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## MINUTES OF MEETING: 4 DECEMBER 2014

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### Churches Together in England,

27 Tavistock Square,

London, WC1H 9HH.

#### 1. Welcome and Introduction

#### 2. Present:

Martin Bradley (MnB), Mark Burleigh (MkB), Judy Davies (JD), Derek Fraser (DF), , Malcolm Masterman (MM), David Mitchell (DM), Jack Moore (rep NIAHC) Mark Stobert (MS), Phil Wright (PW)

#### 3. Apologies

Mary Currie (MC,) Derek Johnston (DJ), Paul Graham (PG) Iain Macritchie (IM), Brenda Maitland. (BM). Stephen Thornton (ST).

#### 4. Minutes of the meeting held on 23 September 2014 were agreed as correct with the following corrections:

**AOB** AHPCC will submit a supplement to the C&C for palliative care provision

#### **Future dates**

*AGM will follow the next board meeting at 2.00 p.m.*

Should read

AGM will follow the current board meeting at 2.00 p.m.

#### 5. Matters Arising

NIAHC had not received funding for the current year and would be receiving reduced funding next year.

DF reported that he had a very positive meeting with Jim McManus (JM<sub>c</sub>). There was a shared concern to bring UKBHC and the Roman Catholic Church together around the faith/professional agenda. There would be a conference in Autumn 2015 on Faith and Professionalism.

## 6. PAS Accreditation Application

MB reported that the PSA had acknowledged receipt of the draft application, but was awaiting a response. The steering group would meet in early 2015 when the response should have been received.

DF was still pushing for the start-up grant from NHS England.

DF reported that the British Humanist Society were not comfortable using the word 'chaplain' and would prefer another title.

MB emphasised the importance of the role that UKBHC had in protecting the body of knowledge that underpins health and social care chaplaincy practice.

## 7. Lead Officers Reports

### i. Professional Advisors

MM reminded the board that his role ends at end of December 2014 and it was unclear about the appointment of a successor and who would be the appointing body.

There was acknowledgement that there needed to be robust boundaries should the role be incorporated into UKBHC

### ii. Registrar

There was no report from IM. MS would ask for a written report if possible.

The meeting noted that:

There were 350 paid registrants

The website will be updated which will make the register more robust.

The meeting considered whether there should categories for student, volunteer and bank chaplain. No decision was taken.

### iii. Treasurer

Projected income for 2015 was £15,000 which would provide a financial cushion were the PSA application to be delayed.

Fees for 2015 would be collected for the year starting 1 April. The following year the year would begin on 1 January 2016

DM reported that UKBHC was not eligible for charitable status but should instead be set up as a company limited by guarantee. This is necessary to be able to apply for indemnity insurance for the organisation.

The process may need the service of a solicitor. DM was given authority to spend up to £2000 for the process.

#### **iv. Academic Standards**

DM reported that C&C for bands 7 & 8 were still under development. There would be clear distinctions of 7 from 6, and 8 from 7

CPD DF had an article on CPD published in Health and Social Care. DF had also consulted with nursing staff and other registered clinicians about the auditing of CDPD portfolios. The audit should address how UKBHC ensures that a chaplain on its register is fit to practice.

Supervision and verbatim reports were two key areas to address.

HCPC sees the aim of CPD is to improve the quality of service delivery.

MB stated that the NMC has four elements for CPD

- The ability to be reflective and reflexive

- CPD should be positive

- Competencies should be tested for revalidation

- CPD is a condition of registration

Other points discussed were;

- Someone within each organization should be responsible for the professional practice of chaplains.

- Registration is voluntary

- The 2014 form will be used but an e form will be built into the revamped website for 2015 returns

#### **v. Fitness to Practice**

IM had received a request for a case to be reviewed by the Fitness to Practice panel.

### **7.0 Website**

DM informed the meeting that there would be revision of the website. The meeting identified a number of issues to be addressed:

- Needs to be fresh in appearance eg like CHCC website

- Possibility of it being a live website.

Need for it to be smart phone friendly

## **AOB**

There was a discussion that identified the following issues to be tabled for future meetings:

- Quality of leadership
- Responsibility for professional practice.
- Faith and Professionalism
- Models of Chaplaincy

## **11.0 Future Dates**

The next board meeting will be Wednesday 4 March 2015 at Ct E Tavistock Square.