorts of ways, and to Sue and Frances in the office for their unfailing helpfulness and sense of humour.

Maddy Jevon  
Liaison Officer, ACAT

# International Cognitive Analytic Therapy Association (ICATA) | Steve Potter and Annalee Curran

## Report from the delegates to the International Cognitive Analytic Therapy Association

This is the third annual report on the work of the International Cognitive Analytic Therapy Association (ICATA). ICATA is a federation of national associations and has an executive made up of delegates from these associations. It has no individual members, only organisational members. As ACAT's delegates we are pleased to report on the continuing progress of the International Association as a federation of National CAT associations. Delegates to ICATA come from Australia, Finland, Greece, India, Ireland, Italy, New Zealand, Poland, Spain and the UK. We have had a busy year with an international conference, setting up a web site and the consolidation of national associations and training programmes in several countries.

### Fourth International CAT Conference in Krakow, Poland

The key event of the past year was the fourth international CAT conference held in September 2011 in Krakow. It was a joint event between ICATA and the Polish CAT association. This was a truly international meeting with representation from the UK, Ireland, Australia, New Zealand, Poland, Finland, Italy, Spain, Greece, Chile, India and individuals from other countries. We had 130 participants and celebrated the rich diversity of CAT. There was a great deal of voluntary effort put in to getting the conference off the ground and thanks were given to the organising committee of Katri Kanninen, Dorota Plonska and Steve Potter.

We were delighted to have Mikael Leiman as a keynote speaker and provider of a popular, pre-conference workshop and Sue Clarke reporting on the results of the randomised controlled trial into CAT and Personality Disorder. Andrew Chanen chaired a research development meeting before the conference and there were a rich variety of workshops. The conference brought people together and helped to consolidate the role of ICATA. We particularly appreciated the cabaret on the final evening in which each country gave an evocative representation of their culture through song, poetry and music. Highlights were Finnish punk, break-dancing, Italian Opera, Greek song and instruction in the

correct intonation and meaning of Australian slang. The British offered Shakespeare, the Beatles and Benjamin Britten and a distinctive contribution from Scotland. There was a real sense of equality at the conference between the associations from the various countries with ACAT as a longer-standing but nonetheless equal member.

National Associations have been developing as follows: Australia and New Zealand formally established themselves as ANZACAT and have a growing membership, several training programmes and an accrediting committee. HellasCAT has been formed in Greece and had a first meeting in Thessaloniki. The Italian association is now well established and the first group of trainees and founding members are approaching accreditation. Spain and Poland similarly have national associations and Ireland with its well established association is developing a training programme due to start shortly. These developments are very much in line with the original aims of ICATA to promote collaborative development and regulation of training. Finland and FinCAT like the UK and ACAT have a well-established mix of training programmes and has a training committee that meets four times a year and by email if necessary.

The ICATA executive continues to have regular telephone conferences - often at 7.00 in the morning (for the UK and Irish delegates) during which we catch up with developments in each country. We are grateful for the offer of financial support both from FinCAT and ACAT to help create the international conference and develop the work of ICATA.

Following the research meeting in Krakow, Mikael Leiman has set up a Researchgate page.

We have also set up a website for ICATA which can be found at [www.internationalcat.org](http://www.internationalcat.org). ICATA's key documents are available for download and events and news are also advertised there. We also have a group seeking to develop web based teaching materials with a view to developing a web based course for those who can only initiate or consolidate their CAT training journey

through distance learning. Developing such materials will also be an aid to enabling common standards and awareness of the common patterns of use of CAT in different countries, cultures and settings.

We are hoping to meet again as an executive face to face in October 2012 and have an international conference in September 2013, though the venue is not yet confirmed

The International training guidelines are proving to be a useful reference document and particular countries new to developing CAT training are finding the modular structure with a year one certificate and a year two diploma useful.

Officers of the association are elected by the delegates to the association. The following posts were re-elected at the annual meeting during the conference in Krakow. Steve Potter Chairperson. Louise McCutcheon from ANZACAT (Australia and New Zealand) is the vice chairperson. Inigo Toloso as the delegate from Spain is the Treasurer. Ian Kerr stood down as secretary in order to concentrate on developing a web based international CAT journal and Katri Kanninen, from Finland was elected as Secretary in his place.

Steve Potter and Annalee Curran  
ICATA

## ACAT | Nominees

### Nominees for Appointments to the ACAT Board of Trustees

#### Ruth Carson

Ruth Carson is a CAT practitioner and supervisor and has played a key role in developing a CAT based service using both individual and group therapy with an innovative CAT framework. She has contributed to CAT training both locally and internationally and has many years multi-professional experience in the NHS both with her nursing background and as a cognitive and CAT therapist. She is head of the Eating Disorders Service in Liverpool. She is an excellent organiser and has a strong commitment to the development of CAT in the NHS.

#### Norma Anderson Maple

As a Founder Member of ACAT I am putting my name forward as a Trustee as part of my continuing commitment to the accessibility of CAT to a wide range of people. I find myself extremely concerned at the ongoing threats to NHS therapy provision and believe that ACAT needs to maintain a wide and wise presence as well as a strong voice in this current climate. A. Ryle began developing CAT in a context when access to helpful therapy was available to an elite of the wealthy or those likely to be rewarding patients for the limited NHS resource of the time. It has been exciting and rewarding to watch ACAT grow from its beginnings in Guys and St. Thomas's to a point of national and international presence.

Now, faced with many threats, I believe we need an energetic and creative ACAT at a time where cutbacks are aimed at those least able to challenge them and who are also most likely to be seriously affected by them. At a time of such challenges, I see the role of the Trustees within ACAT's organisational structure as crucial for continuing development and growth. I believe I can make a contribution to that work.

#### Virginia West

I am a CAT Therapist, Supervisor and a Founder Member. I would like to continue to promote CAT as an excellent relational model of therapy. I am particularly interested in supporting CAT internationally and developing the use of CAT in different group and community projects.

# 2011 AGM | Minutes

## Present:

### Trustees and

**Council of Management:** Mark Westacott (Chair and Trustee), Alison Jenaway (Vice Chair and Trustee), Stephen White (Treasurer and Trustee), Annalee Curran (Trustee), Steve Potter (Trustee), Virginia West (Trustee), Jessie Emilion (Trustee), Linda Harvey (Chair of Training Committee), Jason Hepple (Chair of Research and Communication Committee), Maddy Jevon (Liaison Officer), Petro Lekkos (Trainee Rep, Council of Management)

**Voting members:** There were 48 voting members present plus 13 proxy votes: total 61 (Quorum: 49 voting members)

**Non voting members:** There were 10 non voting members present

**Minutes:** Susan Van Baars, ACAT Administrator

## 1. Chair's Welcome

The Chair of ACAT, Mark Westacott, welcomed everyone to the 18th Annual General Meeting of ACAT.

## 2. Trustee and Council of Management Apologies:

Mary Dunn (Trustee), Vicky Richer (Trustee), Shirley Akgun (Chair of Exam Board), Catherine McCarter (Ethics Chair), Richard Cleminson (UKCP External Moderator)

## 3. Minutes of the Previous AGM held on 9 July 2010

The minutes of 9 July 2010 were agreed with the amendment of 16th AGM to "17th AGM".

## 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.

**Charity Approval:** Mark Westacott expanded on the go ahead given by the Charity Commission for ACAT to become a Charity. The particular importance of this AGM is the approval of the required amendment to our charitable objects by the voting membership. Stephen White also confirmed that our membership subscriptions would be eligible for Gift Aid which should benefit ACAT by about 20%. It was hoped that this increase in income would help avoid an increase in membership fees.

**New ACAT Website:** Mark invited Maddy Jevon to update on the website. The website launch has been delayed but it is anticipated that a new launch date will be confirmed shortly. The major changes will appear in the section for members of the public, commissioners and referrers. There will also be great improvements to the member sections. Maddy asked ACAT members and website

users to feedback comments and views – the aim is for the website to be dynamic and reflecting everyday change.

**Statutory Regulation:** Since Mark's annual report was written it has been confirmed that statutory regulation will no longer be going ahead via the HPC route and a recent alternative proposal that there will be a system of assured voluntary registers through CHRE (or possibly the HPC) is now looking like the most likely outcome. In effect this will mean that registers are "kite-marked" rather than any titles being protected. We are still waiting to hear from the government what the definitive proposals are.

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

## 6. Treasurer's Report

The Treasurer's Report and Accounts for the year ended 31 July 2010 had been circulated in the AGM booklet. Stephen White commented on the drop in overall income during the year attributing it to the smaller conference in 2010 and reduced interest payable on deposits. Despite this, a small surplus had been made with most events breaking even, debtors managed and creditors paid promptly.

## 6a Resolution to Approve Accounts Year Ending 31st July 2010

The Chair proposed a motion to approve the accounts for the year ending 31st July 2010. This was approved by all the voting members present and the additional proxy votes.

## 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 and the additional proxy votes.

The Membership present thanked Stephen for all his work as Treasurer – doing a fantastic job.

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

The Chair of the Training Committee's Report had previously been circulated in the AGM booklet. Linda Harvey thanked Sarah Littlejohn as Chair of Training Committee until January 2011 and credited the year's work to her. Linda has since come into the role and is enjoying the steep learning curve.

A question was raised by Tim Sheard as to whether the difficulty over ACAT complying with the required 160 personal therapy hours stipulated by UKCP HIPC and raised at the QQR in May last year had been clarified and resolved. Tim also asked whether the ACAT 96 hours requirement was proving difficult to reach.

Mark Westacott responded that it was important that ACAT retain flexibility in this and it was confirmed that the HIPC Guidelines are under discussion with the aim of incorporating ACAT's 96 hours personal therapy training requirement. A submission has been made by ACAT and this will be

discussed finally and hopefully approved by HIPC at its meeting in September 2011.

There was further discussion about Tim's concern that even 96 hours were difficult to reach and it was agreed that if there was considered to be any further issue it be considered by the Training Committee.

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

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

This report had been circulated in the AGM booklet and Mark Westacott invited questions in Shirley Akgun's absence.

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

9. **Chair of the Research and Communications Committee's Report**

The report of this group had been circulated in the AGM booklet. Jason Hepple spoke to his report and emphasized that lobbying and spreading the CAT word was key for the next year. A new Chair of this committee is needed to take over from Jason together with a Research Co-ordinator and he encouraged people to consider these roles.

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

10. **Report from the Liaison Officer**

This report had been circulated in the AGM Booklet and Maddy Jevon highlighted the need to get the online Library fully complete and asked members to notify her of anything they considered missing with refs etc.

**The report was unanimously approved by all voting members present together with the proxy votes.**  
Maddy was thanked for her work in the last year.

11. **Chair of the International Cognitive Analytic Therapy Association's (ICATA) Report**

This report had been circulated in the AGM booklet. Steve Potter spoke to his report.

**The report was unanimously approved by all voting members present together with the proxy votes.**  
Steve, Annalee Curran and Ian Kerr were all thanked for their work in developing and supporting ICATA.

12. **Resolution**

Mark Westacott spoke about the change needed in our objects in order to meet charitable status requirements and proposed the following resolution:

**Resolution:** That the draft clause set out below, be and is adopted by the company, in substitution for Clause 3 of its existing Memorandum of Association (which, for the avoidance of doubt, are treated as forming part of the Articles of Association by virtue of section 28 of the Companies Act 2006).

"3 (1) the promotion and protection of good health by:

- (a) Educating health professionals and promoting proper standards and good practice in cognitive analytic therapy; and
- (b) Increasing awareness and understanding of cognitive analytic therapy amongst health

professionals, service providers and the public."

**The resolution was unanimously approved by all voting members present together with the proxy votes.**

At this point the Directors signed the clause as approved and dated 1 April, 2011.

13. **Elections to the Board of Trustees with and without Office**

As required by our Memorandum and Articles of Association one-third of our Trustees have to stand down at each AGM.

**Steve Potter** was standing down and was not seeking re-election. Steve was thanked for his many years of service to ACAT including those as past Chair – he will be very much missed on Trustees but will still be involved with ACAT in other ways.

Also standing down and not seeking re-election was **Mary Dunn** – again she has devoted many years to ACAT and is also a past Chair. Many thanks to her and ACAT's best wishes for the future. Others standing down but seeking re-election are: Mark Westacott (Chair), Vicky Richer and Stephen White (Treasurer). Those standing down took seats in the audience.

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

Trustees with Office: Jason Hepple (Chair), Stephen White (Treasurer)

Trustees without Office: Deborah Fairlie (Deborah subsequently resigned the role in early April 2011), Liz McCormick, Vicky Richer, Robert Watson, Mark Westacott  
Sue Yabsley

**All were elected and re-elected unanimously by voting members present and proxy votes.**

**Thank you to Mark Westacott**

Alison Jenaway led the warm thanks to Mark for his immense contribution to ACAT in the past three years as Chair and for his guidance and steering of ACAT during this time of great change. He will be very much missed as Chair but sure all will be very glad he is continuing as a **Trustee**.

14. **Any Other Business**

**Jason Hepple:** thanked the AGM for electing him as the new Chair and outlined some of the priorities for the future as improving the evidence base for CAT in BPD and IAPT complex cases, lobbying the case for CAT and getting the message out and beginning a real dialogue with service users who can then inform the future direction of the principles and practice of CAT.

15. **Date of Next AGM**

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

Meeting closed at 17.55 hours

# AGM | Ordinary Resolution

ACAT Annual General Meeting, Weston Theatre, Manchester Conference Centre, Weston Building, Sackville Street, Manchester M1 3BB  
Friday, 6th July, 2012 from 17.15 – 18.00

This annual general meeting will, if thought fit, pass the following resolution, which will be proposed as an ordinary resolution:

## Ordinary Resolution

That by virtue of article 20(2) of the company's articles of association the maximum number of directors appointed shall be twelve with effect from the passing of this resolution.

Dated: .....

By order of the Board

.....

Director/Secretary

Registered Office:

8 Unity Street  
College Green  
Bristol  
BS1 5HH

Notes:

- (1) A member of the company who is entitled to attend and vote at the meeting is entitled to appoint a proxy to attend, speak and vote instead of him. A proxy need not also be a member.

# AGM | Request for a Proxy Vote at the AGM

ACAT Annual General Meeting, Weston Theatre, Manchester Conference Centre, Weston Building, Sackville Street, Manchester M1 3BB  
Friday, 6th July, 2012 from 17.15 – 18.00

## Form of Proxy

I am unable to attend the AGM on 1st April and I am a voting member of ACAT.

I, ..... being a fully paid up Psychotherapist / Practitioner / Life Member

of the above company, hereby appoint .....

of (address) .....

or failing her/him, the Chairman 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 6th July 2012 and at any adjourned thereof.

Signed this ..... day of ....., 2012.

Signature: .....

This form to be used \*in favour of / \*against the Special Resolution so described on the reverse side of this page and also to be used in the voting for the election of Directors with or without office to the ACAT Board.  
Unless otherwise instructed, the proxy will vote as s/he thinks fit.

\*please delete as appropriate

My Name: .....

Address: .....

.....

.....

Phone: .....

Email: .....

**Notes:** A member of the company who is entitled to attend and vote at the meeting is entitled to appoint a proxy to attend, speak and vote instead of him. A proxy need not also be a member.

Please return by 5pm on Tuesday, 30 June, 2012 to:

ACAT, PO Box 6793, Dorchester DT1 9DL. Alternatively scan and email to [admin@acat.me.uk](mailto:admin@acat.me.uk).

Enquiries to [admin@acat.me.uk](mailto:admin@acat.me.uk) or phone 0844 800 9496

detach and return

