

Avon Counselling & Psychotherapy Service

Agreement governing the relationship between ACPS and its individual members

1. In relation to ACPS, individual members are self-employed practitioners and are paid as such for their clinical work, either directly by the client or, in the case of treatment subsidised contracts, partly by the client and partly by ACPS. No member may charge any client more than any maximum fee that may be set and periodically reviewed by the organisation. For non-clinical work on behalf of ACPS, members may claim legitimate expenses, but not remuneration.
2. A regular monthly membership fee is paid by standing order by each member to ACPS. The Management Committee may review this fee for the annual budget, or at any other time. Three months notice of any change in the fee must be given to members.
3. Members who are absent from active membership for more than three months, whether through illness or any other reason, may, at the Management Committee's discretion, seek to negotiate arrangements regarding fees and room rental (where this applies), with the Management Committee.
4. Members will be allocated clients who approach the Service, on an equal and fair basis, subject, always, to clinical judgement.
5. Members must maintain membership of the professional body with which they are accredited.
6. Each member must have their own individual up to date full professional insurance for their clinical work. This should include professional indemnity and public liability cover, and is in addition to ACPS' organisational cover.
7. Members must file evidence regarding clauses 5 & 6 in ACPS' office.
8. Members are bound by the code of ethics of ACPS, as well as by the code of ethics of their accrediting professional body.
9. Members must comply with the supervision requirements of their accrediting body. In addition, they should be prepared to present their work in clinical discussion in ACPS and should ensure they have clinical support commensurate with their workload and experience.
10. Members will have in place arrangements so that in the event of their unforeseen unavailability another member has sufficient information to be able to take professional responsibility for making appropriate contact with their clients. This should include maintaining an up to date list of their ACPS clients in the ACPS office.

11. In order to contribute to the management, administration and development of ACPS, members are expected to attend Service Meetings each Wednesday from 2.00 pm – 4.00 pm, to offer a further 2 hours unpaid time each week, and to attend Whole Service Meetings, (which may be one Saturday a year), and the Annual General Meeting. Members are expected to serve on the Management Committee of ACPS from time to time.
12. Members are expected to complete such records on ACPS clients as are required, including for statistical purposes.
13. Members should keep space available to offer assessments to ACPS clients, and to take on new clients periodically.
14. Individual members may rent ACPS rooms at 11, Orchard Street, subject to availability and such conditions as apply, but may also use other suitable rooms if they so wish.
15. Individual members should give ACPS as much notice as possible of their plans for leaving the service. They should give at least three months formal notice of their resignation, and should continue to pay their fees to ACPS until the expiry of this notice.
16. The Management Committee has a responsibility to maintain the professional standards of the Service and to uphold the Code of Ethics. If in their view, a member is failing in these respects, the Management Committee may require the member to take such steps as they deem appropriate to rectify the situation. If the member fails to meet these requirements the Management Committee may take further steps including, but not restricted to, asking the member to leave the Service.
17. In the event of a dispute (e.g. between the Management Committee and a member) appeal should be made to the Directors.

Member's Signature

Date

Signed on behalf of ACPS

Date

Position in ACPS