
MINUTES 17TH SEPTEMBER 2019

Presbyterian Assembly Buildings Fisherwick Place, Belfast BT1 6DW

1. Welcome and Introductions

2. **Present** - Derek Johnston, Simon Harrison, Doreen Draffin (AHPCC subt), Robert Sloan, Mark Stobert, Mark Rodgers, Simon Betteridge, Maura Devlin, Paul Graham, Philip Wright

3. **Apologies** - Derek Fraser, Cameron Langlands, Paul Nash, Karen Murphy, Iain Macritchie, Edward Carpenter.

DJ reported that he had passed on the sympathies of the Board to CL on recent death of his father.

4. **Minutes of the meeting held on 6th June 2019** - Agreed, with no changes requested.

5. **Declarations of interest** - None declared.

6. Matters Arising

6.1 Caldicot Issues - **SH** reported new NHS guidance that may be helpful. Link below, <https://www.england.nhs.uk/publication/information-governance-nhs-chaplaincy-and-non-religious-pastoral-support/>

6.2 Privacy Statement - **MS** reported this will be on new website, re use of data, etc...

6.3 Media group & Engagement strategy - **PW / PG** to liaise re advertising, use of VC facilities, who to invite to engagement events, fliers, etc... and report to December meeting.

6.4 Proposal that UKBHC become a member of the AHP Federation (AHPF) - **PG** reported this will be taken to next AHPF Board meeting.

6.5 PSA reaccreditation - **MS** confirmed reaccreditation from July 2019.

7. Governance

- Possible new lay members & roles - **DF** has advised that, subject to Board interview at December meeting, Prof Wilf McSherry is agreeable to joining the Board.
- Review of risk register - **MS** reminded all that this is a living document, to be regularly reviewed. Several matters have been added in response to PSA report. Updated version to be sent out.
- Matters raised by PSA - Covered above.
- Organizational update and Constitutional compliance - Agreed that **MS** and **DJ** will update organizational structure, including specific roles and terms of office, and make proposals for consistency between Constitution and practice. Report to be brought to December meeting.
- NES review of competencies/capabilities, etc... - **MR** reported updates of documents should be due October, then available for further consultation.

8. Lead Officers Reports

8.1 Professional Regulation/Registration - **MR**

- Registration update - **MR** reported - active 377; provisional 63; applications waiting registration 125; paid 339; CPD 335. Referred to several inappropriate registrations.

MR will ask Lisa if it is possible to include sponsor in final reminder email to chaplains not complying as the sponsor may be able to update.

MD mentioned recent government paper on regulatory reform. Link to be provided.

- Portfolio template - **MS / DF** Work in progress. It is recognised there are a lot of differences in potential routes into chaplaincy.

8.2 Academic Standards - **DF**

- Review of accredited courses - **DF** has confirmed course providers have been invited for discussions but as yet that offer has not been accepted. It is possible there is some degree of misunderstanding about the proposed changes. **MS** gave some background to the issues being raised. While clear about the need for the proposed changes to be promptly implemented due to reasons previously raised and discussed, it was agreed to give some space to clarify issues and concerns to try to bring all course providers on board, with a view to full roll out from 2021.
- Review of CPD - **DF** On-going and awaiting responses with submissions from board members. Information to be resent to Board chaplains (**DJ**). Target for completion by end of December 2019.
- Academic advisor update - **DF** has confirmed application from Newman University, Birmingham for UKBHC accreditation of their courses is in process.
- Online training course - **DJ** raised email from David Mitchell about the need to transfer ownership of this course to UKBHC. **MS** to look at for new website

8.3 Treasurer - **DJ / EC**

- Financial update, including proposal re annual fees - **EC** has asked the Board to consider raising annual fee. In light of 125 applications awaiting registration there was reluctance to make immediate increase. If increase is needed, it was felt it was fairer to move to £60 and £30. This will be kept under review. **EC** to be asked to submit annual outline budget.
- Expense claims - **DJ** reminded all present of expense claim forms.

8.4 Professional Advisors/Assessors - **CL**

- **PW** raised issue of training for role and who is on the list. **CL** to clarify.

8.5 Professional Conduct - **SB**

- FtP Screening Committee - **SB** reported that no cases have been brought.
- Possible additional names - **MD** has names and details to pass to **SB**.

9.0 Newsletter and Website

- Website update & details on when it will go live - **MS** reported that the old website has now been taken down with a view to the new website going live in the next week or as soon as possible thereafter. He requested more photos for a library of resources.
- Leaflet on why anyone should register &/or Q & A section, as well as website photos & profiles - **DJ** reported all profiles have been sent for inclusion on the new website.
- Newsletter - **DJ / PW** to work together for December issue.

10.0 Any Other Business - SH mentioned a wider chaplaincy database being considered to help improve communication across the profession. This will obviously require individual consent.

11.0 Future Board meetings: As below. Unless otherwise arranged, arrival for 10.30am
Meetings to commence by 11.00am.

Date	Venue
3 December 2019	CtE, Tavistock House, London
10 March 2020	CtE, Tavistock House, London
9 June 2020	CtE, Tavistock House, London
22 September 2020	Glasgow, with engagement event
3 December 2020	CtE, Tavistock House, London

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Engagement event

Present: 21 people, with 10 Board members and 11 guests.

DJ, UKBHC Secretary, welcomed all to Belfast, and gave brief introduction to purpose of the afternoon. Permission was requested and given for photographs of the event to be hosted on websites and Twitter.

MS, UKBHC Chairperson, gave a presentation that included - website tour, history of UKBHC, PSA accreditation 2017.

MR, UKBHC Registrar, reported on criteria for registration and maintaining registration, recognition of 2 CPE units, with experience, and developing portfolio route for registration. It was noted that several more applications have come from NI chaplains as a result of recent Board decision about CPE.

MS developed further the theme of maintaining registration and some thoughts on reflective practice.

Different attendees shared in open discussion about the various items raised.

It was felt to be a very worthwhile engagement and certainly raised awareness of UKBHC in NI.