

The Association for Cognitive Analytic Therapy

Annual General Meeting

Friday, 13th September 2019

Agenda and Papers

A

C

A

T

ACAT Annual General Meeting 2019

Formal notice of the ACAT Annual General Meeting 2019 was sent out to all ACAT members in July 2019. We are now pleased to forward to you in this booklet papers and full information for the meeting.

The ACAT Annual General Meeting 2019 will take place during the Annual ACAT Conference at 3pm on Friday, 13th September 2019. It will be held at One Bird Cage Walk, Westminster, London SW1H 9JJ.

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 do complete this and return to the ACAT office **by 12 noon on Thursday, 5th September 2019**. This is really important as our membership grows as we need 10% of the members' votes in order to be quorate at the AGM.

This booklet can also be downloaded from the ACAT website; go to www.acat.me.uk and click on ACAT Events and then on the AGM link.

We do hope you are able to join us at the AGM, and also at the Annual ACAT Conference on 13th September 2019. The Conference this year is entitled 'Integrating Trauma Developments into CAT'. 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

If you have any questions about the AGM, please do not hesitate to contact the ACAT Office on 01305 263511 or email: maria.cross@acad.me.uk

We look forward to warmly welcoming you to the 2019 AGM and 25th ACAT Conference.

Alison Jenaway | Chair of ACAT

ACAT | Contact Details

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

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

Registered Office:
Bath House, 6 - 8 Bath Street, Bristol BS1 6HL

Company No: 06063084
Registered Charity No: 1141793

Report designed by Alacrify Ltd.
www.alacrify.co.uk



Travel Information and Directions

ONE BIRDCAGE WALK

Westminster, London, SW1H 9JJ

Westminster tube station (5 minute walk)

Jubilee and District and Circle lines

- Take Exit 6.
- Turn left out of underpass and take next right on to Great George Street.
- Walk along Great George Street and cross over Horse Guards Parade.
- Cross over the road at the pedestrian crossing on your left.
- The main entrance to One Birdcage Walk is on your left.

St James's Park tube station (5 minute walk)

District and Circle lines

- Exit the station onto Tothill Street.
- Turn left onto Dartmouth Street.
- At the end of the street walk down Cockpit Steps.
- At the bottom of the steps turn right and walk along Birdcage Walk.
- The main entrance to One Birdcage Walk is the first building on your right.

Closest main line stations

Victoria, Waterloo and Charing Cross mainline stations are approximately a 15-20 minute walk from our venue.

Access arrangements

Due to the age and configuration of the building, every reasonable effort will be made to accommodate wheelchair users or persons with other disabilities visiting us.

Discounted parking

Q-Park Westminster is a safe and secure car park conveniently located just ten minutes away. Please contact alison.marfell@acat.me.uk for a 10% discount promotional code.

ACAT Annual General Meeting 2019 | Agenda

3:00pm Friday, 13th September 2019

One Birdcage Walk, Westminster, London SW1H 9JJ

		Page(s)	Presented by:
1	Chair's Welcome		Alison Jenaway
2	Apologies for Absence (<i>Trustees and Committee Chairs</i>)		
3	Minutes of the last AGM held on 6th July 2018	5-7	
4	Matters Arising from the Minutes		
	Report from the Chair of ACAT		
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
	Report from the Honorary Treasurer of ACAT and Year 2017-2018 Accounts, together with the Trustees' Annual Report		
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
	Report from the Chair of the Training Committee		
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
	Report from the Chair of the Exam Board and Accreditation List		
8	<i>The report is included in this booklet and will not be read aloud at the meeting. Comments will be welcomed.</i>	24-26	Anna Jellema
	Report from the Chair of the Ethics Panel		
9	<i>The report is included in this booklet and will not be read aloud at the meeting. Comments will be welcomed.</i>	27	Rachel Musk
	Report from the Chair of the Equality and Diversity Group		
10	<i>The report is included in this booklet and will not be read aloud at the meeting. Comments will be welcomed.</i>	28	Dupe Adu-White
	Report from ACAT's Representative to HIPC/UKCP		
11	<i>Role currently vacant.</i>		
	Report from Reformulation's Editors		
12	<i>The report is included in this booklet and will not be read aloud at the meeting. Comments will be welcomed.</i>	29	Nicola Kimber-Rogal and Louise Yorke
	Report from ACAT's Representatives to ICATA		
13	<i>The report is included in this booklet and will not be read aloud at the meeting. Comments will be welcomed.</i>	30	Alison Jenaway
14	Resolution	31	Alison Jenaway
15	Elections to the Board of Trustees – List of Nominations	32-33	Alison Jenaway
16	Any Other Business		
17	Date of the Annual General Meeting 2020 – to be announced		

Agenda Item 3

Minutes of ACAT Annual General Meeting 2018

Friday, 6th July 2018

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

To be agreed 13th September 2019

Present:

Trustees and Council of Management: Alison Jenaway (Chair of ACAT); Cheryl Delisser (Honorary Treasurer); Elizabeth McCormick (Trustee); Jay Dudley (Trustee); Maria Cross (ACAT Administration Manager)

Voting members: including the above named there were 54 voting members present and 19 proxy votes giving a total of 73 (quorum = 73 voting members)

Non-voting members: there were three trainee members present

Minutes: Maria Cross

1. Chair's Welcome

The Chair of ACAT, Alison Jenaway, welcomed everyone to the ACAT Annual General Meeting.

2. Apologies for Absence

Apologies had been received from Robert Watson (Vice Chair of ACAT); Henrietta Batchelor (Trustee); Ruth Carson (Trustee); Stella Compton Dickinson (Trustee); Karen Shannon (Trustee); Liz Fawkes (Chair of Training Committee); Anna Jellema (Chair of Exam Board)

3. Minutes of the last AGM held on Friday, 22nd September 2017

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

4. Matters Arising from the Minutes

There were no matters arising.

5. Report from the Chair of ACAT

Presented by Alison Jenaway.

Alison read out the Chair's Annual Report, included in the AGM booklet and previously circulated.

The Chair hoped that the CAT Research Conference, first held in Manchester in April this year, would become an annual event.

The Council of Management were invited to join the Trustees' Away Day in April. Kate Fox, CAT Practitioner, was also invited and offered a psychodrama session. The day highlighted the concern that not enough was known about CAT outside the organisation. It had been suggested that a new public-facing website be developed, maintaining the existing website for members and ACAT business. Rhona Brown, who looks after our social media, would be approached for assistance with this and a members' survey would be launched.

Alison thanked all those who had supported and guided her since taking over as Chair in September 2017.

The report was met with applause.

All voted in favour of the Chair's Report.

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

Prepared by Stephen White, Company Secretary, and Cheryl Delisser, Honorary Treasurer.

The Treasurer's Report and accounts, included in the AGM booklet, had been previously circulated and were not read out.

The Chair made reference to the slight loss of £23,000, mainly from CAT training. This was based on the income received from current trainees. Staff costs, etc, had been reduced in an attempt to lower expenditure. Money had also been invested in research, which doesn't generate income.

A question was raised regarding the figure of £18,016 for Gift Aid, which was considered small in relation to

Agenda Item 3

membership. Maria Cross confirmed that members are invited to join Gift Aid at the point of renewal but are not chased if they choose not to. It appeared that most do join.

The Chair clarified that the amount of £7,317 for 'marketing' related to Rhona Brown and her work on social media. All voted in favour of the Treasurer's and Trustees' Annual Reports.

7. Report from the Chair of the Training Committee

Prepared by Liz Fawkes, Chair of Training Committee.

The report, included in the AGM booklet, had been previously circulated and was not read out.

There were no questions.

All voted in favour of the Report from the Chair of the Training Committee.

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

Prepared by Anna Jellema, Chair of Exam Board.

The report, included in the AGM booklet, had been previously circulated and was not read out.

There were no questions.

All were in favour of the Report from the Chair of the Exam Board.

9. Report from the Acting Chair of the Ethics Panel

Prepared by Jay Dudley, Acting Chair of Ethics.

The report, included in the AGM booklet, had been previously circulated and was not read out.

A question was raised as to why the person identifying themselves as a CAT therapist whilst not a member had not been named. Jay Dudley, Acting Chair of Ethics at that time, explained that this was not required by our current Code of Ethics and Practice but that the issue (generally) was being considered by the ACAT Ethics Committee.

All were in favour of the Report from the Acting Chair of the Ethics Panel.

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

Prepared by Dupe Adu-White, Acting Chair of Equality and Diversity.

The report, included in the AGM booklet, had been previously circulated and was not read out.

Dupe Adu-White had been Acting Chair of Equality and Diversity since Hilary Brown, previous Chair, had stood down. Alison Jenaway proposed that Dupe continue as Chair and this was agreed. Although appointed by the Trustees on this occasion, the role may be open to vote in the future.

All were in favour of the Report from the Acting Chair of the Equality and Diversity Committee.

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

Prepared by Sarah Cluley, HIPC Representative.

A request was made to clarify the information shared by Robert Watson concerning the new data protection law (GDPR) which came into force in May. Alison Jenaway advised that the updating of information on GDPR was ongoing, and there were plans to update the ACAT website accordingly. Included within this would be the introduction of a private practice tab where Robert's information could be added.

All were in favour of the Report from ACAT's Representative to HIPC/UKCP.

12. Report from Reformulation's Editors

Prepared by Louise Yorke and Nicola Kimber-Rogal, Reformulation Editors.

Alison Jenaway confirmed that the special Tony Ryle edition of Reformulation would be received shortly. This would also be the 50th edition of the journal.

A question was raised as to whether we should continue to print Reformulation or offer it as an e-journal only.

The cost of producing the hard copy was in the region of £7000 annually. The general feeling was that a printed copy would be preferred. Alison would add this question to the new Reformulation survey and a decision would be made following this.

Rosemary Parkinson asked that the following correction to the report be noted: Rosemary held the position of 'editorial advisor' for two years.

All were in favour of the report from Reformulation's Editors.

Agenda Item 3

13. Report from ACAT's representative to ICATA

Prepared by Elizabeth McCormick, ICATA Representative.

Liz McCormick announced her intention to stand down as ACAT's representative to ICATA. Nick Barnes had agreed to be co-opted, but a member of the Board could be encouraged to take on the role of the Trustees' representative. Thanks were offered to Liz.

The next ICATA conference was planned for 27th to 29th June 2019 in Ferrara, Italy.

The second edition of the International Journal of Cognitive Analytic Therapy was now available.

All were in favour of the Report from ACAT's representative to ICATA.

14. Resolution

There were no resolutions.

15. Elections to the Board of Directors

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

Ruth Carson

Jay Dudley

Thanks were offered to Ruth and Jay.

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

Marilyn Ramsden (Lay)

Karen Shannon

All were in favour of Marilyn and Karen being re-elected, and congratulations were offered.

No nominations had been received for the role of Trustee with Office.

The following nominations had been received for the role of Trustee without Office:

Angela Coshland

Rabhya Dewshi

All were in favour of Angela and Rabhya being elected.

They were welcomed to the Board and congratulations were offered.

Alison Jenaway encouraged all those interested in the role of Trustee to make contact via the ACAT office.

They would be welcome to attend one of the London Board meetings to get an idea of "how it works".

16. Any Other Business

A request was made for the current ACAT logo – 'Understanding leads to change' – to be revised as it was felt to be incorrect. Alison Jenaway suggested adding a question around this to the forthcoming conference survey, to then be followed by a members' vote on any alternatives put forward. It was important, however, to recognise the time and work that had gone into preparing the present logo.

17. Date of the Annual General Meeting 2019

Friday, 13th September 2019

The 2019 AGM will take place within the ACAT Annual Conference which, next year, will be a one-day event held in London

The AGM closed at 17:40

Agenda Item 5

Chair of ACAT Annual Report 2019 | Alison Jenaway

This marks the end of my second year as Chair of ACAT, so my thoughts are already turning to succession planning for next year. I am very grateful for the time and energy that the Trustees give to ACAT and I have continued to be well supported by the members of the Board of Trustees and the general membership too. I am particularly grateful to my Vice-Chair Robert Watson, who has grasped the thorny issue of GDPR and the need for us to be sure that our data protection is up to date and also documented. As a Board, we decided that we needed some professional expertise in this area, to review the organisation and make recommendations, and that work is now coming to fruition. If you are interested in becoming a Trustee, or a future Chair of ACAT, do get in touch with me through the ACAT Office.

We have had to think about finances again this year, as we made a small loss. The Trustees did not want to increase membership fees, as we are pleased that membership is increasing and that some lapsed members have re-joined following the changes we made to make the process cheaper and simpler. Instead, we have decided to try and focus our efforts on boosting income from our CPD programme and Jason Hepple has kindly agreed to put together a strategy for this, which you will hear about in due course. I am also grateful to the hard work of the ACAT administration team of Maria Cross, Ali Marfell, and Louise Barter, and to Jon Sloper for his work on the ACAT website and Reformulation. The current editors of Reformulation, Nicola Rogal and Louise Yorke, are standing down after an excellent run of issues, including the memorial issue to commemorate Tony Ryle. Our thanks go to Nicola and Louise for doing such a great job in encouraging members to send in articles, so that they will be handing over a well-oiled machine to the new editors.

Stephen White has continued to support ACAT in his role as Company Secretary and as the financial expertise behind the scenes. We have still not been able to find someone to take over the full role of Treasurer, and Cheryl Delisser has been standing in as Honorary Treasurer this year. Sadly, Cheryl has come to the end of her three year term and is standing down as a Trustee due to her other commitments. Marilyn Ramsden, our Lay Trustee, has also decided to stand down this year. Thank you to both Cheryl and Marilyn for all your contributions; your words of wisdom will be missed. If you know anyone who might be willing to become the ACAT Treasurer, or be the Honorary Treasurer as a Trustee, please let the office know. It can feel as if ACAT is like a Beehive, with a core group of people tending the baby bees and making sure that the honey stays pure, while other bees fly in and out, spreading the word and innovating, sometimes returning with new ideas and energy, sometimes moving on to pastures new.

Despite all of the flying in and out, 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

Agenda Item 5

Achievements in 2018-2019

- Ongoing work to provide a modular approach to training, allowing for the new embedded CAT foundation level trainings in D.Clin.Psych 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 national ACAT Conference in July 2018 at Keele, with myself, Carol Gregory and Rosemary Parkinson organising the programme based on the theme of “Authenticity, creativity and positive resources in CAT”. This had a lovely mellow feel to it and Keele looked after us very well.
- The completion of a web-based survey on the public engagement aspects of ACAT and what we could do to improve this aspect of our work. The survey was designed by Rhona Brown, who also organised two public engagement events, one in Manchester and one in London. These events were designed to bring together service users and carers with experience of CAT, and members of ACAT who are interested in public engagement.
- A members survey on Reformulation and the ACAT motto “Understanding Leads to Change”, some results of which will also be presented at the AGM.
- The second CAT Research Conference took place in London in March 2019, organised by myself as a joint event through ACAT and Catalyse. This was another chance 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 and that research links and networks will develop from it.
- Establishment of two charitable funds, one to support Research into CAT, particularly randomised, controlled trials which are vital in terms of keeping an evidence base for CAT in the future. The other fund is the Tony Ryle Bursary Fund to encourage diversity in our trainings and future membership. Working out how people can apply to get money out of these funds is ongoing.
- An Awayday in April of the Trustees and Council of Management, which gave a chance for Trustees to see the results of the public engagement work and the ACAT blog website that we have been developing. The link for this will be circulated to members soon. Also Rachel (Rae) Musk, our lay Chair of Ethics joined us to facilitate our thinking about the business processes within ACAT.

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 busy Beehive that is ACAT.

Alison Jenaway | Chair of ACAT

Annual Accounts Financial Statements for Year Ended 31st July 2018

Honorary Trustee Treasurer For the Financial Year ended 31 July 2018 Annual Report | Cheryl Delisser

1 Financial Activities

The Statement of Financial Activities for the year shows a deficit of £5,329 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 increased to £311,523 from the previous year's total of £234,944 with the costs of generating voluntary income increasing to £206,864 from £177,086 in the previous year.

2 Balance Sheet

The charity's unrestricted reserves decreased to £230,283 from £235,612 the previous year and the Trustees' Report provides detail of the investment policy.

3 Key Events

ACAT Ltd was able to reclaim £17,444 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 £22,773 compared with a deficit of £42,985 for the previous year.

This deficit, adjusted for the amount received under the Gift Aid Scheme, reduced the Reserves of Unrestricted Funds by £5329.

Thanks again for the members' support and attendances at the various events and courses and for the considerable efforts of those involved in organising these. I am pleased to report that this year the Charity made a small surplus of £3,091 from these activities compared with a deficit of £23,409 for the previous year. More detailed analysis can be found in notes 4 and 6 of the accounts.

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 try 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 2018

Trustees' report for the year ended 31st July 2018

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 July 2018. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 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 at the Board of Trustees. The overarching aim is to educate and promote increased awareness and understanding of Cognitive Analytic Therapy amongst health professionals, service providers and the public.

Public benefit and achievements

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

Who used and benefitted from our services?

CAT is available to thousands of people with mental health problems in many NHS Trusts and privately. By setting standards for ethical practice (including a complaints procedure available to those receiving CAT Therapy), regulating training in CAT (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 748 Practitioner and Psychotherapist members, 229 Trainee Members, 24 Non Practising and 12 Retired. There are also 31 Friends of ACAT. ACAT currently provides 1 Foundation Training Course, 8 Accredited Practitioner Training Courses, 1 Psychotherapy Training Course and 2 skills courses.

The Board of Trustees has established a User/Public Involvement strategy from 2012-2013. The focus goes beyond the maintenance of standards in the practice of CAT to clients receiving therapy by seeking to promote CAT's relational and humanistic understanding of distress and conflict by looking to collaborate with other charitable ventures that target vulnerable, socially excluded or disadvantaged groups. It also aims to establish a User/Carer Focus Group to provide Consultation on ACAT strategy and policies.

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

FINANCIAL REVIEW

Financial Position

Total reserves held at the year ended 31 July 2018 were £230,283 (2017 : £235,612).

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 £230,283 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 2018

Financial Review

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 a year, holds an additional four meetings a year by teleconference. The Chair of ACAT is responsible for the operational management of the organisation and is supported by a vice-chair and treasurer who are also trustees. The Chair of ACAT manages and supports the ACAT Administration Manager, administrators and the Project and Liaison Officer.

Induction and training of new and continuing trustees

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

Risk management

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

Reference and Administrative Details

Registered Company Number

06063084 (England and Wales)

Registered Charity Number

1141793

Registered Office

PO Box 6793

Dorchester

DT1 9DL

Annual Accounts Financial Statements for Year Ended 31st July 2018

Reference and Administrative Details

Trustees	S H White	- resigned 22.9.17
	R Carson	- resigned 6.7.18
	M Ramsden	
	J Dudley	- resigned 6.7.18
	J N Hepple	- resigned 22.9.17
	K L Shannon	
	E W McCormick	
	S A Yabsley	- resigned 22.9.17
	R J D Watson	
	C R Delisser	
	H J Batchelor	
	A Jenaway	
	S J C Dickinson	- appointed 14.12.17
	A Coshland	- appointed 6.7.18
R Dewshi	- appointed 6.7.18	

Company Secretary S H White

Company Number 06063084

Charity Number 1141793

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

Bankers National Westminster Bank plc
Lambeth North Branch
91 Westminster Bridge Road
London
SE1 7HW

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

Approved by order of the board of trustees on 17 April 2019 and signed on its behalf by:

A Jenaway - Trustee

Annual Accounts Financial Statements for Year Ended 31st July 2018

Independent Examiner's report for the year ended 31st July 2018 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 2018.

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 2019

Annual Accounts Financial Statements for Year Ended 31st July 2018

Statement of Financial Activities (Incorporating an Income and Expenditure Account) For the year ended 31 July 2018

	Notes	2018 Unrestricted Fund £	2017 Total Funds £
Income and Endowments from			
Donations and legacies	2	119,012	113,147
Charitable activities			
CAT activities	4	209,955	139,813
Investment income	3	-	14
Total		328,967	252,974
Expenditure on			
Charitable Activities			
CAT activities	5	334,296	277,943
Net income / (expenditure)		(5,329)	(24,969)
Reconciliation of funds			
Total funds brought forward		235,612	260,581
Total funds carried forward		230,283	235,612

Annual Accounts Financial Statements for Year Ended 31st July 2018

Company number: 06063084

Balance sheet as at 31 July 2018

	Notes	£	2018 Unrestricted Fund £	£	2017 Total Funds £
Current assets					
Stocks	10		1,165		1,225
Debtors	11		20,259		21,951
Cash in hand			276,841		277,545
			298,265		300,721
Creditors: amounts falling due within one year	12		(67,982)		(65,109)
Net current assets			230,283		235,612
Total assets less current liabilities			230,283		235,612
Net Assets			230,283		235,612
Funds	13				
Unrestricted funds			230,283		235,612
Total Funds			230,283		235,612

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2018.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 July 2018 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- 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 2019 and were signed on its behalf by

A Jenaway | Trustee

Annual Accounts Financial Statements for Year Ended 31st July 2018

Notes to the financial statements for the year ended 31 July 2018

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.

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

Stocks

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

Taxation

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

Annual Accounts Financial Statements for Year Ended 31st July 2018

Fund accounting

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

Pension costs and other post-retirement benefits

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

Financial instruments

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

Debtors

Debtors comprise trade debtors and recoverable gift aid.

Creditors

Creditors comprise trade creditors, accruals and deferred income.

2.	Donations and Legacies	2018	2017		
		£	£		
	Donations	320	5,015		
	Gift Aid	17,444	18,016		
	Membership Subscriptions	101,248	90,116		
		119,012	113,147		
3.	Investment Income	2018	2017		
		£	£		
	Bank Interest Received	-	14		
4.	Income from Charitable Activities	2018	2017		
		£	£		
	ACAT training and other courses	94,203	87,055		
	Conference Income	81,074	23,625		
	Workshops	32,279	28,485		
	Book sales and other income	2,399	648		
		209,955	139,813		
5.	Charitable Activities Cost	Direct Costs	Grant of Funding	Support Costs	Totals
		(see note 6)	Activities	(see note 7)	
		£	£	£	£
	CAT Activities	206,864	13,864	113,568	334,296

Annual Accounts Financial Statements for Year Ended 31st July 2018

6. Direct Costs of Charitable Activities

	2018	2017
	£	£
Newsletter and publications	9,194	7,881
ACAT Supervisor Training	9,082	16,490
ACAT Training Courses	52,497	70,671
Conferences	84,701	8,353
Introductory courses	3,933	10,647
ACAT Training Division	21,873	15,529
Workshops	18,008	24,854
Sheffield Hallam University Partnership	-	1,480
Marketing	7,576	7,317
	206,864	163,222

7. Support Costs

	Management
	£
CAT Activities	113,568

Amounts payable to the Independent Examiner comprise £750 (2017 - £600) for the independent examination and £2,130 (2016 - £2,820) for the production of the accounts.

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

	2018	2017
	CAT Activities	Total Activities
	£	£
Salaries	58,715	50,484
Social security	1,414	551
Pensions	523	216
Sundries	312	2,842
Consultancy and other Staff Costs	2,257	292
Council and committee expenses	6,903	3,687
Rent, rates, service charges and utilities	7,836	7,447
Insurance	1,177	1,165
Printing, postage and stationery	5,001	4,293
Telephone	1,417	1,317
Computer costs	9,633	9,190
Online library costs	926	1,372
Travelling	4,933	4,414
Legal and professional	178	178
Accountancy fees	2,664	4,860
Subscriptions	2,212	1,776
Interest and charges	7,467	6,773
	113,568	100,857

Annual Accounts Financial Statements for Year Ended 31st July 2018

8. Trustees' remuneration and benefits

There were no trustees' remuneration or other benefits for the year ended 31 July 2018 nor for the year ended 31 July 2017.

Trustees' expenses

11 Trustees were reimbursed during the year for travelling expenses totalling £3,107 (2017 - £3,390).

9. Staff costs	2018	2017
	£	£
Wages and salaries	58,715	50,484
Social security costs	1,414	551
Other pension costs	523	216
	60,652	51,251

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

	2018	2017
Administration staff	3	4

10. Stocks

	2018	2017
	£	£
Stocks	1,165	1,225

11. Debtors: amounts falling due within one year

	2018	2017
	£	£
Trade debtors	2,815	3,935
Other debtors - gift aid	17,444	18,016
	20,259	21,951

12. Creditors: amounts falling due within one year

	2018	2017
	£	£
Trade creditors	10,316	284
Accruals and deferred income	57,666	64,825
	67,982	65,109

13. Movement in funds

	At 1.8.17	Net movement in funds	At 31.7.18
	£	£	£
Unrestricted funds			
General fund	235,612	(5,329)	230,283
Total funds	235,612	(5,329)	230,283

Annual Accounts Financial Statements for Year Ended 31st July 2018

13. Movement in funds cont.

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	328,967	(334,296)	(5,329)
Total funds	328,967	(334,296)	(5,329)

Comparatives for movement in funds

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

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

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

14. Pension Commitments

During the year, the charity paid into a defined contribution pension scheme.

The total for the year of £523 (2017: £216) is included within expenditure in the Statement of Financial Activities.

There were outstanding charity contributions of £73 (2017: £Nil) as at 31 July 2018.

15. Related Party Disclosures

There were no related party transactions for the year ended 31 July 2018.

Agenda Item 7

ACAT Training Committee Annual Report 2019 | Liz Fawkes

Training Committee meets three times a year in February, June and October with representatives of all current ACAT training courses along with representatives for course moderators, supervisor training, APL, trainers and supervisors, UKCP-HIPC and Chairs of ACAT and Exam Board, along with myself as Chair, Dawn Bennett as Vice-Chair and ably assisted by Maria Cross. In June we were pleased to welcome two trainee representatives who made valuable contributions to the business.

There are currently 12 course centres across the UK: three CAT skills Case Management courses; eight CAT Practitioner courses from Edinburgh down to Brighton; three CAT Foundation courses, two of which are embedded within Doctorate in Clinical Psychology Courses at Exeter and Lancaster Universities and the Interregional Psychotherapy Training Course.

Some of the work of ACAT Training Committee over the last year includes:

- A revision of supervisor training and the documentation with a clearer pathway for Part 1 (ACAT accredited 2.5 day course) and Part 2 (running your own supervision group(s)).
- Alongside this we have developed a competencies approach to supervision training allowing us to view training in terms of skills required for the role and have developed a competency framework. This will allow us to address the more intensive training required by UKCP in the future
- A major project has been our work to list CAT as a specific therapy modality in the competence frameworks: <https://www.ucl.ac.uk/pals/research/clinical-educational-and-health-psychology/research-groups/core/competence-frameworks>. An Expert Reference Group (ERG) - Dawn Bennett, Glenys Parry, Steve Kellett, Jason Hepple, Ian Kerr and Liz Fawkes - is producing the CAT competency framework including an outline map, a listing, a document for clinicians and commissioners and a document for service users. This should be complete in Autumn 2019
- A working group has reviewed technology assisted supervision and training (TAST), there is a SIG, information for members and guidance for courses for training case supervision
- A working group to explore further training, supervision and support for CAT skills Case Management course graduates
- We have considered a range of issues such as the entry criteria to our courses and how to respond to those saying they offer CAT when they have not completed an accredited training in CAT

Training Committee continues to be responsive to areas that enhance our trainings, for example:

- Continued collaborative work with DClinPsychol course tutors to enable a portfolio approach whereby trainees collect the necessary competencies across a specified time frame
- Moderators' reports are now shared at Training Committee for all courses to benefit from observations on issues raised in each course centre. This has allowed sharing of varied ways of running courses and discussing key areas
- Clarity over 8 session CATs as training cases and adoption of the 8 Session Model used in IAPT services that includes one 'hybrid' reformulation/goodbye letter at the end of therapy

Agenda Item 7

- Continual updating of our web based training materials
- Reflections on the inclusion of a session audio in case studies scored on the Competency in CAT (C-CAT) measure
- Update of the guidance on Personal therapy as part of CAT training
- Review of the range and diversity of training cases for those working in specialisms
- Keeping abreast of changes in funding arrangements for some Trusts
- We have just begun to focus on CPD events

Finally, we need to look ahead in terms of succession planning and how to encourage Training Committee members to step up to the committee roles. The Training Committee feels increasingly collegiate, and is a supportive and creative group of committed CATs, and so taking on key roles is a rich and enjoyable task (much of the time!!)

In relation to this, I would like to extend a huge thank you to Eva Burns-Lundgren who is stepping down from her role as Liaison Moderator on the Training Committee in October. Eva, who taught the Oxford Course for many years, has given so generously to ACAT and CAT over many years, sharing her containing warmth, wisdom and encouragement to so many people – including me – and for that we owe her a debt of gratitude.

I would also like to say thank you to Dawn Bennett who, as Vice-Chair of Training Committee, does so much hard, often unseen, work which enables us to continue to make such progress. She has prepared the majority of this report for me. Dawn and Anna Jellema, Chair of Exam Board, have been and are very supportive to me in my role, for which I am very grateful.

Liz Fawkes | Chair of Training Committee

Agenda Item 8

ACAT Examination Board Annual Report 2019 | Anna Jellema

This has been a quieter year for the Exam Board, now that we have fully established the Re-Accreditation Policy for UKCP/HIPC Psychotherapists. The Re-Accreditation Assessor (currently Conrad Barnard), the CPD Auditor (Sue Yabsley), and Annual Trainers' and Supervisors' Event Organiser (Yvonne Stevens) are now all members of the Exam Board and we really value the contribution that each of them makes to the smooth running of ACAT.

18 ACAT and UKCP (HIPC) registered Psychotherapists were selected for the 2018 round of Re-Accreditation (RA) under the new system. This included all Psychotherapists who qualified in 2012 and about 1/5 of those who qualified prior to this date. 10 registrants submitted applications last year and all were recommended to be re-accredited by their peer groups, those applications being reviewed and endorsed by the RA Assessor and accepted by the Chair of the Exam Board. Of the remainder, some were no longer members of HIPC, and others were deferred until 2019 in relation to severe life events. Generally we think the first round of RA has gone well for ACAT. There have been no concerns about any individuals raised by peer groups, or members making complaints about the requirements, and it is a sound way to uphold standards. We have now embarked on another round of RA for 2019 and this year's group of selected members have already been notified.

The annual CPD audit (which like RA starts early in the year) applies to all Practitioners after they have been accredited for two years, plus those ACAT Psychotherapists who have chosen not to join UKCP/HIPC. The two Psychotherapists selected for 2018 audit both passed, as did 13 Practitioners, with two deferrals until 2019 and two others being given extensions in order to submit their full evidence. I am really grateful to Sue and Conrad for their invaluable help and patience in helping to ensure that our members keep the standards we expect of them.

Since the previous Exam Board Chair Shirley Akgun developed the new Membership and Rejoining Policy (MRJP) we have found that it is working well. Many former ACAT members decide to rejoin, and the new system works out cheaper for many former members. About one out of 4 enquiries results in a former member rejoining, and ACAT's membership now stands at 979, up from 892 in May 2016. Let's hope we can break the thousand mark soon!

Over the last year we have also had to consider how the MRJP applies to trainee CAT therapists, as its intention was to help former Practitioners and Psychotherapists rejoin. Course Directors make clear to trainees that once the taught component of their course is finished, the trainee rather than the course is responsible for paying their trainee membership fees until they are accredited, and most trainees do so. However in some cases there may be a protracted lapse in a trainee's membership, for example due to illness, or relocation. Since last year we have had several applications to rejoin ACAT from trainees whose membership has lapsed for some years. The financial arrangements for rejoining are the same as for other applicants, but where the trainee has not yet completed all elements of their training, then their former Course Director (rather than the Exam Board Chair) takes responsibility for helping the trainee complete the clinical and academic elements of their course.

We currently have 17 courses running at the different levels.

As always, I am so grateful to Maria Cross and Ali Marfell for their tireless help with all the Exam Board work. They are true masters of detail, so they complement my very different skills well!

The Exam Board continues to meet three times a year, in spring, summer and autumn, when accreditations take place. We publicise the Exam Board meeting dates in the ACAT Newsletter, and any applications for accreditation must be with the ACAT Office a full three weeks before the EB meets. Applications are first checked with the ACAT Office and then passed on to the Exam Board Chair for queries to be addressed, with the hope that most applications for accreditation go through the Exam Board smoothly on the day of the meeting. 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 explicit and as helpful as possible to trainees and supervisors.

Agenda Item 8

We send warmest congratulations to all those who have been accredited by the Exam Board over the last year. Their names are below.

Anna Jellema | Chair of Exam Board

Accreditations: October 2018 to June 2019

Supervisor

Caroline Rice-Varian	Jane Bradley	Patricia Rubies
Christine Laking	Jayne Merrin	Philip Clayton
Dahlia Maslin	Judith Loftus	Prem Jeyapaul
Daniel Sumpton	Justin Bailey	Rebecca Brough
Dawn Bagwell-Cox	Katie Ackroyd	Sarah Huish
Deebra Mortlock	Lainey Faser	Sarah Pratap
Doreen O'Rourke	Leonie Sweeney	Shao Hung Lipscombe
Elisabeth Hansen	Lynn Roberts	Susan Simpson
Gina Champion	Mandy Wildman	Suzanne Riddell
Imran Qureshi	Matthew Tinker	Tracy Akrill

Practitioner

Allyson Jerry	Jak Smith	Natalie Louw
Amanda Barker	Jenny Hargreaves	Nicola Giles
Amanda Tetley	Joanne Dixon	Owen Davies
Amy Thomson	Jodie Fellows	Paul Hollingworth
Andrew Dunn	John Cartmell	Paula Cox
Andrew Haley	Jonathan Glynn	Pauline McAvoy
Asha Pook	Kate Portman-Thompson	Peter Walker
Caroline Hughes	Katherine Flynn	Rachel Stirland
Christine Day	Kathryn Pemberton	Richard Shakir-Bulos
Christopher Gordon	Katie Strongman	Rodrigo Silva
Christopher Robuck	Leon Simpson	Ruth Marlow
Claire Newman	Liane Franks	Samantha Bampton
David Hibberd	Lucy Morris	Sharon Hodgson
Dawn Materacki	Lucy Parkin	Simon Bradshaw
Deirdre Fuller	Lynne Patterson	Sivakami Suresh Prabalkumari
Ellen Khan	Malcolm Scoales	Sue Ryan
Ellen Wade	Marc McDonagh	Susan Whiting
Emma Hodges	Maria Kaltsi	Tiam Moon Lau
Emma Morton	Mary-Clare Wilson-Verral	Tracy Bargewell
Georgia Konstantinou	Matthew Lee	Tracy Mainolfi
Grainne McKenna	Michael Utterson	Victoria Howells
Hayley Griffiths	Michaela Burnside	Victoria Sullivan
Helen Sessions	Michelle Pell	Victoria Valentine
Hosam Elhamoui	Natalie Bork	Wendy Mather
Imara Gray		

Agenda Item 8

Foundation

Dee Gabriel-Richardson
Elizabeth Manning

Margaret Hocker
Louise Redfern

Peter Paterson

Psychotherapist

Drew McAnespie
Jax Beatty
Leonie Sweeney

Lorraine Sanchez
Matthew Tinker

Penny Waheed
Renata Harris

Skills

Alex Barber
Alex Cookson
Alexandra Oxley
Angela Husband
Clare Edmunds
Emma Clark
Fiona Holden
Isabel Dickson

Jannine Dowling
Jen Owen
Kate Herod
Ketan Sonigra
Kieron Beard
Linda Malone
Lucy Rowntree
Matthew Rowett

Megan Duffy
Roger Nathaniel
Rosie Carr
Samantha Chong
Sarah Wolfe
Tanya Pearson
Victoria Penketh
Zoe Tsivos

Agenda Item 9

ACAT Ethics Panel Annual Report 2019 | Rachel Musk

1. Current Panel Membership and committee remit.

Rae Musk was appointed as Lay Chair of the Panel in April 2018, succeeding Jay Dudley, who had taken on the role of Acting Chair on an interim basis. Rae's background is primarily in NHS management and, latterly, as a Management Consultant working across all sectors and she is able to bring different experience and insights to the work of the Ethics Committee and its business, whilst welcoming the advice and expertise of other members of the Committee, particularly Henrietta Batchelor, Vice Chair of Ethics Committee. Current Ethics Committee membership in addition to Rae and Henrietta is Vicki Richer; Sarah Williams; Virginia West; Anne Stevens; Robert Watson; Alison Jenaway; Anne Benson; Nicola Curtis; Fionn King; and Jay Dudley. Marilyn Ramsden and Annie Winner resigned from the Committee during this AGM year, but Marilyn was kind enough to assist in a formal complaint investigation in early 2019.

The Ethics Committee plays a key role in maintaining the high professional standards of ACAT members and safeguarding the good standing of ACAT as an organisation. The Committee meets twice a year, but any exceptional or urgent issues between meetings are addressed by the Chair and/or Vice Chair (with Chair of ACAT advice when needed) and the outcomes are reported back to the next full Ethics Committee. The Committee benefit from the professional support provided by Maria Cross, and is appreciative of the speedy response for information requested.

The Committee met twice in the 2018/19 year. In that period the Committee/Chair and Vice Chair:-

- 1.1 Finalised the ACAT policy on Therapeutic Wills (The appointment and duties of a professional executor).
- 1.2 Submitted a detailed response to consultation on the UKCP draft Code of Ethics.
- 1.3 Responded to a request for a list of ACAT therapists providing telephone services advising that ACAT did not hold this information.
- 1.4 Reinforced the requirement that ACAT therapists may not include client testimonials in any advertising material.
- 1.5 Advised an ACAT therapist that acting as companion for a client at Dignitas was not appropriate. Therapist was advised that this was not in the therapeutic role.
- 1.6 Supported a proposal to use anonymised case studies to provide learning to ACAT members.

2. Complaints and concerns

- 2.1 In addition to cases in (1) above, one case required invocation of the formal ACAT Concerns and Complaints Procedure. This latter case was resolved to the complainant's satisfaction, in anticipation of an apology from the therapist concerned. (yet to be confirmed). Additionally, the therapist was formally advised of sanctions in the form of required actions to improve practice.
- 2.2 A current complaint relates to the quality of a training course (still under investigation at date of production of this report)
- 2.3 There appears to be an increase in non ACAT therapists offering CAT therapy when they are not members of ACAT and are not CAT trained. This is an area of therapy, which is not formally regulated other than by ACAT itself, which has limited control over the actions of non-members. This apparently increasing phenomenon is a concern in that it could impact by association on the good standing of ACAT itself. Henrietta raised this issue at the June 2019 ACAT Training Committee and the subsequent advice will be adopted.

Personal comment

As well as enjoying and benefitting from an excellent working relationship with Henrietta, I am grateful to all other members of the Committee, particularly Jay, who provided me with an informal induction to the work of ACAT and the role of the Ethics Committee. It is a pleasure to work with professionals, for whose expertise I have the greatest respect. I hope that my own experience and knowledge can continue to support the Panel and the work of ACAT as a whole.

Agenda Item 10

ACAT Equality and Diversity Committee Annual Report 2019 | Dupe Adu-White

The main focus for us and always is, is to keep equality and diversity issues as well as successes live and common place within ACAT and as a result we are continually thinking of ways we can ensure there can be open and honest dialogue across ACAT and friends of ACAT around various equality and diversity issues.

As a result, we hope to have the confidential informal support system up and running by July / August 2019. The aim of the support system will be to provide a safe space whereby ACAT members can receive informal support and discuss difficulties around inequality and non-diversity.

This support system is therefore not intended as an alternative to the more formal channels of support, such as the Ethics Committee. The hope is members of ACAT will be able to access this system initially via the Equality and Diversity chair's email address. The Chair or another member of the committee will aim to respond to emails within 72 hours (it may take longer if emails are sent over the weekend).

We have developed a reading list (two, one long and one short) to be available on the ACAT website and for training (which is currently under the documents tab). We are a small group so I'm sure people will have come across other reading material and therefore we hope there will be some way we can add to the list. We are hoping both the informal support system and reading resource will be more accessible on the ACAT website pending an Equality and Diversity tab.

Finally, we are planning to develop a CPD day for Thursday 10th October 2019, which may lead to creating a special interest group so we can encourage more members to the group.

There have been some improvements in our attempts to communicate with each other face-to-face and with a few tweaks I believe we are making head way. A few of the members will be at the ACAT Conference on Friday 13th September 2019, so feel free to approach us for any questions, share ideas or a chat.

Dupe Adu-White | Chair of Equality and Diversity Committee

Agenda Item 12

Reformulation Annual Report 2019 | Louise Yorke and Nicola Kimber-Rogal

Reformulation is the Association for Cognitive Analytic Therapy's (ACAT) bi-annual journal that contains articles and information about the practice and profession of Cognitive Analytic Therapy (CAT). Articles accepted to Reformulation include cognitive analytically focused descriptions of theory, clinical practice, research, letters, book reviews, teaching, training, practice and policy, for the membership of ACAT. One year after publication in print, the journal is available online on the ACAT website.

As current editors, we have been in post from summer 2015, publishing editions across five years from Winter 2015 to Winter 2019, including the Tony Ryle Memorial and 50th edition of Reformulation. Where possible we also attended ACAT conferences and attended meetings of the Research Committee.

The number of submissions to Reformulation continues to grow on a range of diverse topics. This enthusiasm in the readership is welcomed and perhaps reflects the numbers of persons completing CAT practitioner training, the ongoing CAT psychotherapy training, IRRAPT, and dynamism within the CAT community.

The format and content of Reformulation has remained largely unchanged under the current editors as follows: Cover-page with image and title, contents page, followed by letters from the editors and Chair, practice and review articles, including review of training and CPD courses, book reviews, as well as conference and CPD adverts.

At the end of our tenure, the posts for editors were advertised. We offer congratulations to Dr Rob Lam and Dr Nick Barnes, both Consultant Child Psychiatrists, who were successful at application and have each been appointed to the role of co-editor. Nicky Rogal and I have submitted the Winter 2019 edition for typesetting and publication and are now linking in with the new editors for a fully dialogical handover, with the intention that their first edition will be Summer 2020.

We would like to thank the current Chair of ACAT, Alison Jenaway, Alison Marfell and Jon Sloper for their support; it is an honour to be editor, but there is an acknowledgement that it can be a time-consuming role. Thanks also go to Jason Hepple, past Chair of ACAT, who encouraged, was supportive and introduced the editorial advisor role as part of Reformulation governance. Thanks also to all readers who have submitted articles, had conversations, discussed ideas and contributed to Reformulation to make it the valuable resource that it is to the CAT community.

As we leave post we also handover topics that we would have liked to progress:

1. Closer links with ICATA journal,
2. Developing an on-line journal for members with the option for more frequent publishing, which may also lend itself to a responsive letters/correspondence/debate section that is not possible in the bi-annual format,
3. Reprise of the role of the editorial advisor. This role was briefly and successfully held by Trustee Rosemary Parkinson in 2016 and 2017. The editorial advisor ensures that there is guidance available to the editors on policy and practice issues relevant to Reformulation,
4. Review of roles, responsibilities and terms and conditions of editors
5. Review of administrative and communication processes linked to Reformulation, including e-mail, correspondence and editorial systems, including the publication calendar which may helpfully be published in advance on the ACAT website,
6. Peer review,
7. Special editions,
8. Extending the readership of Reformulation beyond the membership of ACAT
9. Review of the content and format of Reformulation
10. Guest editors.

Agenda Item 13

ICATA Annual Report 2019 | Alison Jenaway

Liz McCormick stood down this year as the ACAT Trustee delegate to ICATA, and there has been some discussion as to how ACAT should be represented as Nick Barnes is currently the ICATA Treasurer and Ian Kerr is on the executive as joint editor of the new International Journal of Cognitive Analytic Therapy and Relational Mental Health. This means that there are already two UK representatives on the executive and it is important that the UK does not dominate too much on the executive, but also important that the Trustees of ACAT are kept up to date with developments. Thus it was really helpful that one of the Trustees, Rabhya Dewshi, was able to attend the executive meetings prior to the conference starting.

The recent International Conference in Ferrara, Italy, was a great success with over 200 delegates from 14 different countries attending. People managed to attend the academic programme, despite the heat, and there was a fantastic conference dinner in a beautiful courtyard, open to the sky.

Some of the key plans for the ICATA executive going forwards are:

- A third issue of the International Journal
- Development of educational video resources for the website
- A possible updating and improvement of the website
- Development of universal, internationally agreed training competencies

Other issues discussed by the committee were:

- The possibility of the Committee meeting next year as face-to-face meetings every two years were felt to be less effective.
- The difficulty keeping CAT true to its public sector roots in the EU, when there's often no public funding for psychotherapy training.
- How to spread and develop CAT internationally, as although CAT is practised in 15 countries, it appears to be the same people doing it rather than a growing pool. People spoke very appreciatively of training that has been delivered across countries, helping to get and keep CAT going and to nourish them.

The next ICATA conference is planned for Finland in 2021.

Alison Jenaway | Chair of ACAT

Agenda Item 14

Resolution

That the ACAT motto – ‘Understanding Leads to Change’ – be retained

This resolution has been triggered by several members who are unhappy with the current motto. The following points have been put forward by Annie Nehmad and Julie Lloyd:

1. ***Understanding leads to change*** was adopted by ACAT Trustees as a motto for CAT without the approval of the membership as a whole (through a resolution at AGM)
2. ***Understanding leads to change*** might have been appropriate for 2nd generation CBT, but does not represent CAT theory or practice. CAT is a profoundly relational therapy, and has always understood (A. Ryle, Psychotherapy – A Cognitive Integration of Theory and Practice, Academic Press 1982 pp 102-105) the importance of a new relationship and new experience in therapy
3. Understanding by itself rarely leads to change, as 3rd generation CBT already acknowledges (eg “head-heart lag”)
4. Partly as a result of contemporary neurobiological research, the relational paradigm is increasingly replacing the cognitive paradigm
5. Even if ***Understanding leads to change*** were true, it is not specific to CAT. It sounds more like an advertisement for IAPT – and perhaps like a claim that other psychotherapies don’t lead to greater understanding
6. ***Understanding leads to change*** implies that CAT is not suitable for people with intellectual disabilities, as within their CAT therapies, understanding as a change mechanism plays little or no role
7. Trying to capture within a catchy slogan what CAT – or any psychotherapy – does is inherently problematic. If a slogan is to be used at all, it should at the very least be truthful rather than misleading and misrepresentative of what CAT actually is, believes, and does. ACAT Trustees’ role includes “increasing awareness and understanding of cognitive analytic therapy amongst health professionals, service providers and the public”

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 nine Trustees:

Alison Jenaway – *Chair*

Robert Watson – *Vice Chair*

Cheryl Delisser – *Honorary Treasurer*

Henrietta Batchelor

Stella Compton Dickinson

Angela Coshland

Rabhya Dewshi

Liz McCormick

Karen Shannon

The following Trustee will be standing down / has stood down and **will not be standing** for re-election at the 2019 AGM:

Cheryl Delisser

Marilyn Ramsden (Lay Trustee) - *stood down 15th February 2019*

The following Trustee will be standing down and **will be standing for re-election** at the 2019 AGM:

Henrietta Batchelor

At this AGM there are five vacancies:

One vacancy for a **Trustee with Office – Treasurer / Company Secretary**

Four vacancies for **Trustees without Office** (*a maximum of two may be Lay Trustees*)

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.

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

Agenda Item 15

ACAT | Board of Trustees Elections to the Board of Trustees

Nominations for Trustees without Office (in alphabetical order):

1. Henrietta Batchelor

Early in my career I worked in Educational Psychology research and teaching, later training with RELATE as a couple counsellor and psychosexual therapist. I started my CAT 'journey' in 2002, training as a CAT practitioner and then, via the IRRAPT training, qualifying as a Cognitive Analytic Psychotherapist. Since then I have worked in many roles in CAT – supervisor, trainer, examiner and moderator. Because of my connection with New Zealand, I have been involved in the training and supervision of CAT practitioners over there and enjoyed understanding their rather different cultural challenges. For the last three years I have been an ACAT Trustee and Vice-Chair of the Ethics Committee.

I have worked in mental health in the NHS for 25 years, in general practice, in adult mental health and as a Consultant Psychotherapist in Women's Health for 10 years (Northumbria Healthcare NHS Foundation Trust). Since my retirement from the NHS I have a busy private practice dividing my time between clinical work, supervision and training. Off duty, my interests are cycling, running, gardening, music, and hopefully my new project of bee keeping!

Because of my long association with ACAT in a number of roles, I have an overview of the organisation which means I can represent the views of ACAT members at different levels in the organisation. I have enjoyed working with the other Trustees and with staff in the ACAT office and contributing in a practical way to the decision making that keeps the organisation running smoothly. I am also able to represent the Ethics Committee's perspective to the Trustee meetings in a way which I hope is helpful. I would very much like to be re-elected as a Trustee of ACAT and continue to represent members of ACAT in this way.

2. Ruth Carson

I have been a CAT practitioner for many years and have recently attended the IRRAPT course and hope to complete this within the next 12 months.

Until March 2019 I worked for the NHS where I held the post of consultant psychotherapist and head of service. I specialised in CAT and have a special interest in how people's (a person's) sense of self may change through life events such as dramatic weight loss, fame, or other major life events. I am also interested in how CAT thinking can influence management and the management of change.

I was previously a Trustee but stepped down in 2016. I have now taken early retirement and am working in private practice and feel I have more time to offer the wider CAT community, so would like to stand as a Trustee again.

3. Louise Harrison

I am a UKCP-ACAT Psychotherapist and Supervisor. I would like to become an ACAT Trustee as I am interested in becoming involved in the wider ACAT community. I have particular interests in promoting CPD, and ethnicity and diversity, and service user involvement.

4. Martin Payne

I am a software engineer with 12 years of experience in the IT industry. I have an interest in CAT and believe my technical knowledge is something which would benefit the Board of Trustees.

My interests include receiving radio broadcasts from far-away places, growing vegetables and sunflowers on the allotment, photographing wildlife, and drinking tea.

ACAT | Statistics

Membership Statistics at the time of compilation: June 2019

Trainees	242
Practitioners	640
Psychotherapists	128
Retired	5
Friends of ACAT	41
Private Practitioner Listings	274
Private Supervisor Listings	63

Training Statistics at the time of compilation: June 2019

Number of Current Practitioner Training Courses	8
Number of Trainees on Current Practitioner Courses	143
Number of trainees on current IRRAPT course	10
Number of Practitioners and Psychotherapists in Supervisor Training	27

ACAT Event Statistics between 1st June 2018 and 1st June 2019

Number of Introductory Courses run by ACAT	3
Number of delegates on the Introductory Courses	71
Number of CPD courses run by ACAT	9
Number of delegates on these nine ACAT courses	118
Trainers and Supervisors Event – delegates	30
Number of Supervisor Residential Courses	1
Number of delegates on the Supervisor Residential Course	19
Number of CPD courses run by local groups with booking through ACAT	1
Number of delegates on the course	95
ACAT Bespoke courses	1
Research Conference - joint with Catalyse - Delegate Numbers	17

ACAT Website Statistics at the time of compilation: 1st June 2019

Number of visitors in month	8,200 +
Number of page views in month	41,000 +
Number of countries reached by the website	186

Percentage of visitors by device:

Desktop: 58.5% Mobile: 35% Tablet: 6.5%

Request for a Proxy Vote at the ACAT Annual General Meeting 2019

To be held at 3 pm on Friday, 13th September 2019, at One Bird Cage Walk, Westminster, London SW1H 9JJ. **Forms to be returned to ACAT by Thursday, 5th September 2019**

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 unable to attend the AGM on 13th September 2019.

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 13th September 2019, 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 Reformulation Editors
- *in favour of / against Report from ACAT's Representative to ICATA

2. Resolution: for voting on the resolution detailed in the AGM booklet

****Please delete as appropriate:***

- *in favour of / *against retaining the ACAT motto 'Understanding Leads to Change'

3. 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

4. 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.**

- Henrietta Batchelor
- Ruth Carson
- Louise Harrison
- Martin Payne

I am:

and I am a fully paid up *Psychotherapist / * Practitioner / * Life Member of ACAT
**delete as appropriate*

of (address):

.....

Phone:

Email:

Signature:

Signed this day of, 2019

Please return the form with **original signature** to arrive at the ACAT office
(address below) by the deadline of
12 noon on Thursday 5th September 2019

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