



**Irish Association for Counselling  
and Psychotherapy**

## **General Meeting**

**Saturday 21st October 2017**

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**Irish Association for Counselling  
and Psychotherapy Ltd**

**Reports and Financial Statements  
(for the period ended 30th June 2017)**

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## **IACP GENERAL MEETING**

**SATURDAY 21ST OCTOBER 2017**

**NEW PARK HOTEL, KILKENNY.**

### **AGENDA**

Registration	9:00 am
Speaker – Dr David Hamilton	10:00 am
General Meeting Start	11:00 am
Minutes of April 2017 meeting	
Company Reports	
Elections	
Motions	
Close	12:15 pm
Members Forum	12.30 pm

## MESSAGE FROM THE CATHAOIRLEACH



Dear Members,

It has only been 6 months since I was elected to the position of Cathaoirleach in April. I joined the board at a transitional time for the profession and the organisation. In that time, many changes have had to take place and this board set about doing them for the benefit of our members. The main work we inherited was the legal obligation of bringing IACP into compliance with Charity and Company legislation and this board has gone about it in a diligent manner.

The Office of the Director for Corporate Enforcement when explaining the function of a Director states, “The primary function of the directors is to manage the business of the company on behalf of its members” (Companies Act, Part 4). It goes on to state that, on appointment a director signs a statement, “I acknowledge that, as a Director, I have legal duties and obligations imposed by the Companies Act, other statutes, and at common Law” (Companies Act, Section 223). All our current board members signed this statement last April and despite what you may have heard, this Board, which is barely six months old, has acted in full compliance with the Board’s Code of Conduct; a requirement of The Governance Code.

Our organization has gone through a major and necessary re-structuring programme in the last year and I could not have led this without the assistance of our wonderful staff. Alongside them have been the many members of our regional and sub-committees and the board, who have given so much of their time as self employed professionals to make this organization the foremost professional body for counselling and psychotherapy professionals in the country. I am truly grateful to each and every one of them.

I would also like to thank all those members who continue to support the changes that they are experiencing and benefitting from in the rollout of professional CPD. There has also been considerable positive feedback from members with regard to the setting up of the Member Care team due to the increased personal contact they now experience with Head Office.

I would also like to invite all of our newer members to become actively involved in this necessary change in future proofing our organization. The foundations are laid and the building blocks are in place and this board leaves the organization poised for the new era; stronger and more efficient.

The new Strategic Plan devised by this board if implemented to its full potential, will bring IACP on the next part of its journey, and strengthen it to meet the new challenges of increasing compliance obligations and forthcoming regulation of the profession.

Finally, we must not forget that we are primarily an organisation for our members, and at the heart of this board’s concern has always been our members, their careers and our vision together of placing a high value on our profession of Counselling and Psychotherapy.

Yours truly

Eugene McHugh

## IACP GENERAL MEETING VOTING

Please familiarise yourself with all proposed Motions. Motions and Nominations for the Board of Directors will not be accepted off the floor on the day of the General Meeting. The deadline for written proposals for Motions and Nominations for the Board of Directors was the 15th of September 2017.

### *Voting on the Day:*

Voting shall be restricted to Members, who have been deemed to be accredited by the Company and who have paid the annual membership subscriptions laid down from time to time by the Board of Directors\*.

### *Proxy Voting:*

Proxy voting may be used for voting on Elections and for voting on Motions.

*\*As only paid-up Accredited Members can vote, we would remind you that your annual subscription (if you haven't paid already), must be paid before the General Meeting. There will be a facility for renewing your subscription at registration on the day.*

## IACP GENERAL MEETING MOTIONS 2017

**Motion 1:** That Renewal of Accreditation for members be extended to every 3 years

**Rationale:** The Organisation moved from 5-year Renewal of Accreditation to 1 year Renewal over the past 2 years. Now that this is up and running it becomes apparent that this is an unwieldy exercise which is completely unnecessary for mature professionals and does not ensure better work with their clients.

Secondly, it is not conducive to practitioners engaging in meaningful continuing professional development. Given a longer time span one can better choose and integrate appropriate cpd.

Signed by: *Eileen Boyle*

Seconded by: *Orla Crowley*

**Motion 2:** A Sub Committee be formed to explore the impediments for Psychotherapists and Counsellors in their careers. Monies in reserve be used to engage the services of professional HR consultants who will inform it's members as we enter negotiations for regulation. Members will then be in a position to have their rights respected as we enter regulation by CORU.

**Note / Explanation:**

1. The current situation where upwards of 550 hours must be worked in order to complete the training and accreditation goals for counsellors and psychotherapists is creating the environment for exploitation of the profession by Counselling Providers and other institutions who are funded by the State.
2. When there is competition for placements to accomplish those hours, there is no or little market value on the service provided by those Counsellors.

3. This tradition of no value is perpetuated throughout the career of the Counsellor and eventually has a knock-on effect on the client.
4. Counsellors, through their own efforts to become qualified and accredited are providing counselling on behalf of the State at their own expense.
5. State funded Counselling Providers are benefitting by employing Counsellors free of charge. Funds are secured to remunerate CEO's and accountants, marketing and secretarial services. Domestic charges such as electricity, phone and IT services are also paid. How could it be acceptable not to pay the counsellors?
6. Counsellors and Psychotherapists are unable to sustain a living wage and are therefore leaving the profession and reverting to employment in other fields.
7. The IACP can not act as a representative for member's pay and conditions and does not have a licence to negotiate on behalf of its members for pay and conditions.
8. Having a stand alone degree in Psychotherapy and Counselling together with accreditation by the IACP does not meet the criteria to work as a Psychotherapist and Counsellor with the HSE.
9. There is an unprecedented need and endorsement of counselling, yet this demand is not being felt by individual, self employed counsellors.

**Rationale:**

1. The IACP has a duty to fully explore the consequences of their own conditions of accreditation and membership.
2. That the IACP has a duty to alleviate the exploitation of Counsellors and Psychotherapists
3. That the IACP has a duty to ensure that the qualifications of its members are fully acceptable for seeking paid employment in Ireland in appropriate settings.
4. The IACP has a duty to promote the professional status of Counsellors and Psychotherapists in line with other professionals who graduate from third level institutions with a qualification and are deemed fully qualified and eligible to work in their chosen careers.
5. The IACP should undertake to promote equality for the profession of Counselling and Psychotherapy in line with Psychology and other mental health practitioners.
6. The IACP has a duty to change the present policy where Training Providers encourage untrained, pre accredited student counsellors to work in settings which are wholly inappropriate and beyond the capacity of those students.

**Signed by:** *Olive Cross*

**Seconded by:** *Brendan Donohue*

**Motion 3**                      That an IACP Finance Committee be established to monitor, advise on and regulate IACP expenditure and financial prudence.

**Rationale:**

- Unexplained increase in Board of Directors Expense payments
- Unexplained Severance packages
- Necessity to Monitor IACP monies being spent on foreign conferences including the expenses incurred whilst at these events

**Proposed by:** Ray Henry

**Seconded by:** Bernie Hackett

**Motion 4**                      That the Board of Director Meetings be held in Head Office

- Reduce unnecessary expenses
- Unexplained overnight hotel based board meetings

**Proposed by:** Bernie Hackett

**Seconded by:** Gillford D'Souza

**Motion 5**                      That disbanded IACP sub committees/committees be reinstated. (namely, Standards Committee/Supervision Committee/Accreditation Committee/Ethics Committee)

**Rationale:**

- Disbanding of these committees doesn't allow for due process
- Disbanding of these committees does not allow for an oversight mechanism
- Disbanding of these committees doesn't serve IACP well in matters of regulating / informing / advising the Board of Directors

**Proposed by:** Ray Henry

**Seconded by:** Gillford D'Souza

**Motion 6**                      That the recent Supervisor Recognition Agreement with ACI be rescinded

**Rationale:**

- Due process not followed. Not passed before Supervision Committee, Accreditation Committee and Standards Committee. (Note: IACP sub-committees had been disbanded)
- This request had been previously rejected by IACP Supervision/ Standards Committee
- ACI therapists do not have to have completed 3 years training to be accredited as ACI therapists and as such do not necessarily fulfil the criteria for IACP Accredited membership status.

**Proposed by:** Bernie Hackett

**Seconded by:** Gillford D'Souza

**Motion 7** A motion of 'No Confidence' in the current Board of Directors is proposed. We ask that the Board of Directors step down if no detailed written response to the request for information from concerned members (see letter from concerned members to Board of Directors on 15th July 2017) is offered and accepted.

**Rationale:** No written response to the questions and concerns of concerned members (see letter from concerned member to Board of Directors on 15th July 2017) has been received.

The concerns and questions relate to

- Confusion of Governance and Management
- Undemocratic Strategic Planning and Policy making
- Professional Standards and Membership Representation
- Financial Transparency
- Conflicts of Interest / Loyalty
- Statutory Regulation
- Public Relations

**Proposed by:** Ray Henry

**Seconded by:** Bernie Hackett

**Motion 8** That the requirement that there be a minimum of two years from the successful completion of a core course and an application of IACP accreditation be removed.

**Rationale:** A resolution of the AGM in 2009 provided that the timeframe between the successful completion of a Counselling/Psychotherapy Course and application for IACP accreditation be a minimum of 2 years and a maximum of 5 years. In special circumstances an applicant may apply in writing to have their application for accreditation considered where more than 5 years have elapsed, but this will be at the discretion of the Accreditation Committee.

It is proposed that the reasons for the imposition of the minimum 2 year period are no longer appropriate. The issue was considered by the Accreditation Committee, the Supervision Committee and by the committee of Regional Chairs.

Moving forward towards Degree Level course as a minimum requirement for IACP accreditation (Courses starting in 2018), the finish date of the course will be regarded a graduation from the degree course rather than the currently used standard - diploma. With the current 2 year restriction the accreditation process would be delayed for at least an additional year post training, which in many cases would be a minimum of 6 years from the time they started their counselling & psychotherapy training.



Also, the 2-year rule post training does not allow the applicants to be able to apply for accreditation despite completing all the requirements for accreditation for at least 2 years after the completion of the core course. This rule seems not to have a practical application and creates a distortion in the marketplace, it delays the accreditation process despite meeting all requirements with no empirical evidence that this delay makes a difference in practice. It could be seen as a discrimination as applicants cannot gain accreditation / get employment / get referrals / be listed on the website because they must wait for the 2 years to pass.

It is more appropriate to have a Supervisor recommending someone for the First Time Accreditation when meeting all requirements for accreditation as a proof and reassurance about applicant's readiness to apply for First Time Accreditation, rather than putting a specific time frame, which in many cases is not a correct indicator of maturity and standards of practice.

**Proposed by:**

*The Board (the Cathaoirleach and Leas-Cathaoirleach)*

## NOMINATIONS FOR THE BOARD OF DIRECTORS 2017



### TREASURER/DIRECTOR – MICHELLE COYNE

Michelle graduated with BSc Honors in Counselling and Psychotherapy, from Middlesex University and is an accredited member of IACP (M11042). Michelle has worked with the Rape Crisis Centre as an advocate, and counsels with SOSAD Ireland and a facilitator - with MEND (Perpetrators of Domestic Abuse) and a facilitation of the Meitheal programme run by Tusla. As a counsellor with Nurture, Michelle demonstrates great interest in women's mental health, working with infertility, miscarriage pre-and post -natal depression. Michelle is also trained in the assessment and treatment of suicidality. Having completed many continues professional development courses over the last number of years, including Mental Health Matters training programme, Choices. Domestic abuse prevention intervention, and art therapy, Michelle continues to commit to ongoing professional development. Michelle take a holistic approach to counselling, and particular areas of interest are working with teenagers who self-harm, teenagers who feel suicidal, women's mental health and perpetrators of domestic abuse. Working with this group there is a need to be creative and intuitive. Art therapy delivers on the creative aspect, providing the client with a space within which they have the opportunity to explore a deeper part of themselves, while maintaining the client and therapist relationship, this is the key to any therapeutic relationship.

*Proposed By: Ray Henry*

*Seconded By: Bernie Hackett*



### TREASURER/DIRECTOR – COLLETTE MAYERS

Collette is currently Acting Treasurer, since June. She joined the board in April 2017 and is a pivotal member on the Finance sub-committee, which is tasked to oversee budgets for the entire organization. Collette keeps a keen eye on spending and at each board meeting ensures that the board is updated and informed on all aspects of spending and budgets. She is also a member of the sub -committee for the Regulation of Counselling and Psychotherapy and a member of the Interim Management Team until a suitable CEO is found and a member of the sub -committee working on IACP structure and a member of the Conference and Events Sub-Committee. Collette also represents her colleagues in Northern Ireland on the Board. She is currently the Regional Chair of IACP Northern Ireland and is an accredited Counsellor and Psychotherapist for the past five years. She also holds a BA (Hons) in Public Policy and Management and a BSc (Hons) in Social Work and is a qualified Mediator. She is also qualified in Health & Safety & Risk Assessment. Collette has worked with Family Intervention, Older Peoples (Dementia) Team and Youth Justice. She works with individuals and separating couples who wish to avoid the court route to resolve their issues, so that arrangements can be put in place for their children and assets divided appropriately. Collette also works in a voluntary capacity for Accord, Northern Ireland, with couples experiencing difficulties in their relationship and has been a member of the Regional Committee with Accord for three years. Collette is passionate about CPD and completes 70 hours of CPD annually.

*Proposed By: Clair Bel-Maguire*

*Seconded By: Eugene McHugh*



**SECRETARY/DIRECTOR - BERNIE DARCY**

Bernie graduated from the Tivoli Institute, Dun Laoghaire, in 2002 with a Diploma in Counselling and Psychotherapy and has worked in private practice since then. Bernie enjoyed 13 years volunteering on several IACP Sub-Committees, the South East Regional Committee, the Complaints Committee, the Standards Committee, the Strategic Committee and the Executive Committee from 2010 until 2015. Bernie served as Cathaoirleach of IACP 2014 to 2015. During Bernie's years volunteering on these various committees Bernie had the opportunity to learn from many senior members of the profession from whom she gained both insight and education on the most precious organisation and profession. She would welcome the opportunity to work with other fellow "concerned members" towards a future for IACP where membership participation and consultation will promote the safety of all of the organisation's stakeholders. Is mise le Meas.

***Proposed By:*** Anne Colgan

***Seconded By:*** Ray Henry

**DIRECTOR - KAREN CLARKE**

Karen Clarke BSc Hons. In Counselling; Accredited Counsellor IACP bACP, Post Graduate Diploma in Leadership, Diploma in Human Resources (Training and Development) Diploma of Higher education in Counselling, NLP Practitioner, Clinical Hypnotherapy, Coaching & Mentoring Awards MAC.

Karen is a highly skilled professional accredited counsellor and coach who has enjoyed a lifelong career facilitating change within the personal development and training community. Within her own business, Karen provides her expertise in counselling and coaching to a range of clients with life impacts. A member of Irish and British Association of Counsellors and Psychotherapists and INLPTA, Karen is an accredited and registered counsellor, has a BSc Hons Degree in Counselling, a Post Graduate Diploma in Leadership, a Diploma of Higher Education in Counselling and is fully qualified Practitioner of NLP, Clinical Hypnotherapy and Life Coaching and Mentoring.

Karen has a strong background in Training & Development, Karen is passionate about ensuring counsellors are fully equipped to work effectively and ethically with clients and to promote and develop the profession especially in current environment.

***Proposed By:*** Collette Mayers

***Seconded By:*** Eugene McHugh



#### **DIRECTOR - DR DAMIAN DAVY**

Damian is a Chartered (Senior) Psychologist, Psychotherapist, Clinical Supervisor, EAP Consultant and Academic. Damian has 31 Years' experience in the EAP field, twenty six working with the EAP for the Irish Government and received the 'Minister's Award' for his contribution to innovative health and safety projects at work. Since 1986 Damian has trained in a vast range of EAP and Psychology related areas and currently owns a private practice (Phoenix Consultants).

Damian holds the following memberships MIACP, CEAP, MBPS, MEAEF, IAAP, and MEAPA and is a founder member of the Employee Assistance Professional Association. Damian is the Irish representative with the EAFEF, former Board member of the EAPA International and an Associate Fellow and Chartered member of the Psychological Society of Ireland. Damian has designed and delivered training and consulted to a wide range of organisation including the Irish Civil Service, the IMI and UCD.

**Proposed By:** *Bernie Hackett*

**Seconded By:** *Ray Henry*



#### **DIRECTOR - EAMON FORTUNE**

Eamon Fortune is an accredited Counsellor/Psychotherapist with IACP. He trained with PCI College and obtained a Bsc degree in Counselling and Psychotherapy. He gained a lot of experience working with young and old, working in a school with young people and across many different ages in private practice. He is now currently working fulltime with Limerick Youth Service as part of a Mental Health and Wellbeing Team as a Counsellor/Psychotherapist offering support to young people across Limerick City and County.

Eamon was also very instrumental in setting up the Western Regional Committee and has held the role of Chair for over a year. A committee that has been successful in bringing easier access to workshops and events to regional members, and providing a voice for those members to feedback their needs and requests to IACP. Eamon also recognises the importance of the roles of pre-accredited and student members of IACP and was part of an information evening held in Limerick this year for said students and pre-accredited members and would also strive to hold more in the future, as these members are our future.

Addressing our member's needs of communicating with each other to minimize isolation, Eamon also set up a forum with the help of staff in IACP called Basecamp

**Proposed By:** *Sheila Haskins*

**Seconded By:** *Eugene McHugh.*



**DIRECTOR - BERNIE HACKETT**

Bernie is an Accredited member of IACP since 1991. She has served on the Executive for several periods of time, latest from 2007 to 2013,

Bernie has also served as Chair of South East Regional Committee, Supervision Committee and is currently Chair of the Complaints Committee.

Bernie also works as an IACP Course Accreditation Assessor ensuring that our Accredited Courses adhere to IACP criteria.

***Proposed By:** Gillford D'Souza*

***Seconded By:** Ray Henry*



**DIRECTOR - RAY HENRY**

Ray Henry is an IACP Accredited Counsellor /Psychotherapist since 1999 and has served as IACP Cathaoirleach, Leas Cathaoirleach and Treasurer from 2005 to 2012. Ray is also an IACP Supervisor.

Ray founded the Midlands Regional Committee of IACP and served as Chair for six years. Ray has also served on HR, Finance, Strategic Planning Interview Boards Committees. Ray has represented IACP at meetings relating to Mandatory Reporting and Statutory Regulation. Ray has maintained a very strong stand on behalf of IACP in relation to Standards within our profession, which he believes are vital to the profession. The public's knowledge of, and confidence in the profession is of great interest to Ray and he believes that this will only remain steadfast if standards are closely monitored, regulated and closely scrutinised by dedicated standards and ethics sub-committees.

Ray holds a Diploma in Counselling, and has a MSc Degree in Science Econ in Care Management, qualified as an IACP accredited Counsellor / Psychotherapist in 1999. He is also an IACP Supervisor.

***Proposed By:** Gillford D'Souza*

***Seconded By:** Bernie Hackett*



#### DIRECTOR - MARGARET HICKEY

Margaret Hickey is a fully accredited member of the IACP for the past thirteen years. In that time she has been a volunteer on the Accreditation committee for four years. Margaret is a fully qualified Psychotherapist and Supervisor. She has extensive experience working in the voluntary sector and is currently working in a family resource centre in Tallaght. Margaret has extensive experience in multiple areas of the financial sector ranging from Expense Management, Call centre management and Compliance and Risk. She has in depth knowledge of Risk Management and Compliance practises with extensive experience in the provision of advice and support of actions required to manage and remediate risk events.

As a newly elected member to the Board in April 2017, Margaret has contributed to the strengthening of the governance framework in the IACP and the establishment of Risk management guidelines. Recognising the importance of regulation in our environment, Margaret has assisted with the implementation of strong Data protection procedures and the enhancement of the IACP's policies and procedures. Margaret is willing to learn and has familiarised herself with the necessary governance Codes which must be in place in our organisation. Charities Act 2009, Companies Act 2014 and the Governance Code and its 2nd edition (published in October 2016). Margaret is currently developing the Governance and Risk Management Sub Committee on behalf of the Board and working with the Board to ensure a coherent and comprehensive approach to updating The Constitution (Memorandum and Articles of Association) of the Company, The Bye-laws, The Sub-regulations, The Standing Orders for General Meetings. Margaret has a BA honours degree, has successfully completed a course in financial reporting in the Irish Management Institute. She is a member of the Association of Compliance officers in Ireland and holds a Professional certificate in Compliance.

**Proposed By:** Aine Ward

**Seconded By:** Clair Bel Maguire



#### DIRECTOR - PETER LEDDEN

Peter has over thirty-five years' experience of working in health care and has been a Mental Health Practitioner since 1992. Peter is a registered and accredited Psychiatric Nurse. Psychotherapist and Clinical Supervisor. Peter has additional qualifications in Health Service administration, Personnel Management, Stress Management and Critical Incident Stress Management. Since 1996 Peter has been involved in the training of Counsellors on a number of IACP approved training courses and was a group therapist and supervisor for the Tivoli Institute. Peter worked for over ten years as a lecture in PCI college and at Fingal Counselling including as Course Director. Peter is currently the external advisor to the Dublin Art Therapy College. In 2004 Peter set up Abate Counselling and EAP Ltd and has worked as a mental health advisor to the Alzheimer Society of Ireland and Schizophrenia Ireland. Peter has a keen interest in Radio Broadcasting and managed a licensed Hospital Radio station for over twenty years with a volunteer staff of fifty people, Peter has enjoyed presenting his own Radio programme on a number of local radio stations.

**Proposed By:** Gillford D'Souza

**Seconded By:** Ray Henry

**DIRECTOR - ANN MEADE**

In 2000, Ann was first accredited by IACP and has also been a member of the William Glasser Institute of Ireland since then. She has worked in private practice since 2005 and served as Company Secretary in Village Counselling Service, Tallaght, for ten years (2005-2015). She is a member of the Victims Rights Alliance (VRA), Interim Board. Her career with the voluntary organisation "Victim Support" spanned from 1986 – 2004. Over those years, Ann filled a number of roles, including Company Secretary, until retirement, in October 2004. During that time she was involved in the setting up of a number of key initiatives, including the establishment of the Tourist Victim Support Service and the Families of Murder Victims programme in 1996 (now Support After Homicide). In 2004, on the occasion of its tenth anniversary, Ann was awarded an MBE, for services to victims of crime, having been nominated by the British Embassy.

*Proposed By: David O'Regan*

*Seconded By: Lorraine Lavelle*

**DIRECTOR - IZABELA MORRIS**

Izabela is a newly Accredited bilingual, counsellor/psychotherapist. Izabela holds a Diploma in Counselling & Psychotherapy, Drugs and Alcohol Therapies and Natural Therapies, Isabela also holds certificates in Psychology, Addiction Studies, Family Therapy, Counselling Children and Adolescents. Izabela is employed by an organisation that promotes positive mental health and in her private practice she works with adults and adolescents. Izabela's life consisted of quite a few transitions and has lived in three different countries. Izabela saw this as an opportunity and a positive asset in the slow process of becoming a counsellor. Being non-national and an Irish counsellor Izabela reflects the changes that have been happening and the transition of Ireland into a multicultural country. Izabela has been living in Co. Wicklow since 2002.

*Proposed By: Bernie Darcy*

*Seconded By: Ray Henry*

**DIRECTOR - MARGARET PLUNKETT**

Margaret Plunkett is an IACP Accredited Counsellor/Psychotherapist and works in private practice in Churchtown, Dublin. She holds a B.Sc. in Counselling and Psychotherapy from Middlesex University. She has also completed a postgraduate course in Integrative Bodywork and holds a Certificate in Mindfulness. Prior to coming to the profession Margaret worked in the Pharmaceutical Industry. She has also worked in the area of Personal and Professional Development and has conducted courses in Stress Management, Time Management and Communications. Margaret chaired the CPD Committee in IACP for the past 3 years which brought about changes in the design and structure of CPD. She recently spoke at an IACP meeting in Cork for student and pre-accredited members informing them of the importance of CPD and its relevance.

*Proposed By: Patricia Ashe*

*Seconded By: Eugene McHugh*



**DIRECTOR - SEAMUS SHEEDY**

Seamus Sheedy joined IACP as a student on the Diploma in Counselling in Trinity College 1999. Seamus was Accredited in 2003 and served as a member of the Midlands Regional Committee of IACP from 2005 to 2007 as Treasurer. Seamus joined the Executive Committee in 2009 and was a member of the Strategic Planning Committee in 2009. Seamus served as Cathaoirleach from 2012 to 2014. Seamus went on to be President of the European Association of Counselling. After finishing an advanced Diploma in Supervision from Middlesex University, Seamus was Accredited as an IACP Supervisor. Seamus also has a M.A in Supervision from DCU.

***Proposed By:*** Ray Henry

***Seconded By:*** Bernie Hackett





## **DIRECTORS' REPORT & FINANCIAL STATEMENTS FOR THE PERIOD ENDED 30 JUNE 2017**

### **Directors and Other Information**

<b>Directors</b>	Patrick Harraghy Moira Sharkey (Resigned 21 April 2017) Eugene McHugh Marina Sweeney (Resigned 21 April 2017) Sheila Haskins Clair Bel-Maguire Catherine Roebuck (Appointed 14 April 2017, Resigned 14 July 2017) Margaret Hickey (Appointed 21 April 2017) Collette Mayers (Appointed 22 April 2017)
<b>Company Secretary</b>	Mark O'Callaghan
<b>Company Number</b>	194640
<b>Charity Number</b>	CHY6615
<b>Registered Office and Business Address</b>	Marina House 11 - 13 Clarence Street Dun Laoghaire Co. Dublin A96 WC94 Ireland
<b>Auditors</b>	Byrne Curtin Kelly Certified Public Accountants and Statutory Audit Firm Suite 4&5 Bridgewater Business Centre Conyngham Road Islandbridge Dublin 8 D08 T9NH Ireland



**DIRECTORS' REPORT  
FOR THE PERIOD ENDED 30 JUNE 2017 (continued)**

**Bankers**

Bank Of Ireland (Dun Laoghaire)  
Dun Laoghaire  
Co. Dublin

Allied Irish Bank (Bray)  
107/108 Main St  
Bray  
Co. Wicklow

Ulster Bank (Blackrock)  
Blackrock  
Co. Dublin

**Solicitors**

Keith Walsh Solicitors  
8 St. Agnes Road  
Crumlin Village  
Dublin 12



## **DIRECTORS' REPORT** **FOR THE PERIOD ENDED 30 JUNE 2017 (continued)**

The directors present their report and the audited financial statements for the period ended 30 June 2017.

### **Principal Activity**

The IACP is a registered charity, established in 1981, to represent the profession of counselling and psychotherapy in Ireland and oversight and management is provided by a voluntary Board of Directors. The Board of Directors are all voluntary and receive no remuneration other than vouched expenses incurred by the legitimate activities of the Board. The IACP is the largest organisation for the counselling and psychotherapy profession representing 4,200 members across the island of Ireland. The IACP's aim is to develop and maintain professional standards of excellence in counselling and psychotherapy through an accreditation process that includes education and research, training, supervision and professional CPD.

The IACP is a member centric organisation. In addition to accreditation it endeavours to provide member services that support members to uphold the professional practice of counselling and psychotherapy. The IACP has at its core the protection of the public in relation to standardising the quality provision of professional counselling and psychotherapy in Ireland, and continues to monitor and revise these standards in response to current demands.

The Company is limited by guarantee not having a share capital.

### **Strategic Plan 2017 – 2020**

The Board agreed a new Strategic Plan for the Company in January 2017.

More detail is contained in the Plan Booklet produced for members but it may be summarized as follows:

#### **Key Aims**

The key aims in the next 3 years?

1. Continuous improvement of current accreditation process and professional standards.
2. To assist members to develop their personal and professional careers.
3. To engage with the Government and regulators (CORU) to ensure that registration and regulation is a sensible, coherent and easy process for members to comply with.
4. When registration commences, take full advantage of the benefits for IACP and members and have full recognition within our full mental-healthcare system; private, public and voluntary.

#### **The Strategy – Overview**

***“Members working together to achieve excellence in practice, career development and wider awareness of the value of Professional Counselling and Psychotherapy”.***

The purpose statement clearly identifies 3 pillars; excellence in standards, career development and raising awareness of the benefits of therapy. The imminent possibility of regulation requires attention; IACP must participate and influence the process to the best of its abilities. A final pillar relates to the resourcing of the strategy and the implementation of the key actions within it. Thus, the strategy for 2017-2020 has in effect 5 key pillars:

**Pillar 1:** Members working together to achieve excellence of practice.



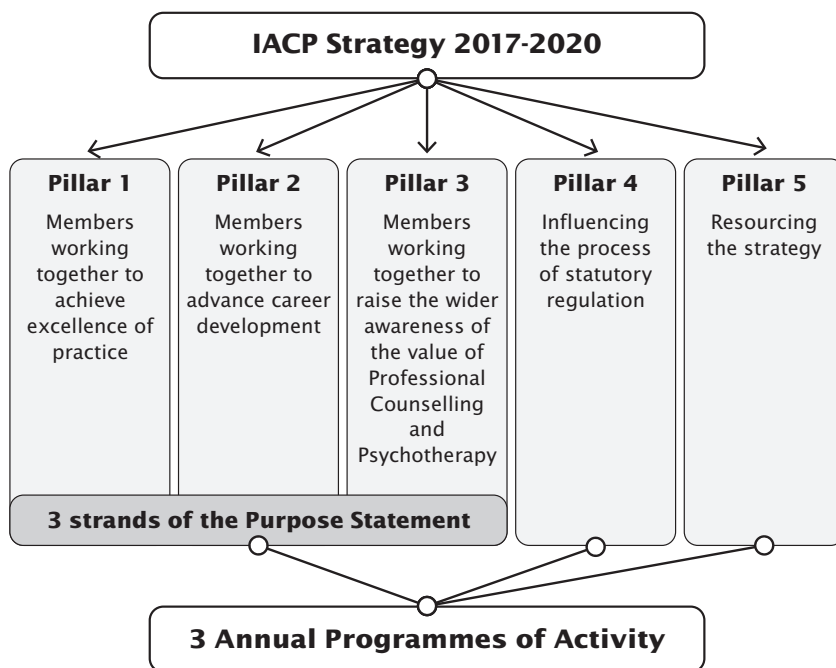
**DIRECTORS' REPORT  
FOR THE PERIOD ENDED 30 JUNE 2017 (continued)**

**Pillar 2:** Members working together to advance career development.

**Pillar 3:** Members working together to raise the wider awareness of the value of Professional Counselling and Psychotherapy.

**Pillar 4:** Influencing the process of statutory regulation.

**Pillar 5:** Resourcing and delivery of the strategy.



## **Financial**

The Board appointed Collette Mayers as the Treasurer in May 2017.

The accounting and auditing procedures followed for this half-year accounts are exactly the same as for all previous year's accounts. The next set of accounts will be for 12 months ending on 30th June 2018, and for 12 months each year after that.

### **Financial Management**

The Board of Directors, with the Treasurer having particular responsibility, are responsible for the proper management of the Company's finances.

To this end there are a number of effective processes in place to provide assurances to the Board as to



## **DIRECTORS' REPORT FOR THE PERIOD ENDED 30 JUNE 2017 (continued)**

the completeness of the Association's records and the accuracy of both internal and external reporting, namely;

- Monthly Management Accounts which are reviewed by the Treasurer and Board of Directors.
- Independent verification of Bank Balances by the Treasurer.
- Regular Finance Committee Meetings
- Annual audit and publication of IACP's financial statements

We will continue to maintain these checks and make ongoing improvements to our reporting in order to help the Board of Directors to make timely and key decisions.

### **2017 Financial Statements – Trading Overview**

The Financial Statements for the first 6 months of 2017 were prepared by our Finance Manager and were audited by Byrne Curtin Kelly, Accountants and Statutory Auditors.

An adjustment has been made to the annual fees in the accounts to reflect the fact that the financial statements are for a period of 6 months and not 12 months.

#### **Income**

Total income received in this period amounted to €624,300, of which €511,250 (82%) came from annual membership fees, €43,750 (7%) came from processing/application fees, €34,350 (5.5%) was from Garda Vetting applications, and the balance (5.5%) from other sources, such as journal advertising and workshop income.

#### **Expenditure**

Total expenditure in this period amounted to €541,750.

(A full breakdown of costs can be found in the Supplementary Information located at the back of this booklet)

This is comprised as follows:

Payroll (wages, pension and social welfare costs, staff training) is €300,930 (55%) – this percentage is standard for an association with high levels of administration as part of its overall costs.

Public Relations / Advertising / Marketing is €37,000 (6.8%) – we will be striving to increase this to 10% for the next full year accounts, as per previously stated goals. Our quarterly publication "Éisteach" makes up the bulk of this cost at almost €27,000

Professional Business Fees (such as legal, auditing and HR/Business consultancy) are €27,100 (5%). Governance consultancy is included here and amounts to €7,825.

Workshops expenditure (including the free workshops provided to members by all the regional committees) amounted to €14,200 (2.6%).

Foreign Travel & Conference costs were €23,200 (4.3%). This expenditure covered economy flights, accommodation and food, and registration fees for attendance at these events, and is in line with the objectives of IACP, of increasing IACP/Board knowledge & participation, and building partnerships with other international counselling bodies. IACP would like to thank the American Counselling Association for the Guest Invitations to their National Conference and the Illuminate Conference. This relationship has yielded two occasions for IACP where they have provided international speakers for free.

Committee Expenses were €53,100 (9.8%). This amount includes all regional and sub-committees



## **DIRECTORS' REPORT**

### **FOR THE PERIOD ENDED 30 JUNE 2017 (continued)**

(€31,430), Board expenses (€16,500), and National & Regional Supervisors Forum meetings (€5,200). Mileage rates for all committee members were increased by a factor of 1.9 (almost doubling them) in February 2016. This was done to reflect the increasing cost to volunteers to attend IACP meetings and events.

The balance of costs relate to: General Office costs of 38,450 (7%), bank charges of €13,000 (2.4%), depreciation of €14,600 (2.7%), AGM of €5,200 (1%), and Membership Cards of €1,700 (0.3%).

#### **Capital Expenditure**

Investment in the year was limited to €8,500 on upgrading office computer equipment, and furniture for the Member Care room.

#### **Reserves**

In line with the IACP Reserves Policy and taking account of the professional advice which we receive from our Auditors, Byrne Curtin Kelly, we have transferred a further €300,000 to our Reserve Fund, leaving a total of €600,000 in this fund. This reserve has been set aside to protect the Association from an unexpected drop in Revenues or the occurrence of an Exceptional Cost. This fund is ring fenced and is therefore not available for day to day expenditure. You can find the full Reserves Policy document on the IACP website.

#### **Principal Risks and Uncertainties**

The principal risks of the company is that the company's income is generated on a cash receipts basis. The company continuity is dependent on its members.

#### **Financial Results**

The surplus for the period after providing for depreciation amounted to €82,568 (Dec 16 - €197,076).

At the end of the period, the company has assets of €1,927,374 (Dec 16 - €1,443,055) and liabilities of €582,267 (Dec 16 - €180,516). The net assets of the company have increased by €82,568.

#### **Board Meetings and Company Policy**

The Board met on 7 occasions in the reporting period and 165 decisions were recorded in Board minutes.

Board meetings are usually held in Head Office. One Board meeting was held at the venue of the General Meeting in April and two other Board meetings (one of which was significantly focussed on the HR review, the other on the Strategic Plan) were held outside the Office.

The Board spent a significant time on issues of Company Governance. The Board gave focus to the results of the Governance Review carried out several months before in its deliberations on the formation of a new Strategic Plan. Being in a position to declare compliance with the principles of The Governance Code have been on the Board's agenda for some time. Indeed principle 1.1 of The Governance Code puts an obligation on the Board to ensure that the organisation has a Strategic Plan.

Work has commenced on the establishment of better procedures for Board Meetings and this is a work in progress. Significant improvements have been made with regard to Board documents.

The Board adopted a number of important Company Policies during the period including a new Data Protection and Privacy Policy, a new CPD Policy, Recommended Guidance for Online Counselling and a Board Confidentiality and Paperless Office Policy.



## **DIRECTORS' REPORT FOR THE PERIOD ENDED 30 JUNE 2017 (continued)**

The Board concluded agreement on a Code of Conduct for all Directors, which is an essential of The Governance Code. The Board has also developed a Code of Conduct for its sub-committees and Regional Committees.

The Board is working on the re-organisation of the Sub Board structures to facilitate the implementation of the Strategic Plan. Terms of Reference are being finalised for a Professional Practices sub-committee, a Finance and Risk Management sub-committee (both of which are meeting on a regular basis). There are terms of reference for Regional Committees, meetings of Regional Chairs and the development of panels of experts. The development of the sub Board structure will take more time.

### **Regional Activity**

The Board received regular and monthly reports from Regions and Regional activities through its Regional Director.

The Board moved to review the Regional boundaries in conjunction with the Regional Chairs and Regional Committees. Several workshops and training sessions were arranged. Work commenced on a review of the Regional Committee budgeting process and with a view to opening up Regional activity so that Regional Committees seek funding for initiatives in workshops, events or programmes and work in partnership with the Board in the implementation of the IACP Strategic Plan.

### **Communications**

The Board receives regular and monthly Communications reports through its Communications Director.

The Board oversaw a reform of Éisteach and its branding transition to the Irish Journal of Counselling and Psychotherapy. Part of the Strategic Plan requires a comprehensive Communications Plan for IACP. This, we the Board explained recently to a meeting of members, will take time to implement. The recruitment of a Media and Communications Officer/ Specialist will guarantee progress and improvement in the important area of communications. Work commenced on the website, the updating of online forms. The E-news continues. Communications works hand in hand with Regional Affairs. Communication will always be a challenge in an organisation as large as IACP but having a central hub and focus for internal communications where members can go to for update and news is the target. In communication there is always the potential for so-called "fake news". It is therefore important that all members are aware of where to go to or who to go to get the official or correct information on all matters.

### **Head Office and Company Operations**

The Board receives monthly reports on the operations of the Company through the Head Office and the Management Team.

There were a number of staff movements during the reporting period. There were changes in personnel with the departure of our Professional Services Manager. The Board worked at and agreed job specifications for a Media and Communications Officer and a Research and Education Officer. A full HR review was conducted by the Board and restructuring at Head Office led to the creation of a Management Team (the Operations Manager, Finance Manager and Innovation and Development Manager) which has proven very successful. As soon as a new CEO is appointed he/she will lead the Management Team and relieve the voluntary sub-committee which the Board has had to put in place. The Accreditation and Garda Vetting Departments were re-organised. The absence of a chief executive officer has been an issue for the Board and the Board was disappointed that the recruitment



## **DIRECTORS' REPORT FOR THE PERIOD ENDED 30 JUNE 2017 (continued)**

of the Head of Member and National Services did not succeed. With regard to the current process for the appointment of a CEO – the Board has established an independent interview panel and has retained recruitment specialists. The Board is determined to have a new CEO to lead the implementation of the Strategic Plan as soon as it is possible and has targeted an appointment by the Annual Conference.

Otherwise, the Board oversaw updating of IT equipment in Head Office, the refurbishment of the offices and the establishment of a new Member Care Team in accordance with the Strategic Plan.

### **National and International Collaboration:**

- BACP: Strengthening of relations with our closest partner including information exchange relating to policy, practices and developments within the profession
- Reciprocity Agreement with the Australian Counselling Association for members wishing to work in Australia
- Supervision Reciprocity with Addiction Counsellors of Ireland
- Strengthening links with charities and agencies that offer counselling and psychotherapy
- IACP / IAHIP: Continuation of reciprocity agreement
- Consultation with other professional bodies seeking IACP recognition
- IACP member representation at the International Association for Counselling (IAC), Canadian Counselling and Psychotherapy Association (CCPA) and American Counselling (ACA) conferences
- Collaborative Conference with U.S. university for 2018
- Continuing to liaise with EAC
- Requested by the Psychological Therapies Forum (PTF) to rejoin the forum

### **STATUTORY REGULATION:**

- IACP continue to lead the call for statutory regulation of the profession. This activity during 2017 included:
- Lobbying at national political level including ministers and politicians
- Constitutional Review of Memo and Arts, Bylaws and Committee Structures
- Meeting with the Dept of Health Regulations Section
- Invitations to Minister Harris to meet with the Board of Directors
- Lobbying and communication with the HSE and other significant stakeholders in relation to regulation of the profession
- Review of international regulation standards
- Statutory regulation included within the IACP's public relations activity
- Collaboration with sister counselling organisation's
- Sub Committee of the Board set up to develop a regulation development strategy

### **Professional Standards:**

- Work on a new Code of Ethics
- Consolidation of accreditation department
- Accreditation of 159 new members (January 2017 – end of June 2017)
- Accreditation of 30 new supervisors
- Accreditation of 3 new courses (1 general and 2 supervision)
- Continuing introduction of annual accreditation





## **DIRECTORS' REPORT FOR THE PERIOD ENDED 30 JUNE 2017 (continued)**

- Continuation of the IACP's course assessment and monitoring process
- National provision of free workshops within the Regions in response to legislation and professional standards for counsellors and psychotherapist
- National provision of subsidised workshop for supervisors
- Continuing rollout of Garda vetting for all accredited members of the IACP in response to legislation, public safety and best practice
- Review of CPD criteria and relevant standards for providers of CPD provision
- Publication of recommended guidelines for online therapy
- Development of fitness to practice policy
- Review of Complaints procedures to align Health Care and Social Professional Act 2005
- Development of Policies and Procedures Manual to all Regional Volunteers

### **Public Relations / Organisational Profile:**

- Continuation of promoting the IACP and its members through our PR and communications strategy,
- Updating and distribution of IACP information leaflets to Surgeries, Garda Stations and hospitals
- IACP attendance at relevant events to publicise IACP and its membership
- Expert panel being recruited with media training provided to portray a professional image
- Holding free public talks relating to mental health issues
- Attendance at national and international conferences to consolidate international relations to avail of best practice guidelines and future developments
- Engagement of Communications and Media person to implement internal and external communication strategies
- Carrying out members' survey/survey of public's attitudes to counselling & psychotherapy and to mental health issues
- Development of new organisational structure to cater for Companies Act 2009 and The Governance Code

### **Member Services:**

- Provision of free and subsidised CPD workshops to members
- Introduction of a dedicated Member Service Team in National Office
- Ongoing communication to members by e-mails and e-news
- Training and support provided to voluntary committee members.
- Successful social evenings for all Student and Pre-Accredited members in Dublin, Cork, Limerick and Galway
- National/International IACP conference at Trinity College plus new Three Country Conference on Social Justice for 2018
- Review of Members Journal/Éisteach
- Recruitment of Research and Education Officer to implement education initiatives within the Strategic Plan 2017 to 2018

### **IACP Objectives 2017 to 2018**

The board of directors will continue to implement the Strategic Plan 2017 to 2020 to ensure that the



## **DIRECTORS' REPORT FOR THE PERIOD ENDED 30 JUNE 2017 (continued)**

IACP complies with The Companies Act 2009 and Charities Act 2014 and to fulfil its commitment to the Governance Code for a 'Type C' organisation. The primary rationale for this new strategy and purpose is to ensure that the aims and objectives of the organisation are being carried out and updated to reflect the current and future demands of the counselling and psychotherapy profession.

The Strategic Plan has considered the history and culture of the organisation spanning over 30 years, cognisant of the fast-changing environment within which the profession currently exists. This includes responding to the demands of forthcoming regulation, the governance of the organisation in response to changing legislation, growing membership and changes in relation to the delivery of services to both members and the public.

One of the primary aims of the Strategic Plan 2017 to 2020 is to focus on member services and respond to the needs of the profession in the 21st century. Emphasis on education, research and the utilisation of technology is being utilised to support these aims. The Board will continue to raise the standards of professional practice to support the employment of members and provide equitable provision of service to those accessing counselling and psychotherapy in Ireland. One of the priorities for 2018 is to increase the importance of the supervision arrangements to help raise the standards of the profession.

The current Chair and Vice Chair of the Board of Directors is tasked by the Board undertake the role of Interim Management Sub Committee. The office is working efficiently and all KPI's are on target. IACP are in the process of appointing a new CEO and we have engaged Mr Eddie Molloy to lead the process of recruitment. The Board considers Mr Molloy as an expert in what is required in a CEO by an organisation such as IACP. The Board recognises the changes that have been made by IACP for the profession of counselling and psychotherapy nationally and internationally and thanks the members for their patience as resources are put in place to facilitate "The Member Journey" within the Strategic Plan. The Board extends its thanks to all those volunteers who have been involved with the organisation both current and past in the pursuit of the IACP Purpose.

### **Constitutional Reform Project**

As outlined to the Annual General Meeting in April the Board took the first steps towards a complete review of the Company's Constitution.

The Constitutional review which the Board has initiated follows a number of changes, in legislation and a series of steps taken by the Board over the past number of months; in particular the Charities Act, the establishment of the Charities Regulatory Authority of October 2014. There is a Governance Code for Voluntary Organisations such as IACP and recently and only last October it published its second edition. The Governance Code sets out the principles of good Governance which need to be adhered to. The Board over the last couple of years had led a Governance review of the Organisation.

Matters for review include the objects of the company. At the AGM in 2016 the Board discussed a new purpose statement.

#### **The Review will examine:**

- The category of members of the company, voting members / non voting members or other categories of members who are not members of the company but maybe subscriber or affiliate members;
- The terms and conditions of membership;
- General Meetings, the procedures for calling General Meetings, procedures for the meeting and matters which are reserved for General Meetings;
- The Board of Directors, how they're appointed and elected, what their term of office should be, what qualifications to be a Director will be considered, does one need to be a member of the



## **DIRECTORS' REPORT FOR THE PERIOD ENDED 30 JUNE 2017 (continued)**

Company, an Accredited member etc.;

- The number of Directors which are required to run the Company;
- The powers and duties of Directors;
- The proceedings of Directors through Board Meetings and various Sub Committees of the Board.

The Board has formed a special Sub Committee to oversee the project and the Sub Committee will consider all these matters in detail but will bring forward such proposals as maybe required for discussion and consultation to the Regional Sub Committees and the other Sub Committees. There will also be an opportunity for members to contribute directly.

### **Directors and Secretary:**

The directors who served during the year, except as noted, are listed on page 15.

### **Post Statement of Financial Position Events**

There have been no significant events affecting the company since the period-end.

### **Auditors**

The auditors, Byrne Curtin Kelly, (Certified Public Accountants) have indicated their willingness to continue in office in accordance with the provisions of Section 383(2) of the Companies Act 2014.

### **Payment of Creditors**

The directors acknowledge their responsibility for ensuring compliance with the provisions of the European Communities (Late Payment in Commercial Transactions) Regulations 2012. It is the company's policy to agree payment terms with all suppliers and to adhere to those payment terms.

### **Statement on Relevant Audit Information**

There is no relevant audit information of which the statutory auditors are unaware. The directors have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and they have established that the statutory auditors are aware of that information.

### **Accounting Records**

The directors acknowledge their responsibilities under Section 281 to Section 285 of the Companies Act 2014 to keep adequate accounting records for the company.

In order to secure compliance with the requirements of the act, a full time management accountant is employed. The accounting records of the company are kept at the registered office and principal place of business.

Signed on behalf of the board

Collette Mayers  
Director

Eugene McHugh  
Director



## **DIRECTORS' RESPONSIBILITIES STATEMENT FOR THE PERIOD ENDED 30 JUNE 2017**

Date: 8-9-2017

Date: 8-9-2017

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable Irish law and regulations.

Irish company law requires the directors to prepare financial statements for each financial year. Under the law the directors have elected to prepare the financial statements in accordance with the Companies Act 2014 and FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" issued by the Financial Reporting Council. Under company law, the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the assets, liabilities and financial position of the company as at the financial year end date and of the surplus or deficit of the company for the financial year and otherwise comply with the Companies Act 2014.

In preparing these financial statements, the directors are required to:

- select suitable accounting policies for the company financial statements and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the financial statements have been prepared in accordance with applicable accounting standards, identify those standards, and note the effect and the reasons for any material departure from those standards; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for ensuring that the company keeps or causes to be kept adequate accounting records which correctly explain and record the transactions of the company, enable at any time the assets, liabilities, financial position and surplus or deficit of the company to be determined with reasonable accuracy and enable them to ensure that the financial statements and directors' report comply with the Companies Act 2014 and enable the financial statements to be audited. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the board

Collette Mayers  
Director

Date: 8-9-2017

Eugene McHugh  
Director

Date: 8-9-2017



## **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF IRISH ASSOCIATION FOR COUNSELLING & PSYCHOTHERAPY LIMITED**

### **(A company limited by guarantee, without a share capital)**

We have audited the financial statements of Irish Association For Counselling & Psychotherapy Company Limited by Guarantee for the period ended 30 June 2017 which comprise the Income Statement, the Statement of Financial Position, the Statement of Cash Flows, the Accounting Policies and the related notes. The relevant financial reporting framework that has been applied in their preparation is the Companies Act 2014 and FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" issued by the Financial Reporting Council.

This report is made solely to the company's members, as a body, in accordance with Section 391 of the Companies Act 2014. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of directors and auditors**

As explained more fully in the Directors' Responsibilities Statement, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view and otherwise comply with the Companies Act 2014. Our responsibility is to audit and express an opinion on the financial statements in accordance with Irish law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practice Board's Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Directors' Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the assets, liabilities and financial position of the company as at 30 June 2017 and of its surplus for the period then ended; and
- have been properly prepared in accordance with the relevant financial reporting framework and, in particular, the requirements of the Companies Act 2014.



**Matters on which we are required to report by the Companies Act 2014**

- We have obtained all the information and explanations which we consider necessary for the purposes of our audit.
- In our opinion the accounting records of the company were sufficient to permit the financial statements to be readily and properly audited.
- The financial statements are in agreement with the accounting records.
- In our opinion the information given in the Directors' Report is consistent with the financial statements.

**Matters on which we are required to report by exception**

We have nothing to report in respect of the provisions in the Companies Act 2014 which require us to report to you if, in our opinion, the disclosures of directors' remuneration and transactions specified by Sections 305 to 312 of the Act are not made.

Tony Kelly

for and on behalf of

BYRNE CURTIN KELLY

Certified Public Accountants and Statutory Audit Firm

Suite 4&5

Bridgewater Business Centre

Conyngham Road

Islandbridge

Dublin 8

D08 T9NH

Ireland

Date: 8-9-2017



**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE PERIOD ENDED 30 JUNE 2017**

		Restricted Funds	Unrestricted Funds	Total	Total
		Jun 2017	Jun 2017	Jun 2017	Dec 2016
	Notes	€	€	€	€
<b>Income and Endowments from</b>					
Donations, gifts and legacies		-	137	137	86
Charitable Activities		59,303	564,331	623,634	1,225,933
Other activities		-	417	417	5,000
Investment Income		-	127	127	3,202
<b>Total Income</b>	<b>6</b>	<b>59,303</b>	<b>565,012</b>	<b>624,315</b>	<b>1,234,221</b>
<b>Expenditure On</b>					
Raising Funds		-	-	-	-
Charitable Activities		46,400	495,347	541,747	1,037,145
<b>Total</b>	<b>7</b>	<b>46,400</b>	<b>495,347</b>	<b>541,747</b>	<b>1,037,145</b>
<b>Net (Expenditure)/income</b>		<b>12,903</b>	<b>69,665</b>	<b>82,568</b>	<b>197,076</b>
<b>Transfers between funds</b>		-	-	-	-
<b>Net movement in funds</b>		<b>12,903</b>	<b>69,665</b>	<b>82,568</b>	<b>197,076</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		13,818	948,721	962,539	765,463
<b>Total funds carried forward</b>		<b>26,721</b>	<b>1,018,386</b>	<b>1,045,107</b>	<b>962,539</b>

The statement of financial activities has been prepared on the basis that all operations are continuing operations.

There are no recognised surpluses and deficits other than those passing through the statement of financial activities.

A detailed breakdown of the above items is included in the notes to the financial statements.



**STATEMENT OF FINANCIAL POSITION**  
**AS AT 30 JUNE 2017**

	Notes	Jun 2017 €	Dec 2016 €
<b>Non-Current Assets</b>			
Property, plant and equipment	12	<u>639,459</u>	<u>645,667</u>
<b>Current Assets</b>			
Receivables	13	37,696	12,652
Cash and cash equivalents		<u>1,250,219</u>	<u>784,736</u>
		<u>1,287,915</u>	<u>797,388</u>
Payables: Amounts falling due within one year	14	<u>(582,267)</u>	<u>(180,516)</u>
Net Current Assets		<u>705,648</u>	<u>616,872</u>
Total Assets less Current Liabilities		<u><u>1,345,107</u></u>	<u><u>1,262,539</u></u>
<b>Funds of the Organisation</b>			
Unrestricted funds: designated reserves	18	600,000	300,000
Unrestricted funds	18	718,386	948,721
Restricted funds	18	<u>26,721</u>	<u>13,818</u>
Equity attributable to owners of the company		<u><u>1,345,107</u></u>	<u><u>1,262,539</u></u>

Approved by the board on 8-9-2017 and signed on its behalf by:

Collette Mayers  
Director

Eugene McHugh  
Director





**STATEMENT OF CASH FLOWS**  
**FOR THE PERIOD ENDED 30 JUNE 2017**

	Notes	Jun 2017 €	Dec 2016 €
<b>Cash flows from operating activities</b>			
Surplus for the year		82,568	197,076
Adjustments for:			
Interest receivable and similar income		(127)	(3,202)
Depreciation		14,584	-
Surplus/deficit on disposal of property, plant and equipment		137	27,841
		<u>97,162</u>	<u>221,715</u>
Movements in working capital:			
Movement in receivables		17,628	17,628
Movement in payables		(74,044)	(74,044)
Cash generated from operations		<u>473,869</u>	<u>165,299</u>
<b>Cash flows from investing activities</b>			
Interest received		127	3,202
Payments to acquire property, plant and equipment		(8,513)	(11,704)
Net cash (used in)/generated from investment activities		<u>(8,386)</u>	<u>(8,502)</u>
Net increase in cash and cash equivalents		465,483	156,797
Cash and cash equivalents at beginning of financial period		784,736	627,939
Cash and cash equivalents at end of financial period	22	<u><u>1,250,219</u></u>	<u><u>784,736</u></u>



## **NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 30 JUNE 2017**

### **1. GENERAL INFORMATION**

Irish Association For Counselling & Psychotherapy Limited is a company limited by guarantee incorporated in the Republic of Ireland.

### **2. ACCOUNTING POLICIES**

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the company's financial statements.

#### **Statement of compliance**

This is the first set of financial statements of the company for the period ended 30 June 2017 and have been prepared on the going concern basis and in accordance with generally accepted accounting principles in Ireland and Irish statute comprising the Companies Act 2014 and in accordance with the Financial Reporting Standard applicable in the United Kingdom and the Republic of Ireland (FRS 102) issued by the Financial Reporting Council.

#### **Basis of preparation**

The financial statements have been prepared on the going concern basis and in accordance with the historical cost convention except for certain properties and financial instruments that are measured at revalued amounts or fair values, as explained in the accounting policies below. Historical cost is generally based on the fair value of the consideration given in exchange for assets. The financial reporting framework that has been applied in their preparation is the Companies Act 2014 and FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" issued by the Financial Reporting Council.

#### **Income**

Income is measured at the fair value of the consideration received of its member's subscriptions and workshops. Services supplied to third parties is measured at the fair value of the consideration receivable, exclusive of discounts and value added tax in accordance with standard terms and conditions.

#### **Incoming Resources**

Income from events is recognised as earned and received.

Income is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Income includes donations, gifts, bequests, income from donation of assets and membership income. Membership income is accounted for and deferred on a time basis. Income also includes any grant income received to carry on the charitable purpose of the organisation. This income may be classed as restricted or unrestricted dependant on the conditions included in each agreement.

Grants from governments and institutional donors, are recognised as income when the activities which they are intended to fund have been undertaken, the related expenditure incurred, and there is reasonable certainty of receipt.

Investment income is recognised on a receivable basis. Investment income includes income received on deposits held by the charity and income from any other investments.

Income from charitable activities includes income recognised as earned (as the related goods or



## **NOTES TO THE FINANCIAL STATEMENTS** **FOR THE PERIOD ENDED 30 JUNE 2017 (continued)**

services are provided). Income from charitable activities would include income received for events and meetings held during the year.

### **Resources Expended**

Expenditure is recognised when a liability is incurred. Funding provided through contractual agreements and performance related grants are recognised as goods or services supplied. Other grant payments are recognised when a constructive obligation arises that results in the payment being an unavoidable commitment.

Costs of generating funds are those costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Support costs include those incurred in the governance by the Board of the charity's assets and are primarily associated with constitutional and statutory requirements of managing the organisation.

### **Fund Accounting**

Unrestricted funds are general funds that are available for use at the board's discretion in furtherance of any of the objectives of the charity.

Restricted funds are those received for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose and the restriction means that the funds can only be used for specific projects or activities.

### **Property, plant and equipment and depreciation**

Property, plant and equipment are stated at cost or at valuation, less accumulated depreciation. Cost includes prime cost, overheads and interest incurred in financing the construction of property, plant and equipment. The charge to depreciation is calculated to write off the original cost or valuation of property, plant and equipment, less their estimated residual value, over their expected useful lives as follows:

Land and buildings freehold	- 2% Straight line
Fixtures, fittings and equipment	- 15% Straight line
Computer Equipment	- 33.33% Straight line

The carrying values of property, plant and equipment are reviewed annually for impairment in periods if events or changes in circumstances indicate the carrying value may not be recoverable.

### **Trade and other receivables**

Trade and other receivables are initially recognised at fair value and thereafter stated at amortised cost using the effective interest method less impairment losses for bad and doubtful debts except where the effect of discounting would be immaterial. In such cases the receivables are stated at cost less impairment losses for bad and doubtful debts.

### **Cash and cash equivalents**

Cash and cash equivalents comprise cash at bank and in hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the Statement of Financial Position bank overdrafts are shown within Payables.

### **Trade and other payables**

Trade and other payables are initially recognised at fair value and thereafter stated at amortised



## **NOTES TO THE FINANCIAL STATEMENTS**

### **FOR THE PERIOD ENDED 30 JUNE 2017 (continued)**

cost using the effective interest rate method, unless the effect of discounting would be immaterial, in which case they are stated at cost.

#### **Employee benefits**

The company provides a range of benefits to employees, including annual bonus arrangements, paid holiday arrangements and defined contribution pension plans.

##### **(i) Short term benefits**

Short term benefits, including holiday pay and other similar non-monetary benefits, are recognised as an expense in the period in which the service is received.

##### **(ii) Defined contribution pension plans**

The Company operates a defined contribution plan. A defined contribution plan is a pension plan under which the company pays fixed contributions into a separate fund.

#### **Taxation**

Current tax represents the amount expected to be paid or recovered in respect of taxable income for the year and is calculated using the tax rates and laws that have been enacted or substantially enacted at the Statement of Financial Position date.

#### **Foreign currencies**

Monetary assets and liabilities denominated in foreign currencies are translated at the rates of exchange ruling at the Statement of Financial Position date. Non-monetary items that are measured in terms of historical cost in a foreign currency are translated at the rates of exchange ruling at the date of the transaction. Non-monetary items that are measured at fair value in a foreign currency are translated using the exchange rates at the date when the fair value was determined. The resulting exchange differences are dealt with in the Income Statement.

#### **Pensions**

The company operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the company. Annual contributions payable to the company's pension scheme are charged to the Income Statement in the period to which they relate.

### **3. SIGNIFICANT ACCOUNTING JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY**

The preparation of these financial statements requires management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, income and expenses.

Judgements and estimates are continually evaluated and are based on historical experiences and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

The company makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results. The estimates and assumptions having a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

#### **Estimate useful economic lives for depreciation purposes of property, plant and equipment**

Long-lived assets, consisting primarily of property, plant and equipment, comprise a significant



## NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 30 JUNE 2017 (continued)

portion of the total assets. The annual depreciation charge depending primarily on the estimated useful economic lives of each type of asset and estimates of residual values. The directors regularly review these asset useful lives and change them as necessary to reflect current thinking on remaining lives in light of prospective economic utilisation and physical condition of the assets concerned. Changes in asset useful lives can have a significant impact on depreciation and amortisation charges for the period. Detail of useful economic lives is included in the accounting policies.

### Providing for doubtful debts

The company makes an estimate of the recoverable value of trade and other receivables. The company uses estimates based on historical experience in determining the level of debts, which the company believes, will not be collected. These estimates include such factors as the current credit rating of the debtor, the ageing profile of receivables and historical experience. Any significant reduction in the level of customer will default on payments or significant improvements that resulted in a reduction in the level of bad debt provision would have a positive impact on the operating results.

### 4. DEPARTURE FROM COMPANIES ACT 2014 PRESENTATION

The directors have elected to present a Statement of Financial Activities instead of a Profit and Loss Account in these financial statements as this company is a not-for-profit entity.

### 5. PERIOD OF FINANCIAL STATEMENTS

The financial statements are for the 6 month period ended 30 June 2017. The comparative figures are for the 12 month year ended 31 December 2016.

### 6. INCOME

The income for the year has been derived from:-

	Restricted Jun 2017 €	Unrestricted Jun 2017 €	Total Jun 2017 €	Total Dec 2016 €
Subscriptions	-	511,248	511,248	1,036,831
Processing Fee	59,303	18,798	78,101	104,551
Conference/Workshops	-	15,195	15,195	57,249
Publications	-	200	200	188
Journal Advertising	-	18,890	18,890	27,092
Donations	-	137	137	86
Other income	-	417	417	5,022
Investment Income	-	127	127	3,202
	<b>59,303</b>	<b>565,012</b>	<b>624,315</b>	<b>1,234,221</b>



**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 30 JUNE 2017 (continued)**

The whole of the company's income is attributable to its market in the Republic of Ireland and is derived from the principal activity of maintaining professional standards of excellence in Counselling and Psychotherapy through education, training and accreditation.

**7. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES**

	Restricted Jun 2017 €	Unrestricted Jun 2017 €	Total Jun 2017 €	Total Dec 2016 €
Administration Costs	46,400	495,347	541,747	1,037,145
	<u>46,400</u>	<u>495,347</u>	<u>541,747</u>	<u>1,037,145</u>

**8. OPERATING SURPLUS**

Operating surplus is stated after charging:

Depreciation of property, plant and equipment

(Deficit)/surplus on disposal of property, plant and equipment

	Jun 2017 €	Dec 2016 €
	14,584	27,841
	136	-
	<u>14,720</u>	<u>27,841</u>

**9. INTEREST RECEIVABLE AND SIMILAR INCOME**

Bank interest

	2016 €	2015 €
	127	3,202

**10. EMPLOYEES AND REMUNERATION**

Number of employees

The average number of persons employed during the year was as follows:

	Jun 2017 Number	Dec 2016 Number
Administration	<u>13</u>	<u>13</u>
The staff costs comprise:		
	Jun 2017 €	Dec 2016 €
Wages and salaries	225,336	403,844
Social welfare costs	24,230	44,171
Pension costs	15,426	23,320
	<u>264,992</u>	<u>471,335</u>



**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 30 JUNE 2017** (continued)

No employees were remunerated over €70,000 in period ended 30 June 2017 and year ended 31 December 2016.

**11. KEY MANAGEMENT COMPENSATION**

Key management includes all members of the Company Management. The compensation paid or payable to key management for employee services is shown below:

	Jun 2017 €	Dec 2016 €
Salaries and other short term benefits	113,270	148,394
Pension costs	4,534	7,085
	<u>117,804</u>	<u>155,476</u>

**12. PROPERTY, PLANT AND EQUIPMENT**

	Land and buildings freehold €	Fixtures, fittings and equipment €	Computer Equipment €	Total €
<b>Cost</b>				
At 1 January 2017	625,352	196,784	75,188	897,324
Additions	-	1,802	6,711	8,513
Disposals	-	(402)	(1,500)	(1,902)
At 30 June 2017	<u>625,352</u>	<u>198,184</u>	<u>80,399</u>	<u>903,935</u>
<b>Depreciation</b>				
At 1 January 2017	25,014	159,638	67,005	251,657
Charge for the period	6,261	5,388	2,935	14,584
On disposals	-	(402)	(1,363)	(1,765)
At 30 June 2017	<u>31,275</u>	<u>164,624</u>	<u>68,577</u>	<u>264,476</u>
<b>Net book value</b>				
At 30 June 2017	<u>594,077</u>	<u>33,560</u>	<u>11,822</u>	<u>639,459</u>
At 31 December 2016	<u>600,338</u>	<u>37,146</u>	<u>8,183</u>	<u>645,667</u>



**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 30 JUNE 2017** (continued)

**12.1. PROPERTY, PLANT AND EQUIPMENT PRIOR YEAR**

	Land and buildings freehold €	Fixtures, fittings and equipment €	Computer Equipment €	Total €
<b>Cost</b>				
At 1 January 2016	625,352	194,839	66,228	886,419
Additions	-	1,945	9,759	11,704
Disposals	-	-	(799)	(799)
At 31 December 2016	<u>625,352</u>	<u>196,784</u>	<u>75,188</u>	<u>897,324</u>
<b>Depreciation</b>				
At 1 January 2016	12,492	149,159	62,964	224,615
Charge for the year	12,522	10,479	4,840	27,841
On disposals	-	-	(799)	(799)
At 31 December 2016	<u>25,014</u>	<u>159,638</u>	<u>67,005</u>	<u>251,657</u>
<b>Net book value</b>				
At 31 December 2016	<u>600,338</u>	<u>37,146</u>	<u>8,183</u>	<u>645,667</u>
At 31 December 2015	<u>612,860</u>	<u>45,680</u>	<u>3,264</u>	<u>661,804</u>

**13. RECEIVABLES**

	Jun 2017 €	Dec 2016 €
Trade receivables	7,130	2,482
Other receivables	5,029	-
Taxation (Note 15)	-	2,885
Prepayments	25,537	7,285
	<u>37,696</u>	<u>12,652</u>

**14. PAYABLES**

	Jun 2017 €	Dec 2016 €
<b>Amounts falling due within one year</b>		
Trade payables	22,186	28,358
Taxation (Note 15)	8,430	12,238
Accruals	551,651	139,920
	<u>582,267</u>	<u>180,516</u>





**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 30 JUNE 2017 (continued)**

**15. TAXATION**

	Jun 2017	Dec 2016
	€	€
<b>Receivables:</b>		
VAT	-	2,885
<b>Payables:</b>		
PAYE	8,172	12,238
VAT	258	-
	<u>8,430</u>	<u>12,238</u>

The company is exempt from corporation tax due to its charitable status (registered charity number CHY 6615).

**16. PENSION COSTS - DEFINED CONTRIBUTION**

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. Pension costs amounted to €15,426 (Dec 16 - €23,320).

**17. STATUS**

**The liability of the members is limited.**

Every member of the company undertakes to contribute to the assets of the company in the event of its being wound up while they are members or within one year thereafter for the payment of the debts and liabilities of the company contracted before they ceased to be members and the costs, charges and expenses of winding up and for the adjustment of the rights of the contributors among themselves such amount as may be required, not exceeding €2.



**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 30 JUNE 2017** (continued)

**18. RESERVES**

**Operating Reserve**

The Board of Directors have determined that the amounts noted in the reconciliation of members funds were transferred to designated reserves to protect the Associations ongoing and future activities from unexpected changes in income, thereby, ensuring the sustainability of the Associations services.

	General Reserves Restricted Jun 2017 €	General Reserves Unrestricted Jun 2017 €	Operating Reserves Unrestricted Jun 2017 €	Total Jun 2017 €
<b>Cost</b>				
At 1 January 2017	13,818	948,721	300,000	1,262,539
Surplus for period	12,903	69,665	-	82,568
Transfer of funds	-	(300,000)	300,000	-
At 30 June 2017	<u>26,721</u>	<u>718,386</u>	<u>600,000</u>	<u>1,345,107</u>

**19. CAPITAL COMMITMENTS**

The company had no material capital commitments at the period-ended 30 June 2017.

**20. CONTINGENT LIABILITIES**

The company had no material contingent liabilities for the period-ended 30 June 2017.

**21. EVENTS AFTER END OF REPORTING PERIOD**

There have been no significant events affecting the company since the year-end.

**22. CASH AND CASH EQUIVALENTS**

	Jun 2017 €	2015 €
Cash and bank balances	238,944	173,588
Cash equivalents	1,011,275	611,148
	<u>1,250,219</u>	<u>784,736</u>

**23. APPROVAL OF FINANCIAL STATEMENTS**

The financial statements were approved and authorised for issue by the board of directors on 8-9-2017.

**SUPPLEMENTARY INFORMATION RELATING  
TO THE FINANCIAL STATEMENTS  
FOR THE PERIOD ENDED 30 JUNE 2017**

**NOT COVERED BY THE REPORT OF THE AUDITORS.  
THE FOLLOWING PAGES DO NOT FORM PART  
OF THE AUDITED FINANCIAL STATEMENTS.**

**DETAILED INCOME AND EXPENDITURE ACCOUNT  
FOR THE PERIOD ENDED 30 JUNE 2017**

	Jun 2017	Dec 2016
	€	€
<b>Income</b>	<b>624,188</b>	<b>1,231,019</b>
<b>Expenditure</b>		
Wages and salaries	251,711	403,844
Social welfare costs	24,230	44,171
Pension costs	15,426	23,320
Staff training/Staff Expenses	9,562	15,762
Rent & rates	10,799	45,307
Workshops & annual conference	41,474	109,463
Committee Expenses	53,118	73,220
Consultancy - Course Accreditation	3,201	4,060
Printing, postage and stationery	9,212	23,155
Membership cards	1,710	12,185
Éisteach Journal - printing & postage	26,897	55,095
Advertising & Public Relations	10,026	58,612
Research costs	-	4,000
Legal costs/Business Consultancy	10,863	36,328
Professional fees	8,484	16,823
Bank charges	13,038	23,481
General office costs	29,233	52,115
Subscriptions	289	1,032
Profits/losses on disposal of tangibles	136	-
Auditor's remuneration	7,754	7,331
Depreciation	14,584	27,841
	<u>541,747</u>	<u>1,037,145</u>
<b>Miscellaneous income</b>		
Bank interest	127	3,202
<b>Net surplus</b>	<u><u>82,568</u></u>	<u><u>197,076</u></u>

## APPENDIX 1

### IACP STANDING ORDERS FOR GENERAL MEETINGS

#### CHAIR

1. The Cathaoirleach shall take the chair. In the absence of the Cathaoirleach, the meeting shall elect a Chair from among those present.
2. The Chair has the responsibility for conducting the meeting in accordance with these Standing Orders and the Association's Bye Laws and Articles of Association. In the event of a clash, the Bye Laws of Association shall prevail.
3. Motions to challenge the Chair's ruling shall only be deemed carried if supported by two thirds of those present and voting.
4. Items to be raised under Any Other Business shall be notified to the Chair in advance of the meeting.

#### VOTING

5. Only Members, as defined in the Articles of Association, may vote at General Meetings. Members may vote in person or by proxy.
6. Those Members present shall sign their names in the attendance register.
7. Substantive decisions may be taken only on items of business about which the Members have been given due notice.
8. Decisions shall be taken:
  - a) By assent where there is no contention;
  - b) By a show of hands and counting of proxies when deemed appropriate by the Chair or requested by a Member;
  - c) By secret ballot for election of Members to Committees, or when requested by a Member.
9. Except as otherwise indicated in the Bye Laws and Articles of Association or these Standing Orders, a simple majority on a show of hands/count of proxies shall be deemed sufficient to resolve an issue.
10. In the case of a tied vote, the Chair, but no other Member, shall have a second, or casting vote.

#### SPEECHES

11. Members shall where possible stand while speaking and commence by announcing their name. All speakers shall address their remarks to the Chair. The Chair shall have the right to determine the orders of speakers, but shall endeavour to give precedence in the order that Members have signalled their intention to speak. If the Chair rises, any Member speaking shall cease and shall sit down and no other Member shall rise until the Chair be resumed.
12. Members speaking shall not be interrupted by other Members, save for:
  - a) Points of order (relating to alleged breaches of Standing Orders or the Bye Laws or Articles of Association);
  - b) points of explanation (where speakers who feel they have been misrepresented clarify their views);
  - c) points of information (requests for specific relevant information).

13. Proposers of motions or amendments shall be allowed to speak for a maximum of five minutes, and subsequent speakers for up to three minutes each.
14. The proposer of an original motion shall be allowed a maximum of five minutes to reply to discussion on the motion and on each amendment before votes are taken. No new matter may be introduced during such reply.
15. Apart from proposers of original motions, no Member may speak more than once on a motion or amendment except on a point of order, explanation or information, or by special permission of the Chair. The meeting may decide to suspend this Standing Order (i.e. go into Committee) for a stated period of time. Proposals to go into Committee must indicate the duration of suspension desired, and shall only be deemed passed if supported by at least two thirds of those present and voting.

## **MOTIONS AND AMENDMENTS**

16. No motion or amendment shall be discussed until it has been proposed and seconded. No further amendment shall be discussed until the prior amendment has been disposed of. Where an amendment is passed, it takes the place of the previous motion or amendment.
  17. Every amendment shall be relevant to the motion under consideration.
  18. After votes have been taken on each succeeding amendment, the surviving proposition shall be put to the vote as the main question, and if carried it shall become a resolution of the meeting.
  19. Discussion of an item may also be terminated on the following ways, subject to the agreement of the Chair:
    - a) if the vote is carried the item under discussion shall then be put to the vote. The proposer of the original motion has the right to reply before this latter vote is taken.
    - b) Members who have not previously contributed to discussion on the current item. Speeches on the proposal must be directly related to it. If the proposal is carried, the original item shall be deemed disposed of; if lost, discussion shall be resumed.
- Both (a) and (b) may be moved at any time. They take precedence over all other business.

## APPENDIX 2

### MINUTES OF THE IACP ANNUAL GENERAL MEETING APRIL 2017

Friday 21st April

Maldron Hotel, Tallaght, Dublin 24

Registration: 6:30 pm

Start of Meeting: 7:00 pm

**Chairperson:** Moira Sharkey, IACP Cathaoirleach

**Opening:** Eugene McHugh, IACP Leas Cathaoirleach, welcomed all in attendance and introductions were made.

**Apologies:** Apologies received were noted.

#### **Minutes of 2016 AGM and Matters Arising:**

The minutes were adopted as drafted on the proposal of Susan Shipp which was seconded by Tony Freegrove.

#### **The Annual Report and Financial Statements of the Company:**

The Chairperson referred to the Reports, the Financial Statements and the Auditor's Report as contained in the meeting booklet, which had been circulated in advance to all members of the Company.

The Reports and audited Financial Statements were approved as presented on the proposal of Patricia Ashe which was seconded by Eamon McElwee.

Tony Freegrove offered to assist in the counting of the ballot papers.

#### **Motions:**

The Chairperson referred the meeting to the only Motion received:

To amend Bye Law 37 to the following: The financial year end shall be the 30th June.

**Rationale:** IACP's current financial year runs from 1st January to 31st December.

Since IACP wish to run annual AGM's in conjunction with our annual conference each year, we would need to change our financial year-end to 30th June to allow us to comply with filing regulations, as laid down by the Companies Registration Office (CRO)

This change of year-end will not affect any other part of the running of the Association.

**Proposed by:** The Board of Directors.

The Motion was passed.

#### **Elections:**

Following the counting of votes the following were elected: Eugene McHugh as Cathaoirleach, Sheila Haskins as Leas Cathaoirleach and Patrick Harraghy, Clair Bel-Maguire, Margaret Hickey and Catherine Roebuck as Directors.

#### **AOB:**

The Chairperson asked if there was any other business. The Chairperson reminded the meeting that a questions and answer forum was scheduled immediately after the meeting.

The Chairperson confirmed that the date for the next General Meeting was the 21st of October 2017.

A suggestion was made about the possibility of a webinar for the Annual General Meeting and that the start time for the AGM should take account of the fact that some members would travel a distance to the meeting. The Board agree to take these into consideration.



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