



wpcf NETWORK CENTRES

MEMBERSHIP AGREEMENT for the year 2007/08

Centre: _____

We agree to the aims and commitments contained in this membership agreement and to pay:

£300 annual subscription to the Network
£262 Appraisal contribution for the year

Total payment for the year: £562

SIGNED _____

DESIGNATION _____

On behalf of the centre

DATE

SIGNED _____

DESIGNATION _____

On behalf of the wpcf Network

DATE 24 January 2008

Introduction

The wpf Network sets out standards of management, counselling and training that its members are expected to adhere to. These have been produced by the members over the years and are for the ultimate benefit of the clients. However the Network recognises that each centre is autonomous and the responsibility of its trustees or directors and must adapt to suit its local situation. The Network accepts no financial or clinical responsibility for member centres.

As well as the Network responsibilities specified, Network centres may benefit from a range of wpf contracts such as health insurance, purchasing contracts, CRB checks etc.

This document sets out to clarify the relationship between individual centres and the Network.

wpf Network Mission Statement

Working within the overall objectives of the wpf group, the Network aims to promote and support the provision of professional, affordable therapy nationwide through working to ensure high standards in:

- clinical work
- training
- management

RESPONSIBILITIES OF THE NETWORK

The Network has an agreed set of objectives it works to, to support its member centres. These objectives are given below together with the activities that help to deliver that objective.

1. To promote the highest standards of counselling and psychotherapy throughout the Network.

High Standards: A regular five yearly peer-led appraisal together with annual self-appraisals. Continuing membership of the Network depends on passing that appraisal process and implementing any conditions required. The Network provides support for centres to ensure standards are met.

Support and Guidance: Help and guidance is available from the Network office. Guidelines on standards, policies and procedures are available together with model documents. Advice is also available from other centres in the Network. It is the responsibility of the Network Office to ensure that the centre is receiving adequate assistance with the early stages of joining the Network.

Vision and Developmental Work: The Network collectively sets benchmarks and standards and, through its quality assurance, maintains and raises standards of professional operation.

2. To support high standards of training throughout the Network.

Training: Centres gain access to an extensive training route to professional counselling and to wpf Kensington's training ladder. The Joint Training Committee moderates and validates training run in centres and provides advice and support.

Regular meetings for Heads of Training: These provide an opportunity for peer-support and networking.

3. To provide continuing professional development (CPD) opportunities to individuals and centres

An annual conference: each year everyone from every centre has the opportunity to participate in the annual wpf conference together with the rest of the wpf Group.

Programme of workshops: workshops are provided on a wide variety of topical issues requested by the membership.

4. To provide advice and guidance on charity management issues such as business planning, financial planning and fundraising

Partnership working: membership of the Network provides an entry point to the whole wpf Group, where there is extensive experience of working with other organisations, within consortia, providing a range of services. Additionally there is experience of entering into contracts with Primary Care Trusts for counselling in the NHS.

Benefit of wpf Group funding bids: Centres can benefit from Network-wide funding bids.

Management Advice: on charity management issues, business planning and financial planning can be provided from within the Network.

Special terms on a range of issues:

A range of benefits has been secured by the wpf Group:

CRB clearance: a special arrangement for criminal records clearance at a substantially reduces cost

Health Insurance: ability to join a private group scheme

Savings on purchasing: purchases of office products and equipment via a purchasing consortium.

Fundraising – London Marathon Places: access to places to enable fundraising for the local centre (assuming it is a charity).

5. To facilitate the flow of information, knowledge and experience throughout the Network

Access to Expertise and Knowledge: the Network Office acts as an information hub answering queries and putting people across the Network in contact.

Network Policy-making: the Director of each centre, or named representative, is entitled to attend the National Network Committee (NNC) as a full voting member. This body makes decisions which affect the future running of the Network.

Statistics: the Network Office collects, co-ordinates and circulates the annual statistics submitted by centres, as an aid to review and policy development

6. To promote therapy and encourage the development of the Network

Publicity: the Network provides an entry in the national telephone directory and use of a range of publicity leaflets.

Certificate of membership: provision to each centre of a certificate of membership

Web presence: the Network maintains a website containing core information about each centre.

Use of the Name of wpf Counselling and Psychotherapy: Membership Centres are entitled to use the name wpf Counselling and Psychotherapy and the logo if they wish. *All matters concerned with the use of the name wpf Counselling and Psychotherapy must be agreed with Network Executive Support Manager before use.*

(Associated Centres may not use the fact of their association to wpf on letterheads and other literature, including the BACP Directory. An exception can be made for those national training courses approved by wpf Counselling and Psychotherapy.)

A national perspective: through membership of the Network, centres gain national status and greater credence and status within their community. The wpf Group is able to represent the work of the Network centres at national level in current national counselling and psychotherapy issues.

RESPONSIBILITIES OF THE CENTRE

Management

The wpf Network does not lay down the precise organisation and management structure of a local centre. However Centres should:

- Be either a charity or have some other legally recognisable not-for-profit structure such as a Community Interest Company.
- have a clear organisation chart with reporting lines, a business plan including a financial forecast and good financial management.
- pay the Network annual subscription promptly.
- participate fully in the appraisal process, including undertaking to implement conditions promptly.
- be prepared to contribute to the work of the Network, e.g. through providing committee members.
- submit to the Network Office each year:

The self-appraisal questionnaire and, as part of that process, the most recent set of Annual Audited Accounts

Annual Statistics as specified

Counselling

Each service should:

- a) Have at least one counsellor trained to Diploma level in the psychodynamic model.
- b) Have at least four counsellors, and one or more approved supervisors.
- c) Have a clear policy for assessment for counselling, and the intention to work within wpf Guidelines on Assessment.
- d) Be an organisation member of BACP and adhere to current BACP Ethical Framework for Good Practice in Counselling and Psychotherapy.
- e) Have a named person clinically accountable for practice.
- f) Have a clear statement of professional values, outlining the counselling model(s) employed in the centre.
- g) Have current professional indemnity insurance.
- h) Ensure their wpf training courses conform to current national standards and curricula.
- i) Make provision for the in-service training of their staff and aim to run their own in-service training programme.
- j) Be responsible for ensuring that all counsellors are trained or are in training.
- k) Must have access to the service of a consultant psychiatrist to provide advice on clinical matters and, where necessary, independent psychiatric advice on particular clients. Some centres include this person on their Advisory Body.
- l) Operate within the Counselling Service Guidelines.

Training

Centres offering wpf-approved training are required to ensure that the training that is offered accords with the stipulations laid down by the Joint Training Committee.

The centre must ensure that the training operation is financially viable, in order to guarantee the completion of the training and to safeguard the interests of the students and not to threaten the viability of the centre. To that end, each training centre must ensure that there are sufficient funds to enable any student enlisted on a course to complete the normal span of training to full qualification.