

**The Association for Cognitive Analytic Therapy**  
**Annual General Meeting**

**Friday, 6th July 2018**

**Agenda and Papers**

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# ACAT Annual General Meeting 2018

Formal notice of the ACAT Annual General Meeting 2018 was sent out to all ACAT members in May 2018. We are now pleased to forward to you in this booklet papers and full information for the meeting.

The ACAT Annual General Meeting 2018 will take place during the Annual ACAT Conference at 4.30pm on Friday, 6th July 2018. It will be held in the Westminster Theatre, Chancellor's, Keele University, Keele, Staffordshire ST5 5BG [www.keele.ac.uk/findus/maps/](http://www.keele.ac.uk/findus/maps/)

Please note: If you wish to attend only the AGM there is no need to book into the conference, please just come along.

The AGM is an important meeting with updates on the work undertaken over the previous year by various ACAT committees. It provides an opportunity for discussion, and for you to put questions to the Executive and Trustees. It is also the time when new Trustees are elected to the ACAT Board. If you are unable to attend but wish to vote on the resolutions detailed in this booklet, on the reports, and on the nominations for Trustees, a **Voting by Proxy** form can be found at the back of this booklet. Please complete and return to the ACAT office **by 12 noon on Friday, 29th June 2018**.

This booklet can also be downloaded from the ACAT website; go to [www.acat.me.uk](http://www.acat.me.uk) and click on ACAT Events and then on the AGM link.

We do hope you are able to join us at the AGM, and also at the Annual ACAT Conference (5th to 7th July 2018). The Conference this year is entitled 'Therapist authenticity, creativity, and use of positive resources in cognitive analytic therapy'. For more information and to book, please click on the ACAT Conference tab on the Home Page of the ACAT website: [www.acat.me.uk](http://www.acat.me.uk)

If you have any questions about the AGM, please do not hesitate to contact the ACAT Office on 01305 263511 or email: [admin@acad.me.uk](mailto:admin@acad.me.uk)

We look forward to warmly welcoming you to the 2018 AGM and 24th ACAT Conference.

Alison Jenaway | Chair of ACAT

## ACAT | Contact Details

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Registered Charity No: 1141793

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# Travel Information and Directions

The AGM will be taking place in the Westminster Theatre of Keele University – address below.

Westminster Theatre  
Chancellor's  
Keele University  
Keele  
Staffordshire  
ST5 5BG

[www.keele.ac.uk/findus/](http://www.keele.ac.uk/findus/)

## **Arrival by rail:**

The nearest railway stations are at Stoke-on-Trent and Crewe.

From Stoke-on-Trent Station - there is a taxi rank just outside the station and typically the taxi journey to the University takes between 15 and 20 minutes.

From Crewe station – there is a taxi rank outside the station, and the journey to the University takes approximately 30 minutes.

## **Arrival by car:**

From the East, or from the M6, follow road signs to Newcastle-under-Lyme from where the University is approached by the A525 (signposted to Whitchurch).

If arriving from Crewe, approach by the A525.

If arriving from Shrewsbury, approach via the A53 and A525.

The closest car parks are C3 and C4. Follow campus signs for Chancellor's / University Reception.

For those attending the conference, parking permits will be emailed to you in advance - please print off and bring with you to display in your vehicle.

## **Arrival by coach:**

Coaches from all parts of the country call at Hanley or Newcastle-under-Lyme bus stations. Buses to the campus (service numbers First PMT 25/X25, and D&G 85) run from both stations.

## **Arrival by plane:**

Manchester Airport is the nearest airport to Keele and is approximately 35 miles (56km) away.

More comprehensive directions to the venue, including maps and useful travel information, are available on the Keele University website (address above).

A campus map is published in this booklet with the kind permission of Keele University - Chancellor's Building is referenced no 1 on the map.

# Keele Campus Plan



KEY	
	Pay & Display Car Park
	Car Park
	Science & Innovation Park Permit Car Park
	Bicycle Racks
	Bus Stop
	Bank
	Catering Facilities
	Halls Bar
	Pharmacy
	Shops
	24Hr Security

## CAMPUS KEY INDEX

ENQUIRIES	REF
University Reception (Chancellor's)	4
24 Hour Security (Darwin)	6
University Postroom (Media)	25
<b>UNIVERSITY BUILDINGS</b>	
Bungalow 77	46
Bungalow 78	47
Chancellor's	1
Chapel	7
Claus Moser	10
Clock House	14
Collin Reeves	15
Darwin	6

David Weatherall	34
Dorothy Hodgkin	35
Health Centre	36
Hornbeam	37
Huxley	38
Islamic Centre	39
Jack Ashley	40
Keele Hall	41
Lennard-Jones	42
Library & IT Services	43
Mackay	44
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Nursery	46
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Campus Shop	50
Sports Centre	51
Students' Union	52
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Tawney	54
The Covert 41	55
Newsome	56
The Covert 59	57
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KPA - Club House	59
Walter Moberly	60
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William Smith	62

SCIENCE PARK	REF
Alliance Medical	21
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IC1 (Innovation Centre 1)	23
IC2 (Innovation Centre 2)	24
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Plantation Park	38
Springpool	39
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# ACAT Annual General Meeting 2018 | Agenda

4:30pm Friday, 6th July 2018

Westminster Theatre, Chancellor's, Keele University, Keele, Staffordshire ST5 5BG

		Page(s)	Presented by:
1	Chair's Welcome	2	Alison Jenaway
2	Apologies for Absence (Trustees and Committee Chairs)		
3	Minutes of the last AGM held on Friday, 22nd September 2017	6-7	
4	Matters Arising from the Minutes		
	<b>Report from the Chair of ACAT</b>		
5	<i>The report is included in this booklet and will be read aloud at the meeting. Comments will be welcomed.</i>	8-9	Alison Jenaway
	<b>Report from the Treasurer of ACAT and Year 2016-2017 Accounts, together with the Trustees' Annual Report</b>		
6	<i>The reports and accounts are included in this booklet and will not be read aloud at the meeting. Comments will be welcomed.</i>	10-21	Cheryl Delisser
	<b>Report from the Chair of the Training Committee</b>		
7	<i>The report is included in this booklet and will not be read aloud at the meeting. Comments will be welcomed.</i>	22-23	Liz Fawkes
	<b>Report from the Chair of the Exam Board and Accreditation List</b>		
8	<i>The report is included in this booklet and will not be read aloud at the meeting. Comments will be welcomed</i>	24-25	Anna Jellema
	<b>Report from the Chair of the Ethics Panel</b>		
9	<i>The report is included in this booklet and will not be read aloud at the meeting. Comments will be welcomed</i>	26	Jay Dudley
	<b>Report from the Chair of the Equality and Diversity Group</b>		
10	<i>The report is included in this booklet and will not be read aloud at the meeting. Comments will be welcomed</i>	27	Dupe Adu-White
	<b>Report from ACAT's Representative to HIPC/UKCP</b>		
11	<i>The report is included in this booklet and will not be read aloud at the meeting. Comments will be welcomed</i>	28	Sarah Cluley
	<b>Report from Reformulation's Editors</b>		
12	<i>The report is included in this booklet and will not be read aloud at the meeting. Comments will be welcomed</i>	29	Louise Yorke & Nicola Kimber Rogal
	<b>Report from ACAT's Representatives to ICATA</b>		
13	<i>The report is included in this booklet and will not be read aloud at the meeting. Comments will be welcomed</i>	30	Elizabeth Wilde McCormick
14	Resolutions – none received		
15	Elections to the Board of Directors – List of Nominations	32-34	Alison Jenaway
16	Any Other Business		
17	Date of the Annual General Meeting 2019 – to be announced		

## Agenda Item 3

# Minutes of ACAT Annual General Meeting 2017

22nd September 2017 at 17:00

B52 Lecture Theatre, Business School South, Jubilee Campus, University of Nottingham

Draft Minutes to be approved at the next AGM on 6 July 2018

Present:

**Trustees and Council of Management:** Jason Hepple (Chair of ACAT and Trustee), Robert Watson (Vice Chair of ACAT and Trustee), Stephen White (Treasurer and Trustee), Henrietta Batchelor (Trustee), Ruth Carson (Trustee), Cheryl Delisser (Trustee), Alison Jenaway (Trustee), Liz McCormick (Trustee), Sue Yabsley (Trustee), Rosemary Parkinson (Trustee), Liz Fawkes (Chair of Training Committee), Shirley Akgun (Chair of Exam Board - outgoing), Susan Van Baars (Administration Manager)

**Voting members:** including the above named there were 79 present and 4 proxy votes = total 83 voting members (quorum: 72 voting members)

**Non-voting members:** None present

Minutes: Alison Marfell

### 1. Chair's Welcome

The Chair of ACAT, Jason Hepple, welcomed everyone to the 24th ACAT Annual General Meeting which would be his last as Chair.

### 2. Apologies for Absence

Jay Dudley (Trustee); Marilyn Ramsden (Lay Trustee), Karen Shannon (Trustee), Anna Jellema (Chair of Exam Board – incoming), Hilary Brown (Chair of Equality and Diversity)

### 3. Minutes of the last AGM held on Friday 24 June 2016

The minutes were previously circulated in the AGM booklet.

Lawrence Welch queried whether “regularly surveying members’ opinion on issues like the annual conference and the future direction of Reformulation” had been actioned. It was reported that a conference survey is currently live on the website but it was agreed that a survey of members regarding Reformulation had not yet been carried out and should be actioned. The minutes were agreed with 2 voting members abstaining.

### 4. Matters Arising from the Minutes

None.

### 5. Report from the Chair of ACAT

The Chair’s Report had been previously circulated in the AGM booklet. The Chair’s Report was approved with 1 voting member against.

### 6. Report from the Treasurer of ACAT and Year 2016-2017 Accounts together with the Trustees’ Annual Report

Thanks were expressed to Stephen White for his 10 years of service as Treasurer. There were no questions.

The Report from the Treasurer of ACAT and Year 2016-2017 Accounts, together with the Trustees’ Annual Report, was approved unanimously

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

There were no questions.

The Report from the Chair of the Training Committee was approved unanimously.

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

Thanks were expressed to Shirley Akgun for her service up until Spring 2017. There were no questions.

### Agenda Item 3

The Report from the Chair of the Exam Board and Accreditation List was approved unanimously.

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

Jason reported that a new lay Chair of the Ethics Panel with a legal or HR background was being sought. There were no questions regarding the report.

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

Alison Jenaway queried the status of Equality and Diversity monitoring. Liz Fawkes responded that this is work in progress and is being assessed via the Training Committee. The Report from the Chair of the Equality and Diversity Group was approved unanimously.

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

There were no questions.

The Report from ACAT's Representative to HIPC/UKCP was approved unanimously.

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

Nicola Rogal expressed thanks for the high quality of submissions received. The type of questions required to be included in a survey were discussed (agenda item 3 refers). It was concluded that the scope needs to be defined. Previous concerns regarding Reformulation were raised again by Julie Lloyd. Rosemary Parkinson (Trustee) reported that all queries had been answered and agreed to send the outcome to Alison Jenaway.

The report from Reformulation's Editors was approved unanimously.

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

There were no questions.

The Report from ACAT's representative to ICATA was approved unanimously.

**14. Resolution**

There were no questions.

The resolution to establish an additional sub-category of trainee member –non-voting was approved unanimously.

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

Jason Hepple stood down as Chair of ACAT after six years' service.

Thanks were expressed to Stephen White and Sue Yabsley who were standing down as Trustees. Stephen was awarded Life Membership of ACAT in recognition of his outstanding contribution to the work of the organisation.

Thanks also to Rosemary Parkinson who was standing down as Reformulation Editorial Advisor.

Jason announced that Susan Van Baars, ACAT Administration Manager will be retiring at the end of this year and presented her with Life Friend Membership of ACAT. Maria Cross

will be promoted to ACAT Administration Manager.

Alison Jenaway was elected Chair of ACAT.

Robert Watson was re-elected Vice Chair of ACAT.

Stella Compton, Jay Dudley and Liz McCormick were elected Trustees without office.

**16. Any Other Business**

Alison Jenaway explained that more trustees are needed, especially those newly qualified and could be co-opted. Trustees are required to attend 3 meetings a year as well as an annual Away Day. A Trainee Representative Role is also available on Council of Management and could be disseminated via Course Directors. Agreed this should be an item for the next Training Committee.

Robert Watson expressed sincere thanks to Jason for his 6 years' service as Chair of ACAT and the enormous amount of work done during that time. Liz McCormick presented Jason with a set of singing bowls.

**17. Date of the Annual General Meeting 2018**

Friday 6 July 2018

The AGM closed at 17:45

## Agenda Item 5

# Chair of ACAT Annual Report 2018 | Alison Jenaway

The ACAT Board has had to cope with several changes this year. Jason Hepple stood down as Chair after an amazing six years at the helm, although he has continued to be active in his role of leading the Research Strategy for ACAT, his training roles in Somerset, and his new role as co-trainer for the IRRAPT course with Hilary Beard. In addition, Susan Van Baars announced her retirement and left at the end of 2017 after many years as the heart of the organisation, carrying so much knowledge about the workings of ACAT and its history. Susan had thought carefully about her succession planning and has left the office in the very capable hands of Maria Cross and Alison Marfell, with a new addition to the team of Louise Barter, who has finance expertise. Thank you again to Jason and Susan for all their hard work over the years. We took Susan out for the evening in Dorchester to say goodbye in style.

I have been on a steep learning curve as the new Chair of ACAT, and the experience reminds me of trying to make a patchwork quilt. Just as I prepare a beautiful new patch to add to the edge of the half-made quilt and expand it, someone points out that a previous patch has worn through and needs repairing, or that the fabric I have been using is no longer acceptable to the official "Guild of Quilters" and so all the new patches will have to be changed! It is becoming clearer how much work goes on behind the scenes, to just keep the organisation running, and to respond to the various challenges sent our way, let alone doing anything new. Most recently this has been the changes needed in response to the UKCP Quinquennial Review, necessary changes to the ACAT financial system, and the new Data Regulation requirements starting in May 2018.

Despite all of this, ACAT continues to focus on delivering its charitable objectives, which 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 general public

### Achievements in 2017-2018

- Ongoing work to provide a modular approach to training, allowing for three new embedded CAT foundation level trainings in DCLinPsych courses. Those completing the foundation year will have the option to join a CAT practitioner training to complete their second year and become fully trained CAT practitioners.
- The largest ever international CAT conference in September 2017 in Nottingham, organised by ICATA with Jason Hepple, Robert Watson and Liz McCormick doing the majority of the hard work organising the programme. Over 200 people attended over the three days, and a great time was had by all, especially at the traditional international cabaret evening.
- The completion of a web-based survey on what our members are looking for from our conferences, we will be looking at this in order to plan for the future, and have already responded to some of the comments in the planning of the next annual conference. Some of the results will be presented at the AGM.
- Continued growth of our social media presence and expertise with the support of Rhona Brown. Rhona has agreed to continue her work with ACAT and develop our social media policy as more ACAT members get involved. At the latest count there were at least 100 members on Twitter, and around 1000 followers of the ACAT Twitter feed.
- The first CAT research conference took place in Manchester in April 2018, organised by Glenys Parry and Steve Kellett as a joint event through ACAT and Catalyse. This was an event to showcase some of the CAT research that is being done, and to help budding new researchers to network and access expert advice. We hope this will become a yearly event.

- Establishment of a five yearly re-accreditation programme for CAT psychotherapists registered with UKCP. Thanks to Conrad Barnard who has agreed to take the lead on getting this established.
- An Awayday in April of the Trustees and Council of Management, which revealed a strong desire to improve the outward facing aspect of our website presence, hopefully making it more modern, current and involving service users in the design and content.

We have now managed to recruit a new Lay Chair of the Ethics Panel and welcome Rachel Musk to the role. Rachel has a wealth of expertise in the human resources arena and has helped ACAT in the past with a difficult issue, so some people know her already. Thanks, again, to Jay Dudley who held the Ethics Panel as Acting Chair, and Henrietta Batchelor as Vice-chair, while we looked for a Lay person to take over. Jay is standing down as a Trustee this time around, as is Ruth Carson, both have been a tremendous help to the Board and will be missed.

As you all know, we have struggled to find someone to take over the role of Company Secretary and Treasurer from Stephen White, who has been doing the role so ably for the last 10 years. In the end, we decided to make the role a paid role, and Stephen has been persuaded to stay on for the moment, with Cheryl Delisser kindly agreeing to act as the Trustee Honorary Treasurer for the Board.

Finally, my thanks go out to all of you who contribute your time, energy, and expertise to ACAT in so many different ways. You are too numerous to mention but you are all helping to make up the beautiful patchwork quilt that is ACAT.

Alison Jenaway | Chair of ACAT

## **Annual Accounts** Financial Statements for Year Ended 31st July 2017

# **Honorary Trustee Treasurer For the Financial Year ended 31 July 2017 Annual Report | Cheryl Delisser**

### **1 Financial Activities**

The Statement of Financial Activities for the year shows a deficit of £24,969 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 decreased to £234,944 from the previous year's total of £317,455 with the costs of generating voluntary income increasing to £177,086 from £163,176 in the previous year. Income from investments reduced to £14 from £25 in the previous year.

### **2 Balance Sheet**

The charity's unrestricted reserves decreased to £235,612 from £260,581 the previous year and the Trustees' Report provides detail of the investment policy.

### **3 Key Events**

ACAT Ltd was able to reclaim £18,016 under the Gift Aid Scheme.

### **4 Conclusion and looking forward**

I have to report to the members that the Charity's activities, after underlying costs, gave rise to a deficit of £42,985 compared with a surplus of £24,907 for the previous year.

This deficit, adjusted for the amount received under the Gift Aid Scheme, reduced the reserves of Unrestricted Funds by £24,969.

Thanks again for the members' support and attendances at the various events and courses and for the considerable efforts of those involved in organizing these. Unfortunately this year these activities overall did not make a surplus, as detailed on notes 4 and 6 of the accounts, with a marked drop in income from ACAT training and other courses.

In the interest of the members, the Trustees and Officers of the Charity will continue to work hard, supported by our excellent admin team, to bring the Charity back into achieving a surplus in the coming year.

Cheryl Delisser | ACAT Honorary Trustee Treasurer

# **Annual Accounts** Financial Statements for Year Ended 31st July 2017

## **Trustees' report for the year ended 31st July 2017**

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 31st July 2017. 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 1st January 2015).

## **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 of 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 (in partnership with Sheffield Hallam University until January 2016) and monitoring standards of supervision and continuing professional development, ACAT ensures that clients receive high quality therapies delivered by appropriately trained and updated ACAT members and trainees. ACAT currently has 746 Practitioner and Psychotherapist members, 174 Trainee Members, 7 Non-practising and 9 Retired. There are also 49 Friends of ACAT. ACAT currently provides 4 Foundation Training Courses embedded within DClinPsych degrees and 5 Accredited Practitioner Training 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.

### **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 £235,612 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 2017

## Financial Review

### Financial position

Total reserves held at the year ended 31st July 2017 were £235,612 (2016: £260,581)

## 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 ten trustees currently. 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 per 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, and the administrators.

### 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

### Registered Office

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

This report was approved by the Trustees 17th April 2018

## **Annual Accounts** Financial Statements for Year Ended 31st July 2017

# **Accountants' report for the year ended 31st July 2017 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 July 2017.

### **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**

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of ICAEW which is one of the listed bodies.

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 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.

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

Date: 18th April 2018

## Annual Accounts Financial Statements for Year Ended 31st July 2017

### Statement of Financial Activities (Incorporating an Income and Expenditure Account) For the year ended 31 July 2017

		2017 Unrestricted Fund £	2016 Total Funds £
	Notes		
<b>Income and Endowments from</b>			
Donations and legacies	2	113,147	106,910
<b>Charitable activities</b>			
CAT activities	4	139,813	229,028
Investment income	3	14	25
<b>Total</b>		<b>252,974</b>	<b>335,963</b>
<b>Expenditure on</b>			
<b>Charitable Activities</b>			
CAT activities	5	(277,943)	(292,573)
<b>Net incoming / expenditure</b>		<b>(24,969)</b>	<b>43,390</b>
<b>Reconciliation of funds</b>			
Total funds brought forward		260,581	217,191
<b>Total funds carried forward</b>		<b>235,612</b>	<b>260,581</b>

#### Continuing Operations

All income and expenditure has arisen from continuing activities.

# Annual Accounts Financial Statements for Year Ended 31st July 2017

**Company number: 06063084**

## **Balance sheet as at 31 July 2017**

	Notes	£	2017 Unrestricted Fund £	£	2016 Total Funds £
<b>Current assets</b>					
Stocks	10		1,225		1,173
Debtors	11		21,951		56,620
Cash in hand			277,545		255,146
			<b>300,721</b>		312,939
<b>Creditors: amounts falling due within one year</b>	12		<b>(65,109)</b>		(52,358)
<b>Net current assets</b>			<b>235,612</b>		260,581
<b>Total assets less current liabilities</b>			<b>235,612</b>		260,581
<b>Net Assets</b>			<b>235,612</b>		260,581
<b>Funds</b>	13				
Unrestricted funds			235,612		260,581
<b>Total Funds</b>			<b>235,612</b>		260,581

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2017.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 July 2017 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 special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on 17th April 2018 and were signed on its behalf by

A Jenaway | Trustee

# **Annual Accounts** Financial Statements for Year Ended 31st July 2017

## **Notes to the financial statements for the year ended 31 July 2017**

### **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 when falling due.

#### **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.

#### **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.

# Annual Accounts Financial Statements for Year Ended 31st July 2017

## Fund accounting

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

## 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

	2017	2016
	£	£
Donations	5,015	-
Gift Aid	18,016	18,483
Membership Subscriptions	90,116	88,427
	<b>113,147</b>	<b>106,910</b>

## 3. Investment Income

	2017	2016
	£	£
Bank Interest Received	14	25

## 4. Income from Charitable Activities

	2017	2016
	£	£
ACAT training and other courses	87,055	166,953
Conference Income	23,625	29,263
Workshops	28,485	31,440
Book sales and other income	648	1,372
	<b>139,813</b>	<b>229,028</b>

## 5. Charitable Activities Cost

	Direct Costs (see note 6) £	Support Costs (see note 7) £	Totals £
CAT Activities	177,086	100,857	277,943

# Annual Accounts Financial Statements for Year Ended 31st July 2017

## 6. Direct Costs of Charitable Activities

	2017	2016
	£	£
Newsletter and publications	7,881	8,343
ACAT Supervisor Training	16,490	10,823
ACAT Training Courses	70,671	79,891
Conferences	22,217	21,828
Introductory courses	10,647	9,721
ACAT Training Division	15,529	15,449
Research	-	3,000
Workshops	24,854	11,853
Sheffield Hallam University Partnership	1,480	2,268
Marketing	7,317	-
	<b>177,086</b>	163,176

## 7. Support Costs

	Management
	£
CAT Activities	<b>100,587</b>

Amounts payable to the Independent Examiner comprise £600 (2016 - £nil) for the independent examination and £2,820 (2016 - £2,350) for the production of the accounts.

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

	2017	2016
	CAT Activities	Total Activities
	£	£
Salaries	50,776	57,741
Social security	551	631
Sundries	2,842	-
Pensions	216	-
Council and committee expenses	3,687	13,573
Rent, rates, service charges and utilities	7,447	8,946
Insurance	1,165	1,174
Printing, postage and stationery	4,293	5,508
Advertising	-	144
Telephone	1,317	1,439
Computer costs	9,190	15,943
Online library costs	1,372	4,667
Travelling	4,414	4,109
Legal and professional	178	138
Accountancy fees	4,860	4,740
Bad Debts	-	2,400
Subscriptions	1,776	1,328
Interest and charges	6,773	6,916
	<b>100,857</b>	129,397

# Annual Accounts Financial Statements for Year Ended 31st July 2017

## 8. Trustees' remuneration and benefits

There were no trustees' remuneration or other benefits for the year ended 31 July 2017 nor for the year ended 31 July 2016.

### Trustees' expenses

11 Trustees were reimbursed during the year for travelling expenses totalling £3,390 (2016 - £4,109).

## 9. Staff costs

	2017	2016
	£	£
Wages and salaries	50,776	57,741
Social security costs	551	631
	<b>51,327</b>	<b>58,372</b>

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

	2017	2016
Administration staff	<b>4</b>	<b>4</b>

## 10. Stocks

	2017	2016
	£	£
Stocks	<b>1,225</b>	<b>1,173</b>

## 11. Debtors: amounts falling due within one year

	2017	2016
	£	£
Trade debtors	3,935	40,520
Bad debts provision	-	(2,400)
Other debtors - gift aid	18,016	18,500
	<b>21,951</b>	<b>56,620</b>

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

	2017	2016
	£	£
Trade creditors	284	10,548
Accruals and deferred income	64,825	41,810
	<b>65,109</b>	<b>52,358</b>

## 13. Movement in funds

	At 1.8.16	Net movement in funds	At 31.7.17
	£	£	£
<b>Unrestricted funds</b>			
General fund	260,581	(24,969)	235,612
<b>Total funds</b>	<b>260,581</b>	<b>(24,969)</b>	<b>235,612</b>

# Annual Accounts Financial Statements for Year Ended 31st July 2017

## 13. Movement in funds cont.

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	252,974	(277,943)	(24,969)
<b>Total funds</b>	<b>252,974</b>	<b>(277,943)</b>	<b>(24,969)</b>

### Comparatives for movement in funds

	At 1.8.15 £	Net movement in funds £	At 31.7.16 £
<b>Unrestricted funds</b>			
General fund	217,191	43,390	260,581
<b>Total funds</b>	<b>217,191</b>	<b>43,390</b>	<b>260,581</b>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	335,963	(292,573)	43,390
<b>Total funds</b>	<b>335,963</b>	<b>(292,573)</b>	<b>43,390</b>

## 14. Related party disclosures

There were no related party transactions for the year ended 31 July 2017.

# Annual Accounts Financial Statements for Year Ended 31st July 2017

## Reference and Administrative Details

<b>Trustees</b>	S H White	- resigned 22.9.17
	R Carson	
	M Ramsden	
	J Dudley	
	J N Hepple	- resigned 22.9.17
	K L Shannon	
	E W McCormick	
	S A Yabsley	- resigned 22.9.17
	J D Watson	
	C R Delisser	
	H J Batchelor	
A Jenaway		
S J C Dickinson	- appointed 14.12.17	
<b>Company Secretary</b>	S H White	
<b>Company Number</b>	06063084	
<b>Charity Number</b>	1141793	
<b>Independent Examiner</b>	Geoffrey Speirs FCA ICAEW Haines Watts Chartered Accountants Bath House 6-8 Bath Street Bristol BS1 6HL	
<b>Bankers</b>	National Westminster Bank plc Lambeth North Branch 91 Westminster Bridge Road London SE1 7HW	

## Agenda Item 7

# ACAT Training Committee Annual Report 2018 | Liz Fawkes

The work of the Training Committee continues to be focussed on maintaining the consistency-with-diversity of the courses running around the country, all of which run only through the ongoing commitment and determination of small groups of people, and sometimes individuals, who are passionate about spreading CAT within, and outside, the NHS.

I will comment on just four of the areas that have formed the work of the Training Committee, although this is by no means an exclusive list.

We have had continued liaison and collaborative work with DClinPsychol course tutors in four training centres to agree common ground to develop an equivalent CAT Foundation course, embedded within the professional training courses. There is variation across centres but we have developed registration, curriculum, and are exploring marking systems. We have also established a portfolio approach whereby trainees collect the necessary competencies across a specified time frame. This work is not easy, and at its heart remains our need to ensure that any trainings that are accredited by ACAT are fully consistent with the ethos of CAT courses. This work remains under review, and I am very grateful to Dawn Bennett for her considered and thorough approach to this, which has the potential to equip psychologists with much needed therapy knowledge and skills and understanding early in their careers.

The Committee has also considered the duration of accredited trainings (ie, the length of time trainees can take to complete a particular course), with the need to set some outer limits required by UKCP. This was considered in 4 stages with advisory time frames as follows:

1. Foundation training (year 1) – duration: min 1 year, max 3 years
2. Practitioner training (year 1 and year 2) – duration: min 2 years, max 6 years
3. Practitioner level practice prior to further training
4. Psychotherapy training – duration: min 3 years, max 6 years

The maximum duration of training through all 4 stages would be 12 years but this is advisory, aimed at supporting clear completion times with Exam Board considering exceptions.

ACAT has also begun to explore a competencies approach to supervision training allowing us to view training in terms of skills required for the role rather than years of experience and we have started to develop a framework for this. A CAT competencies framework will be developed to list CAT as a specific therapy modality on the [www.ucl.ac.uk/CORE/competence-frameworks](http://www.ucl.ac.uk/CORE/competence-frameworks))

We have begun to explore Technology Assisted Supervision and Training (TAST), aided by Cal Nield and Marisol Cavieres who are leading a small working group exploring the use of Skype, Zoom and other technologies. There is a need for “clinical explorers” and I am grateful for the help from Cal and Marisol alongside Dawn, in mapping out this territory for us. If anyone is interested in contributing to this work, we would be delighted to hear from you.

Meanwhile, the TC continues to be responsive to issues as they arise and active in refinements such as ....

- A new Neuroscience/CAT and Embodied SIG formed and amongst its work contributed to the revision of reading lists with particular reference to trauma, shame and body based perspectives for accredited courses and will continue to be a resource on integrating neuroscience into our training/curriculum
- Update of the guidance on personal therapy as part of CAT training
- Review of the training cases for those working in specialisms

Led by Robert Marx, we are also keeping abreast of changes in funding arrangements for some Trusts, exploring if trainees in CAT can benefit from career development loans, and looking into the apprenticeship levy.

So it has been another full and diverse year for the Training Committee and thanks are due to everyone who contributes to its work. Thanks particularly of course to Dawn Bennett, Vice Chair, whose clarity, thorough approach and memory, is greatly appreciated. Maria Cross somehow manages to stay alert through all the ACAT meetings, not least the four hour Training Committee and ably produces accurate minutes – huge thanks to her for her gentle and warm presence.

Liz Fawkes | Chair of ACAT Training Committee

## Agenda Item 8

# ACAT Examination Board Annual Report 2018 | Anna Jellema

My first full year as Chair of the Exam Board has been a very busy one, with many issues arising to do with membership, ethics, and the new Re-accreditation process for UKCP/HIPC Psychotherapists, in addition to dealing with accreditation processes and all the applications before they come forward to the Exam Board meetings.

The Exam Board Chair has overall responsibility for membership of ACAT, so dealing with queries about membership is an important part of the role. Since the new “re-joining membership” policy was put in place we have had an increase in the number of former ACAT members seeking to re-join us, which we are delighted about. There is now a cap on the back fees payable for those whose membership has lapsed for three or more years, and this has encouraged many more people to re-join. One of my roles is to assist lapsed members with making their applications to re-join and plan for their future CPD. Many thanks to Shirley Akgun, as previous Exam Board Chair, and the ACAT Office Staff for setting up such a helpful and workable system. We recommend strongly that you maintain continuous membership in order to avoid any difficulties in the future. Please have a look at the “Membership and Re-joining ACAT – Arrangements” document on the website: [www.acat.me.uk/document\\_download.php/236](http://www.acat.me.uk/document_download.php/236)

There are currently 10 courses running - at the different levels. During 2017 Southern Health NHS Foundation Trust was approved to run a new CAT Foundation course (Course Directors Philippa Coid and Hazel Nicholls), and we look forward to accrediting their “graduates” in due course.

The final ACAT Exam Board for the Sheffield Hallam University PG Dip trainees took place in October 2017. Trainees who qualify as Practitioners at Exam Boards after that date will receive the ACAT CAT Therapist/Practitioner Diploma (the ACAT-only award), and if registered for the dual ACAT-SHU award they are also entitled to a certificate noting their university credits.

Much of my time as Exam Board Chair this year has been spent in developing ACAT’s five-yearly Re-accreditation (RA) Policy, which was a requirement of our 2016 Quinquennial Review by the Humanistic and Integrative Psychotherapies College (HIPC) of the UK Council for Psychotherapy. RA replaces ACAT CPD audit for those CAT Psychotherapists who have chosen to join UKCP/HIPC. (For ACAT-only Psychotherapists and CAT Practitioners, the random CPD audit still applies and Sue Yabsley is continuing as CPD auditor).

Our RA policy was finally approved by HIPC in autumn 2017 and publicised to the membership before Christmas. Since the start of 2018 we have selected members to undergo RA this year – you will have been notified already if your RA is due this year. Conrad Barnard has now joined me as RA Assessor and we are working together to support members through the process by providing supporting documents and dealing jointly with queries. We have also had to update ACAT’s CPD and Supervision policies as a result of RA and these are now available on the website. I am very grateful to both Conrad and Sue for their help and support with the challenges of RA and CPD.

My particular thanks are due to Maria Cross, ACAT Administration Manager, and Alison Marfell, ACAT Administrator, who work tirelessly for the Exam Board to “keep the show on the road” so efficiently and with such good humour! It’s also good to welcome Louise Barter to the office team as ACAT’s new Financial Administrator. I would also like to pay particular tribute to Susan van Baars, our previous ACAT Administration Manager who has been such a valuable member of the admin staff for many years. We wish her very well in her retirement and hope she now has plenty of time for grandchildren and gardening!

The Exam Board continues to meet three times a year, in spring, summer, and autumn, when accreditations take place. The Exam Board meeting dates are publicised in the ACAT Newsletter, and any applications for accreditation must be with the ACAT Office a full three weeks before the EB meets. This is to ensure that there is adequate time for checking all the paperwork and resolving any queries that may arise. Please ensure that you always use the latest version of the accreditation forms, which can be found on the website

– we continually revise these so as to make them as helpful as possible to trainees and supervisors.

Congratulations to all who have been accredited throughout the last year – the full list of accreditations is below.

Anna Jellema | Chair of Exam Board

## Accreditations: October 2017 to May 2018

### Supervisor

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Adrian Leddy	Angela Perkins	Eliabeth Carter	Hannah Denton
Julie Donegan	Julie Wilkinson	Kathryn Dykes	Kiri Owen
Matthew Kemsley	Melanie White	Ranil Tan	Stephanie Simpson
Stephen Irving	Susan Tulloch	Uma Patel	

### Practitioner

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Abi Bridgeman	Abrar Hussain	Amy Chisholm	Anna Kamenka Luce
Annabel McDonald	Aylish O'Driscoll	Caroline Firman	Claire Moran
Claire Wilson	Deborah Onley	Ellie Carr	Gabrielle Brady
Hannah Goring	Jo Gorry	Joanna Coggins	Joanna Harrison
Joanne Bonner	Jon Chatfield	Judy Benest	Karen Addy
Karen Spencer	Karin Adamson	Kate Harrison	Kathryn Strom
Libby Watson	Louise Chong	Louise Evans	Lynsey McGann
Madeleine Rowlinson	Mae Luen Wong	Melany Ball	Michael Napier
Natalie Southall	Nicola Begum	Rano Bhadoria	Robert Gilmour
Samanthan Baker	Sarah Douglass	Sharon Croskin	Simon Rogoff
Sinead Murphy	Suzanne Brown	Suzanne Lloyd	Yael Brown

### Foundation

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Anna Paterson	Estelle Winter	Jane Reeves	Jill Dick
Laura Hill	Rosaleen Chesterman		

### IRRAPT

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Andrea Daykin	Judith Loftus	Sara Casado	Sonia Mangwana
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### Skills

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Alice Phipps	Cheryll Darnell	Ellie McNeil	Hayley Jones
James Morrison	Jon Metcalfe	Phil Mullen	

## Agenda Item 9

# ACAT Ethics Panel Annual Report 2018 | Jay Dudley

### Complaints and Potential Complaints

From April 2017 to May 2018, one application for re-accreditation was investigated and subsequently not pursued by the applicant and is now closed.

One member's application for accreditation remains suspended. There is an on-going investigation into their professional conduct by the HCPC. ACAT will decide if any further actions are necessary once those investigations have concluded.

One complaint concerned someone identifying themselves as a CAT therapist on their website who was not listed as an ACAT member. The 'therapist' was asked to change the wording used to represent themselves on their website, and the complainant was informed.

One new complaint was directed to the NHS organisation who employed the therapist and to UKCP, in line with ACAT's Concerns and Complaints Procedure. A full written explanation was sent to the complainant.

One question was raised by a therapist concerning potential boundary violations, and one safeguarding issue was dealt with. A detailed response was given on both occasions with some suggested recommendations.

### Other Matters

In last year's annual report, appreciation was acknowledged to Midlands CAT (MCAT) for raising the matter of Therapeutic Wills. This was discussed at the Ethics Panel meeting in October 2017. There was agreement to amend ACAT Guidance: Working in Private Practice and ACAT Code of Ethics and Practice - see (3) Contractual agreements. This is now available for download on the website. My thanks go to Henrietta Batchelor, Vice-chair of Ethics, for dealing with this.

In addition, the two key documents governing the work of the Ethics Panel: ACAT code of Ethics and Practice and ACAT Concerns and Complaints Procedure have been amended following recommendations from the QQR made by UKCP, and an anomaly that was highlighted in the course of an investigation. The changes were agreed at ACAT's Trustees meeting in October 2017 and revised versions are available on ACAT's website.

There is a huge amount of work done behind the scenes by the Ethics Panel, and to maintain more of a sense of cohesion, we have agreed to meet bi-annually in the hope of 'holding' the work more completely.

In some ways, however, and to the relief of those who've been involved in some complex investigations, this year has seen a slight reduction in complaints. I am very grateful to Maria Cross for the excellent and professional work she provides. My thanks go, too, to all CAT and lay Ethics Panel members.

Though I will be stepping down, I have really enjoyed the last year as Acting Chair, and am pleased we have agreed some amendments to our policies, and will have more regular meetings. I have been particularly grateful to Henrietta Batchelor for her support during my time as Chair. I am delighted though, that we have identified Rachel Musk as the new Lay Chair of the Ethics Panel, who took over at the meeting in May. Rachel has just the kind of experience and knowledge we need in this role. I plan to stay on as a member of the Panel.

Jay Dudley | Acting Chair of Ethics Panel

## Agenda Item 10

# ACAT Equality and Diversity Committee Annual Report 2018 | Dupe Adu-White – Acting Chair

It has been an exciting and turbulent year for the ACAT Committee with our original Chair, Hilary Brown, stepping down in September 2017, and there being a gap before we agreed to appoint our current Acting Chair, Dupe Adu-White, in January 2018.

We would like to take this opportunity to thank Hilary Brown for her contribution and support in starting our committee and are pleased she remains a member of our committee.

We agreed that the appointment of a chair person should be open and part of the AGM nomination of Trustee process rather than just Trustees to allow for democracy, awareness and inclusion of ACAT members. We continue to meet via four telephone conferences and one face-to-face a year and are looking to increase our face to face contact.

Areas we have been focussing on in our meetings include how to develop research specifically looking at diversity and access to therapy and the usefulness of CAT in improving this; working on developing a support system / a point of contact for members to discuss concerns around equality and diversity anonymously and confidentially; and exploring different ways we can engage the wider CAT community.

In response to Trustee feedback about our draft monitoring form, we have worked with Alison Jenaway to develop a new discussion paper about monitoring diversity which will hopefully be available on the ACAT website for comment before the Keele conference in July 2018. In response to Trustee feedback about our equality and diversity reading and resource list being too detailed and exhaustive, we are considering making a summary list available, with links to more resources if members are interested. We would like this to be a dynamic and developing resource on which all members can draw in relation to CAT practice, training and supervision.

As a further resource in this field, Julie Lloyd and Rachel Pollard submitted their book "CAT and the Politics of Mental Health" to the publishers in March 2018, and are grateful to all those who have contributed. It includes chapters from a range of committee members, other ACAT colleagues and broader contributors.

Finally, we are pleased the Equality and Diversity Forum is part of the main programme at Keele and look forward to members joining us for this.

Dupe Adu-White | Acting Chair of Equality and Diversity

## Agenda Item 11

# ACAT's Representative to HIPC / UKCP Annual Report 2018 | Sarah Cluley

Sarah Niblock, the new UKCP Chief Executive is meeting with HIPC to discuss amongst other issues the relationship between UKCP and the colleges with respect to roles and responsibilities.

The new HIPC Equality, Diversity and Intersectionality Working Group aims to promote engagement and dialogue, to produce good practice guidelines, to raise awareness and to highlight missing support groups and gaps of service.

The HIPC Working Group for Children and Young People recommends working with BACP, and others who work creatively and relationally with children, to advocate for a broader therapeutic approach to be adopted in future service provision than suggested by the recent Green Paper. The group is also developing standards of proficiency for working with children.

The latest UKCP Code of Ethics is due to be published after a final consultation process in April.

Supervision training is going to become part of the quinquennial reviews undertaken by the Assessment Board. The Training Standards Committee have proposed that there are 3 routes to the supervisors directory, one of which would be a course or formal apprenticeship programme being undertaken within an UKCP HIPC (e.g. ACAT) Organisational Member which has been approved by the HIPC Training Standards Committee.

To avoid duplication delegates agreed to work together regarding dissemination of information and guidance concerning new data protection law due to come into force in May. Robert Watson has kindly agreed for his work on this issue to be shared.

Sarah Cluley | HIPC Rep

## Agenda Item 12

# Reformulation Annual Report 2018 | Louise Yorke and Nicola Kimber Rogal

Reformulation is the ACAT journal Published bi-annually, Reformulation provides information about the theory and practice of Cognitive Analytic Therapy (CAT), developments at ACAT and is a platform for ACAT members to be in dialogue about all aspects of CAT. As such Reformulation should meet the needs of all members of ACAT, from trainees through to psychotherapists and Board of Trustees. Reformulation can also inform members of the public who access the publication.

Since the last report, Reformulation has continued to grow, with many high quality articles being submitted for publication. In 2017, due to the increasing number and length of articles submitted, the word limit was clarified to ensure that articles could be published closer to the time submitted. This strategy appears to have been effective and ensures that submitted articles are not subject to long delays before publication.

In summer 2018, there will be a special edition of Reformulation, published in memory of Tony Ryle, his life and work. The edition had been planned for 2017 however operational factors mean that it is now to be published in summer 2018. Colleagues who participated in the Memorial Day on 10 March 2017 and persons who wished to contribute to the edition have provided a range of reflections in various formats. It is hoped that the memorial edition, which coincides with the 50th edition of Reformulation, will be celebratory and creative in ways that are characteristic of the spirit of Tony Ryle and the CAT model that he developed.

The 'editorial advisor' role that was added to the Reformulation team at the suggestion of ACAT in 2016 has been a valued resource to the editors. The aim was for the post to be filled by an experienced member of ACAT as a link between the editors and ACAT to provide advice and guidance when solicited and to ensure that articles are written and submitted within the remit of ACAT's charitable status. Rosemary Parkinson was the first advisor appointed to this role and provided an invaluable service to Reformulation editors as a point of expert consultation. Due to a change in personal circumstances, after a year of tenure Rosemary Parkinson moved from this post. Currently the post is filled by the Chair of ACAT Alison Jenaway. As an experienced member of ACAT, like Rosemary before her, Alison's contributions have the expertise and experience required. However, this role was not designed to be part of the Chair's role and so applications from suitably qualified Trustees are sought to take on this key consultation role.

Reformulation is very much a team production. The editors would like to thank Alison Jenaway for her support since acceding to the role of Chair and editorial advisor in summer 2017 and Alison Marfell and Jon Sloper and the ACAT team who remain vital to the production of Reformulation and support dialogue around its development.

In summary, 2017-2018 has been another year of positive growth and development for Reformulation. In the coming year we aim to consolidate this growth and continue to build the journal to most effectively service the CAT community.

Louise Yorke and Nicola Kimber Rogal | Reformulation Editors

## Agenda Item 13

# ICATA Annual Report 2018 | Elizabeth Wilde McCormick

### International Conference 2017

The international conference in Nottingham, in September 2017 was a great success and brought people together from ten different countries. The culture shots on each day offered an opportunity to illustrate each country's current atmosphere and dilemmas, as well as their approach to CAT. Steve Potter's opening session with six colleagues from France, Ireland, Greece, India, Spain and Australia showed how each country had developed and integrated its own cultural understanding and expression of reciprocal roles and dialogue.

The ICATA executive board met at the conference. Katri Kanninen from Finland remains as Chairman, Vice Chairman is Aisling White from Ireland with Louise McCutcheon from Melbourne as Secretary. ICATA has had one teleconference so far this year and the next executive meeting and international conference will be hosted from 27th to 29th June 2019 by Italy, in Ferrara.

Rosemary Parkinson stood down as the ACAT representative to ICATA and Nick Barnes has kindly taken on the role of treasurer from Steve Potter who has also stood down. Liz McCormick has remained as ACAT representative for this year and will stand down in July at the AGM.

Steve Potter and Ian Kerr continue to manage the International Journal of Cognitive Analytic Therapy. Copies were available at the memorial day for Tony Ryle on March 10th, 2017 and can be downloaded from the ICATA website.  
[www.internationalcat.org/about-icata/international-journal-of-cognitive-analytic-therapy-and-relational-mental-health/](http://www.internationalcat.org/about-icata/international-journal-of-cognitive-analytic-therapy-and-relational-mental-health/)

Steve and Ian are currently working on the second edition, which is nearly completed.

There is a YouTube channel for ICATA  
[www.youtube.com/channel/UCGJqFljr3O9cywLqEYE\\_xXQ](http://www.youtube.com/channel/UCGJqFljr3O9cywLqEYE_xXQ)

This now has all the videos recorded in Barcelona in 2016 uploaded onto it as well as 3 previous films made by Liz McCormick and Steve Potter.

Elizabeth Wilde McCormick | ACAT Rep to ICATA



## ACAT | Statistics

### Membership Statistics at the time of compilation: April 2018

Trainees	166
Practitioners	589
Psychotherapists	121
Retired	8
Friends of ACAT	25
Private Practitioner Listings	232
Private Supervisor Listings	52

### Training Statistics at the time of compilation: April 2018

Number of Current Practitioner Training Courses	9
Number of Trainees on Current Courses	165
Number of trainees on current IRRAPT course	11
Plus number of Practitioners and Psychotherapists in Supervisor Training	36

### ACAT Event Statistics between 1 April 2017 and 31 May 2018

Number of Introductory Courses run by ACAT	4
Number of delegates on the Introductory Courses	63
Number of CPD courses run by ACAT	5
Number of delegates on these five ACAT courses	59
Trainers and Supervisors Event – delegates	33
Number of Supervisor Residential Courses	2
Number of delegates on the Supervisor Residential Course	35
Number of CPD courses run by local groups with booking through ACAT	2
Number of delegates on these 2 courses	33
ACAT Bespoke courses	1
Research Conference - joint with Catalyse - Delegate Numbers	21

### ACAT Website Statistics at the time of compilation: June 2018

Number of visitors in month	11,000 +
Number of page views in month	40,000 +
Number of countries reached by the website	173

### Percentage of visitors by device:

Desktop: 60% Mobile: 31% Tablet: 9%

## Agenda Item 15

# 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, two of whom can be lay people. Trustees are included in ACAT's return to Companies House and the Charity Commission.

As required by ACAT's Memorandum and Articles of Association, a minimum of one third of trustees stand down (with the opportunity to stand for re-election if so wished) at each AGM. ACAT currently has ten trustees (2017-2018):

Alison Jenaway – Chair  
Robert Watson – Vice Chair  
Cheryl Delisser – Honorary Treasurer  
Henrietta Batchelor  
Ruth Carson  
Stella Compton Dickinson  
Jay Dudley  
Liz McCormick  
Marilyn Ramsden (Lay)  
Karen Shannon

The following two trustees are standing down and **not** standing for re-election at the 2018 AGM:

Jay Dudley  
Ruth Carson

The following two trustees are standing down and **will be** standing for re-election at the 2018 AGM

Marilyn Ramsden (Lay)  
Karen Shannon

At this AGM there are five vacancies:

One vacancy for a **Trustee with Office – Treasurer / Company Secretary**  
Four vacancies for **Trustees 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, will vote during the AGM and elect up to four trustees.

# ACAT | Board of Trustees

## Elections to the Board of Trustees

### Nominations

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

Nominations for Trustee with Office:

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 early 2005. I currently work full time in secondary care Psychology and Psychotherapy Service within SLAM NHS Trust in London. I am an accredited CAT Supervisor and facilitate a weekly supervision group for trainees and other practitioners.

I am a committed advocate of CAT and its use in working with complex clients. I would like 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.

#### 2. Rabhya Dewshi

I am a big fan of CAT, which I have been using for 20 years, both in traditional one to one therapy, and more recently to inform and formulate my other work, with families and for court reports. I'm very interested in promoting CAT, increasing accessibility, public knowledge, and development into use, such as with young people and people with learning disabilities. I'm interested in theory as well as practice, and have enjoyed writing about CAT. Last year I ran a workshop with a number of colleagues on innovations in using writing in CAT.

I have worked as a clinical psychologist for the past 20 years, in the NHS, in acute and chronic adult mental health, in child and adolescent mental health services, and with adults and children with learning disabilities. In 2015 I regretfully left the NHS, and have been working with adults, children and families. I work with local NHS and Social Care services to provide psychological input for clients, and with solicitors and courts to provide assessments to inform decisions about placements, and clients' psychological needs. CAT always informs my work.

I would really like to contribute my experience and interest in CAT, and would hope to bring commitment, dedication, openness, thoughtfulness, and a breadth of useful experience to the role of Trustee.

## **ACAT | Board of Trustees**

### **Elections to the Board of Trustees**

Nominations cont.

#### 3. Marilyn Ramsden (Lay)

I am a retired pharmacist and have been associated with ACAT for the last three years. I acted as a lay Trustee and member of the Ethics Committee. I have enjoyed my time with ACAT and learned a lot about CAT and its importance as a therapy. I would like to stand again as a Trustee and continue my association with ACAT as I believe that the experience I have gained will make my trusteeship more useful.

#### 4. Karen Shannon

I am standing for re-election as an ACAT Trustee because I believe I continue to have the commitment and enthusiasm for CAT and its wide variety of applications. In my work in recent years I have been helping services to use CAT indirectly as an organisational framework to help staff, teams, and organisations to develop reflective and relational skills to enhance client and staff care. I am also committed to explore ways in which we can innovatively think together to further promote CAT. I hope to continue this in the role of Trustee.

# Request for a Proxy Vote at the ACAT Annual General Meeting 2018

4.30 pm Friday, 6th July 2018

Westminster Theatre, Chancellor's, Keele University, Keele, Staffordshire, ST5 5BG

## Form of Proxy

*(To be completed by the full voting ACAT member unable to attend the AGM and wishing to appoint a Proxy)*

*I am a full voting member of ACAT but am unable to attend the AGM on 6th July 2018.*

I wish to appoint:

.....  
*(please enter name of person acting as Proxy – this must be a full voting member of ACAT who will be present at the meeting - or alternatively nominate the Chair of the Meeting)*

who is a fully paid up: \* Psychotherapist / Practitioner / Life Member of ACAT

or, failing her/him, \* the Chair of the Meeting,

*\*delete as appropriate*

as my proxy to vote for me on my behalf at the Annual General Meeting of the Company to be held on 6th July, 2018 and at any adjourned date thereof.

## **This Proxy Voting form is to be used as follows:**

*(unless instructed, the proxy will vote as s/he thinks fit)*

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

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

- \*in favour of / against Chair's Report
- \*in favour of / against Treasurer's Report
- \*in favour of / against Trustees' Annual Report
- \*in favour of / against Chair of Training Committee's Report
- \*in favour of / against Chair of Exam Board's Report
- \*in favour of / against Chair of Ethics' Report
- \*in favour of / against Chair of Equality and Diversity's Report
- \*in favour of / against Report from ACAT's Representative to HIPC/UKCP
- \*in favour of / against Report from Reformulation Editors
- \*in favour of / against Report from ACAT's Representative to ICATA

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

No nominations received for the vacancy of Treasurer / Company Secretary

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

There are four vacancies on the Board for Trustees without office. **There are four nominations.**

- Angela Coshland
- Rabhya Dewshi
- Marilyn Ramsden (Lay)
- Karen Shannon

I am: .....

and I am a fully paid up \*Psychotherapist / Practitioner / Life Member of ACAT

of (address): .....

.....

Phone: .....

Email: .....

Signature: .....

Signed this ..... day of ....., 2018

Please return the form with original signature to arrive at the ACAT office (address below) by the deadline of **12 noon on 29th June 2018**  
ACAT, PO Box 6793, Dorchester DT1 9DL

Enquiries: maria.cross@acat.me.uk or 'phone: 01305 263511

Notes:

Extract from ACAT's Subsidiary Rules governing Voting by Proxy at General Meetings:

2.1. All members are entitled to attend General Meetings (whether Annual General Meetings or Extraordinary General Meetings) of ACAT

2.2. Except for the chair of the meeting, who has a second or casting vote but only in the event of an equality of votes, every full member present or voting by proxy is entitled to one vote on every issue

2.2.1. A full member may vote by proxy only by notifying in writing at least 24 hours before the General Meeting to the Chair or the Secretary of ACAT, either: a) his unequivocal view on an issue notified in advance to the membership, or b) his nomination of a full member present at the meeting to vote on his behalf on each or any issue to be decided at the meeting.

detach and return