
MINUTES OF MEETING OF UKBHC LTD. 7 OCTOBER 2015

1. Welcome and Introduction

2. Present:

Rev. Mark Adrian Burleigh (MkB), Rev. Dr. Derek John Fraser (DF), Rev. Derek Johnston (DJ), Rev. Dr. Iain Macritchie (IM), Mrs. Brenda Maitland (BM), Rev. David Mitchell (DM), Karen Murphy (KM), Rev. George Mark Stobert (MS), Rev. Phil John Wright (PW)

3. Apologies

Mr. Martin Eugene Bradley (MnB), Paul Graham (PG), Miss Mary Macmillan Currie (MC), Mr. Stephen Thornton (ST).

4. Formation of UKBHC Ltd.

4.1 Quorum

The chair reported that a quorum was present and that the meeting was open.

4.2 Incorporation Details

It was noted that the Company had been incorporated on 11 September 2015 with the company number 09772655. There was produced a copy of the Articles of Association and the Certificate of Incorporation

4.3 Officers of the Company

It was noted that with effect from the date of incorporation, the Directors of the company had been assumed as follows:

Mr. Martin Eugene Bradley (MnB)
Rev. Mark Adrian Burleigh (MkB),
Miss Mary Macmillan Currie (MC),
Rev. Dr. Derek John Fraser (DF),
Mr. Paul Graham (PG),
Rev. Derek Johnston (DJ),
Rev. Dr. Iain Macritchie (IM),
Mrs. Brenda Maitland (BM),
Rev. David Mitchell (DM),
Rev. Karen Murphy (KM),
Rev. George Mark Stobert (MS),

UKBHC Ltd is a Registered Company No. 09772655

Mr. Stephen Thornton (ST),
Rev. Phil John Wright (PW).

4.4 Registered Office

It was reported that notice had been given to the Registrar of Companies that the registered office was situated at Box 105 Addenbrookes Hospital, Hills Road, Cambridge, CB2 0QQ

4.5 Accounting Reference Date

It was noted that the companies accounting reference date will be 30 September

It was resolved that the company would open a new account and accept funds from the old account funds of UKBHC

4.6 Members

It was resolved that the following persons should be admitted to membership:

Mr. Martin Eugene Bradley (MnB)
Rev. Mark Adrian Burleigh (MkB),
Miss Mary Macmillan Currie (MC),
Rev. Dr. Derek John Fraser (DF),
Mr. Paul Graham (PG),
Rev. Derek Johnston (DJ),
Rev. Dr. Iain Macritchie (IM),
Mrs. Brenda Maitland (BM),
Rev. David Mitchell (DM),
Rev. Karen Murphy (KM),
Rev. George Mark Stobert (MS),
Mr. Stephen Thornton (ST),
Rev. Phil John Wright (PW).

Each member present signed a copy of their entry into the Register of Directors and Register of Directors addresses. Each was witnessed by other members.

A Certificate of Membership for each director was signed by secretary, witnessed by other directors and sealed.

5.0 Minutes of the UKBHC Board Meeting of June was accepted with minor corrections

6.0 Declaration of Interest

UKBHC Ltd is a Registered Company No. 09772655

New declarations of Interest are required from all members for the UKBHC Ltd. These will be sent via email. All documentation should reference UKBHC Ltd name and Company Number.

There were no conflicts of interests received

7.0 PSA Application

7.1 MnB and MS had met in Sept to further the application

7.2 MS highlighted some further issues to be resolved;

7.3 Nomenclature will need revising

Constitution of UKBHC to UKBHC Ltd Standing Orders

IM will reissue Constitution as Standing Orders of UKBHC Ltd.

The meeting note that uniformity of terms is needed throughout the document e.g chaplain/healthcare chaplain/health and social care chaplain. Healthcare Chaplain was the preferred reference title as it matched the aims of the UKBHC Ltd

MS would revise the application for proof reading. Directors would indicated to MS items to be addressed.

7.4 Entry Requirements

It was suggested that an Academic Advisor should be appointed to assist in clarifying an equivalent qualification criteria and procedure.

Prop DF

Sec MkB

7.5 Risk Register

The risk register needs to include a focus on the risks to the company as well as the risks to the profession.

BM and IM to make a submission.

7.6 Public Engagement Strategy

It was recognised that UKBHC Ltd. had limited resources and it was important to use existing networks including the website

Public should have opportunities to reflect on and share their experience of encountering chaplaincy.

Other suggestions included encouraging and using Family and Friends feedback

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7.7 Role of the registrar

the role and necessary resources would be kept under revision as advised by IM

Registrars Report to be a standing item on the board meeting agenda

7.8 Legal Oversight

DF, MtB and MS will attend a meeting with Kingsley Napier to discuss legal oversight of the application on 27 October 2015.

7.9 Submission Date

The aim would be to submit by 1 November

NHS England would fund the initial application

8.0 Lead Officers Reports

8.1 Academic Standards

A pilot to audit the 2014 CPD submissions was underway and submissions due by end Nov.

Faith Connection on CPD

The meeting noted that there was an issue in Scotland where the requirement for faith connection was being challenged from within the profession.

Faith connection would be required in the Annual Declaration rather than in CPD.

Key questions:

How does CPD entry contribute to Patient Safety

The board will take note of the forthcoming judgment of a recent ET

DF reminded the board the meeting of the conference Faithful and Professional to be held in Cambridge on 4 November 2015. Details on Newsletter

There will be a revision of the Body of Knowledge document
DM will be using the CAAB information

8.2 Professional Conduct

FtP case had been concluded

Scrutiny Committee had concluded its work and Conduct Committee was reviewing it

DF informed the meeting that a QC was to oversee the FtP procedures pro-bono

It was suggested that a press strategy might be considered.

The review of case procedures should be standing agenda item

8.3 Professional Advisors

Rev Tony Kyriakides had been appointed as the Professional Advisors Co-ordinator

It was agreed to invite him to be a Director on UKBHC Ltd.

MS to invite TY to subsequent UKBHC Ltd Board meetings

It was agreed to invite Shiela Marsh from NES to observe UKBHC Ltd Board meetings

8.4 Professional Registration

IM reported that there were 300 registrants that have paid and submitted a CPD return for 2015

He had received complaints about the difficulty in completing CPD return.

8.5 Treasurers Report

DM submitted his report and noted a surplus. New financial year will run from 1 Jan

Report was accepted and approved

Prop DM

Sec DF

DM proposed that the fees for 2016 will remain at £35

Fees for 2017 will increase increase to £50

DM advised the meeting that UKBHC Ltd will require the accounts to be audited and this would require and accountant with fees.

A new business account would be required at £90 per annum.

DM announced that he wished to step down as treasurer from March 2016

9.0 Future Meetings

UKBHC Ltd is a Registered Company No. 09772655

The next Board Meeting will be on 8 December 2015 at Tavistock House, London at 10.30 am

The Annual General Meeting of UKBHC will be held following the board meeting on 7 October 2015

10.0 There were not items for AOB

DRAFT