
MINUTES OF MEETING: 12 OCTOBER 2016

**Faith and Community Centre,
University Hospital Birmingham,
Queen Elizabeth Hospital**

1. Welcome and Introduction

2. Present:

Mark Burleigh (MkB), Mary Currie (MC),(Chair) Derek Johnston (DJ), Iain Macritchie (IM), David Mitchell (DM), Jack Moore (JM), Karen Murphy (KM), Karen McKinnon (KMc) Paul Nash (PN), Mark Stobert (MS),

Observing from PSA: Louise Appleton (LA), Graham Mockler (GM).

3. Apologies

Martin Bradley (MtB), Derek Fraser (DF), Paul Graham (PG), Debbie Hodge (DH), Tony Kyriakides (TK), Sheila Mitchell (SM), Stephen Thornton (ST), Phil Wright (PW)

4. Welcome

MS welcomed LA and GM as observers from PSA

MC welcomed JM. Following an interview with MC and MS JM's appointment to the board as director and treasurer was announced.

Proposed MS 2nd: MC Accepted Unanimously

5. Minutes of the meeting held on 15 June 2016 were agreed

6. There were no declarations of interest

7. PSA Application

MS outlined the way forward in as laid out in his email and led the discussion through documents prepared by MtB.

7.1 Appeals Policy was agreed but needs clarity on who will fulfill the work of the committee.

Prop: MS 2nd: PN

7.2 Restoration Policy

1. Restoration can only occur following all outstanding fees, or annual CPD return is completed.

3. should read:

An applicant, who is removed from the register other than for lack of indemnity insurance, non-payment of fees or non-submission of CPD return, can only apply after five years from the date of their removal from the register.

Prop: KM 2nd: KMc

7.3 Complaints

1.If the complainant feels that it is not appropriate to report directly to the employer or chaplaincy team the matter should be reported directly to the UKBHC Registrar.

Registrar should be contacted via the UKBHC website

(This should be via a dedicated mail box)

Prop: DM 2nd: PN

7.4 Disclosure Policy

2. LA to supply correct ref to Right Touch Regulation document from PSA
10. decisions will be disclosed to employers only, on request.
11. Uncertainty over the length of time 60 years seems excessive.

Prop: MS 2nd: DJ

7.5 Consensual panel determination

- 4 May need a legal opinion to ensure it is correct

Agreed subject to legal opinion

Prop: MS 2nd: DM

All documents to be checked for consistency and inclusive language

LA and GM commented on the progress as almost complete for submission to the Application Panel.

Further work on the Risk Register will be carried out by MS

8. SWAT Day

MC outlined the purpose and outcome of the day in August
St had challenged the board to be mindful of our purpose as the safety of the public

Issues that were the subject of the day were:

Board governance and procedures
Company governance and suggestion of engaging a company secretary service – to be reported on at 2016 Dec Board meeting.

Developing a robust CPD procedure to include continued learning beyond registration, supervision.

Engagement of the chaplaincy professional community

It was noted that it was the 1st anniversary of UKBHC becoming UKBHC Ltd, which would require a report to Company House, and update on the current directorship and an annual financial report.

9. Lead Officers Reports

9.1 Academic Advisor

DM reported that he was working to complete a procedure for academic equivalence

DM reported that there were two new Post Graduate programs being accredited:

At Guys and Thomas – launched in September 2016

Non-religious Pastoral Support Network – a competency based program

MkB noted the need for equivalence of other faith theological philosophical qualifications including how faith and belief works

9.2 Professional Conduct

There was nothing to report

9.3 Professional Advisors

TK will be sending out a report

9.4 Registration

There were 335 registrants and 48 applications
Application were taking approx. 2 months to process

31 Registrants were removed from the register 13 for no CPD, 6 for non payment of fees

9.5 Treasurer

DM tabled a written financial report

DM recommended that the fee for 2017 should increase to £50

Prop: DM 2nd: IM

DM and JM would work in tandem for the remainder of 2016

Future Dates

Board Meetings

6 December 2016 at CtE Tavistock House, London

14 March 2017 at CtE Tavistock House, London

22 June 2017 at CtE Tavistock House, London

Autumn meeting TBA

7 December 2017 at CtE Tavistock House, London