

UK Board of Healthcare Chaplaincy



Annual General Meeting
Wednesday 23 September 2014
Churches Together In England
Tavistock Square, London

1. Welcome and introduction to UKBHC AGM by DF
2. **Present** Christina Beardsley (CB), Martin Bradley (MnB), Mary Currie (MC), Judy Davies (JD), Derek Fraser (DF), John Glasspool (JG), Paul Graham (PG), Marcus Lange (ML), Iain Macritchie (IM), Malcolm Masterman (MM), David Mitchell (DM), Robin Pfaff (RP), John Sakutombe (JS), Mark Stobert (MS), Stephen Thornton (LM), Philip Wright (PW).
3. **Apologies** Derek Johnston (DJ), Mark Burleigh (MkB), Brenda Maitland (BM).
4. **Minutes of the UKBHC** AGM held on 18 September 2013 at University of Glasgow Nursing and Healthcare School were read By MS and agreed as a true record with two corrections:
 - Chaplaincy Leaders Forum should be Chaplaincy Leadership Forum
 - MES should be NES
5. **Welcome** DF welcomed everyone and updated the meeting on the application for status as a Approved Voluntary Register (AVR) with the Professional Standards Authority (PSA).

DF thanked MB, IM, BM and MS for their worked in taking this forward.

DF announced that following an interview process Philip Wright had been appointed as a new board member.

6. Lead officers Reports

6.1 Registration

IM reported that the register was more robust following letters that had been sent to registrants re CPD returns and payment of fees.

204 registrants had not submitted a CPD for 2013. Registrants commentated that the website was confusing. Therefore there would be an amnesty of CPD returns for 2013.

98 registrants had not paid fees for 2014 and had been given to end of Sept 2014 after which they will be removed from the register.

Following comments, registrants will receive a receipt for CPD and fees.

6.2 Professional Appointment Advisers - MM made a presentation of the work of the advisors and the Reference Group that was now chaired by Rev. Dr. Chris Swift.

MM reported that there was continued widespread use of advisors for recruitment to posts. There had been several requests for service reviews of chaplaincies by trusts.

The meeting enquired about the variability of on call payments to chaplains. There was not reliable information to be able to identify the state of this issue.

6.3 Academic Standards

DM informed the meeting that Competencies and Capability profiles had been completed for every band in chaplaincy from Band 6 downwards.

Bands 7 & 8 are in development and will be completed in early 2015

6.4 Professional Conduct

The 2013 AGM received and discussed the Fitness to Practice Procedures that MB had produced.

MB explained the process of the application to the PSA for AVR status and the place that the Fitness to Practice Documents had with that process.

The first stated aim of UKBHC was to protect the public. This necessitated the development of the Code of Conduct, Fitness to Practice procedures and the Competencies and Capabilities.

There were also standards for removing a registrant from the register.

The meeting enquired about the need for indemnity as a condition of registration and how this was to be enabled. The meeting was informed that chaplains employed by NHS organisations were covered by the organisations indemnity. In addition all members of CHCC had professional indemnity cover as CHCC is part of Unite.

The meeting expressed thanks to MB for his work.

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7.0 Treasurers report

DM Tabled a finance report for 2014 and budget for 2015

DM explained that the 2015 Budget was dependant on whether UKBHC could secure a grant from NHS England to fund the PSA Application. Without the grant, annual registration fees would have to increase from £35 - £50.

It was proposed to hold the annual fee to £35 for 2015

ST emphasised to the meeting the enormous voluntary contribution of the board members to enable UKBHC to function. He contrasted UKBHC with the NMC that had 750,000 registrants and the resources to administer the organisation. UKBHC has c400 registrants and was administered on a voluntary basis.

8.0 Website

DM reported to the AGM that the website will be revamped.

Thanks were expressed to Mark Newitt for his help in keeping the website information updated.

9.0 Newsletter

A Christmas edition of the Newsletter will be produced following the November Board Meeting. All contributions gratefully received.

10.0 Any Questions and Other Business

ML enquired about the process of faith authorisation

The meeting was informed that chaplains need to evidence their participation in the faith/ belief community. MFGHC were developing a structure for this to happen for all faith /belief groups.

CB asked whether registrants could receive receipt of CPD return and a statement of their registration.

This was something that would be rolled out in 2015

There was a discussion about whether UKBHC could offer professional advice to teams and that there might be a potential conflict of interest should it do so.

ST warned about the dangers of mission creep stated that whilst UKBHC would always listen it wasn't within its remit and possibly competence to act.

10.00 Future Dates

Next Board meeting 28 November in London

2014 AGM will be in London

Dates and Venues to be announced

The meeting was concluded with thanks to DF for his work and chairing of the Board and the meetings.

DRAFT