

**Minutes**  
**Tuesday 20th March 2018**  
**CTE, 27 Tavistock Square, London**

**Arrival and refreshments 10.30 - 11.00am**

- 1. Welcome** - Following earlier interview, new lay member, Maura Devlin, was welcomed to the Board.

**Apologies** - Karen Murphy, Sheila Mitchell & Simon Harrison.

Our thoughts and good wishes have been sent to Karen due to recent ill-health.

**Present** - Phil Wright (PW), Debbie Hodge (DH) (observer), Simon Betteridge (SB), Maura Devlin (MD), Martin Bradley (MB), Mary Currie (MC), Cameron Langlands (CL), Paul Nash (PN), Derek Fraser (DF), Mark Rodgers (MR) (Registrar), Derek Johnston (DJ) (Secretary), Mark Stobert (MS) (Chair)

- 2. Minutes of December 2017 meeting** - Agreed.

**Matters arising** -

- UK Caldicott Guardian Council - **DF** reported he has been unable to find out who contacted him soon after UKBHC was formally accredited by PSA. He said there is still confusion about chaplaincy access to patient information, notes and records. What we need is for Caldicott to change their guidance.
- Revisit banding criteria, particularly looking at the link between membership and the website information, and between AfC band and competency - Agreed to consider at a future meeting.
- Subgroup for registration issues - **MR** reported that subgroup will meet following the full Board and report in June.
- Directors' liability - **DJ** confirmed, after contacting David Mitchell (**DM**), that we are a Company Limited by Guarantee, with Trustees Indemnity Insurance with Hiscox. **DH** asked what this covered. **DJ** to circulate policy with minutes.
- New data protection legislation - **MS** checking with PSA any implications for UKBHC. **MB** suggested asking PSA about other registers too. We were reminded of self-declaration at registration and renewal. Query if we need to check the questions.

- 3. Declarations** - None.

**4. Business Plan** -

- Website Q & A section - **PN** to liaise with web designer.
- Website photos - **MS** is meeting web designer following week. Domain to be transferred over to new site. All were requested to forward new or updated profiles to **DJ** asap. Reminder to be sent out.

**5. PSA Compliance** -

- Risk Register - **MC** introduced draft risk register. Various points raised:
  - **DJ** mentioned risk of non-payment of annual registration fee
  - **MD** mentioned importance of screening to maintain integrity of the register
  - **DH** commented on Faith authorisation issues
  - **PW** concerned about appropriateness of some training and experience
  - **MC** to take comments on board in next draft. **MS** then to check with PSA
- PSA application renewal due soon. **MS** taking forward.

- 6. Board Governance** - **MD** previously welcomed. **MS** has approached another possible new lay member.

## 7. Lead Officers' Reports -

- Professional conduct: Fitness to practice - **DF** reported that Douglas Seago (NHS Highland) has agreed to act as Chair of the Fitness to Practice Screening Committee. The Board has previously agreed that a group of senior chaplains and experienced lay persons should make up this committee, so that any issues pertaining to Fitness to Practice can be dealt with in a timely way. We now need to identify the other members of this committee. **SB** to coordinate. When the committee is established, it is envisaged that it can meet by telephone conference or VC. It should meet at least once a year. Douglas will provide the Board with an annual written report of the committee's work, even if there have been no cases brought to it.
- Professional advisers - **CL** reported 9 requests for advisers, with 1 unable to be filled. If he sees an advert he approaches the Trust and offers support. Concern expressed about quality of many applicants. **CL** has had discussions with DoH about role of advisers. Lack of clarity re future role. **MB** mentioned military use of NHS employers for promoting their service. **MC** reminded us that lots of professions have external advisers. Meetings will be set up soon. It was acknowledged it was important to be linked with professional standards. It was confirmed that **CL** is a Board member, as from Sept 2017.
- Academic standards - **DF** reported a selection of CPDs are checked and some have been returned for clarification or further information. Some concern expressed about the academic rigour of course at Guy's & St Thomas. Suggested it is time for interim review. **DM** has indicated he wishes to retire from position as academic adviser. **DF** to ask if he will continue until end of 2018.
- Registrar's report - **MR** reported (see attached). Agreed that sponsors/referees should receive copy of application forms to assist them in confirming if an applicant meets criteria for registration. Thanks were expressed to Lisa.

## 8. Treasurer's report -

- Update on Treasurer - **DJ** reported, with regret, that Jack Moore is still unable to fulfil the role as Treasurer due to ongoing health issues. It was agreed we need to proceed without him and fill the role. **DJ** was asked to pass on the good wishes of the Board.
- Financial update - **PN** noted bank mandate forms to sign. 3 signatories agreed as **PN**, **DJ** & **MS**. Accounts were received and duly signed. **DJ** to deliver to auditor. 2 points raised by **DM** relating to PayPal accessibility on new website and inclusion of Introductory Training for Newly Appointed Healthcare Chaplains course. **MS** to check with web designer.

## 9. AOB -

- Video-conferencing - **SM** has previously asked about alternative communication for those who can't attend meetings. Unfortunately **DH** confirmed video-conferencing not available; however, Skype is an option.
- Retirement from the Board - **MS** expressed sincere appreciation from the Board to **MB**. **DJ** enquired whether NIHCA needs a new representative as he retires from role of Director of Training in June 2018. Agreed new rep is required. **DJ** now on the Board as secretary.
- Newsletter - Any items to **PW** by end of March.
- Branding - **PW** encouraged greater use of colour in branding. To be considered at future meeting and as part of website upgrade.
- PENA - Congratulations to **PW** on recent award.
- **PN** reported that new paediatric chaplaincy book due out soon.

## 10. Future dates 2018 -

- Tues 12th June in London
- Tues 9th Oct in London, Board meeting am, engagement meeting aft - Possible topic, "Pathways to registration."
- Tues 4th Dec in London