

Churches Together in England,

27 Tavistock Square,

London, WC1H 9HH.

1. Welcome and Introduction

2. Present:

Martin Bradley (MtB), Mary Currie (MC,) Derek Fraser (DF), Paul Graham (PG), Debbie Hodge (DH), Derek Johnston (DJ), Tony Kyriakides (TK), Iain Macritchie (IM), David Mitchell (DM), Sheila Mitchell (SM), Karen Murphy (KM), Karen McKinnon (KMc) Mark Stobert (MS), Stephen Thornton (ST), Phil Wright (PW)

3. Apologies

Mark Burleigh (MkB),

4. Welcome

5. Minutes of the meeting held on 8 March 2016 were agreed

6. There were no declarations of interest

7. Appointment of Board Members

8. PSA Application

MS reported that the application had made to PSA

An initial response had been made from the assessment team at PSA with a number of clarifications. MtB, IM and MS would review these.

MS indicated the likely process which would involve site visits to individuals on the board and also to a board meeting. The assessment team would present their recommendations to the Assessment Panel together with the Application Form and Risk Register.

NHS England has agreed to fund the application process.

9.1 Fitness to Practice Papers

DF talked to the Registration, Investigation and Adjudication (RIA) Rules FtP papers that Kingsley Napley (KN) had produced.

MS reminded the meeting that a Data Protection Policy was required that included FtP data.

DJ and MKB would be asked to double check and cross reference the existing policies and amend to ensure consistency with the RIA Rules.

The meeting clarified that UKBHC would not impose fines on registrants

8.2 Role of the Registrar

KN had proposed guidance for the role of the registrar. IM welcomed the document, but highlighted the amount of time that was now necessary to perform the role. MS reminded the meeting of the need to consider how the Registrar function was to be resourced.

The following points were clarified:

- Endorsement can be made by another registrant not necessarily a manager.
- Requirement for CPD was for 30 hours of CPD activity. Points were a means of guidance.
- Consideration should be given to functioning of a Disciplinary and Appeals Committee to support the Registrar.
- CPD returns to be audited by Academic and Standards
- IM sought clarification regarding the Registrar's role as complainant.

8.3 Revised CPD scheme

IM raised the issue of managers demanding to see CPD returns.

Meeting agreed that CPD return was correspondence between the registrant and UKBHC, though the advice would be that it would indicate compliance with registration. CPD is also a matter for any employer annual appraisal scheme.

Further discussion led to the following ideas:

- CPD conference – KM indicated that this was to be included in AHPCC annual conference.
- Spotlight good example of CPD in Newsletter
- CPD clinic at CHCC annual conference
- CPD Folder included in a new registrants welcome pack together with a badge and PIN .

9. Directors and Board membership

Paul Nash, Birmingham Children's Hospital, will be interviewed. MC to chair the panel.

BM tendered her resignation. Other commitments had meant that she wasn't able to fulfill the role. The meeting noted the valuable contribution that BM had brought to the UKBHC especially in supporting the PSA application.

The meeting discussed the skills and experience that a lay Director might have would be helpful to UKBHC . The meeting noted the absence of minority ethnic involvement and also the need for someone with company secretary/legal/procedural knowledge.

10. Governance and Company Procedure

ST highlighted that the board need to consider:

- An Executive Function i.e. oversight of the running of UKBHC Ltd as a company to ensure that it is compliant with company law and advise on good governance.
- Suggested that a 'company secretary' be appointed. This could be a paid function requiring 2-4 days per annum.
- Institute of Company Secretaries could be approached for advice.
- Some of the requirements to be compliant might include
 - Matters that cannot be delegated
 - Matters that need oversight
 - Register of interest – UKBHC is compliant
 - Appointment of the chair
 - Need for an annual event but not an AGM as UKBHC is not a membership organisation
 - Annual appraisal of directors
 - Performance review of the board
 - Internal audit program and review of policies and procedures
 - Indemnity of the UKBHC Ltd and of the Directors – DM is taking this forward.

- Governance and Compliance should be a standing item on the agenda of each meeting

The meeting agreed to take forward the issues identified.

11. UKBHC Business Deficits Review

The meeting agreed to hold a planning and strategy day to address the following deficits in the functioning of the board

- Marketing and communications strategy
- The theology and ideology of registration
- Why we exist
- How does registration link to the ideological/theological norms
- Using the annual engagement event in place of AGM
- Purposes and Values
- Roles of the board
- Review of the aims

12. Lead Officers Reports

13.1 Academic Standards

294 CPD returns had been received 81 were outstanding

12.2 Professional Conduct

There were no FtP cases to report

IM offered to produce a paper on learning gained from the previous cases.

12.3 Professional Advisors

Cameron Langlands has agreed to be the interim chair of the Reference Group following the resignation of Chris Swift. A new chair will be appointed.

TK highlighted the need for a robust EIA tool for appointments.

9 Advisors had been recruited. Training would take place in November followed by shadowing of experienced advisors. Training would include legal aspects and Equality and Diversity issues.

2 new members of the Reference Group were required. This is essential for good governance of the panel.

12.4 Treasurer

DM informed the meeting that UKBHC finances were healthy

Bank balance was	£16,518
Income due from NHS England (PSA Application)	£17,240
Income from annual fees	£7,960

12.5 Registrar

There were currently 363 registrants

310 of whom had submitted a CPD return for 2015 53 had not

There were 57 applications pending

72 registrants had been removed from the register for failure to submit 2014 CPD return

13. Newsletter

PW would produce an Autumn Edition

14. AOB

15. Future Dates

Board Meetings 2016

Revised Dates:

12 October at the Faith and Community Centre,
University Hospital Birmingham, Queen Elizabeth Hospital.
Morning meeting

6 December at CtE Tavistock House, London

AGM 2016

12 October at Faith and Community Centre, UHB.

DRAFT