
MINUTES OF MEETING: 4 MARCH 2015

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), Derek Johnston (DJ), Brenda Maitland (BM), David Mitchell (DM), Mark Stobert (MS), Phil Wright (PW)

3. Apologies

Mary Currie (MC), Paul Graham (PG), Iain Macritchie (IM), Stephen Thornton (ST).

4. Minutes of the meeting held on 4 December 2014 were agreed

5. Matters Arising

NHS England Chaplaincy Guidelines are now available

Faith accreditation is through Healthcare Chaplaincy Faith and Belief Group (HCFBG) formerly MFGHC

Faith group connection is not always completed by registrants on their CPD return – registrants will be asked for clarification.

Faith group accreditation is a requirement for employment as a healthcare chaplain in as well as for registration with UKBHC

It was agreed that the term, 'in good standing', in relation to faith group accreditation should be clarified and guidance issued.

6. PAS Accreditation Application

IM reported that there had been a full and thorough response from the PSA

MB had prepared an action program to take the application forward:

The risk register needs further work Action : IM and BM

Clarity to the definition of the work that H &S Cs carry out is required

Clarity on the relationship between UKBHC and professional bodies is required.

UKBHC will be applying to be a company limited by guarantee.

The meeting discussed responses to specific items on the application

3b UKBHC should survey employers to identify risks associated with HC practice.

UKBHC needs to be proactive in looking for the risks that other stakeholders may identify and use the risk register to mitigate against the risk.

BM proposed that UKBHC should focus on employers in the short term and develop a long term strategic plan.

MC suggested that contact with employers would be best coming from DH/NHS England on the back of the Guidelines.

7 UKBHC needs a strategy to gain feedback from the public with reference to their perception about the importance of the need for HSC registration.

7f All work area to have a front page pro-forma to cover governance including

 Impact assessment

 Resources

NB PSA Application Steering Group will meet soon to address the issues towards application in September

NHS England are sympathetic to a grant of £15k – 20k towards the startup application fee.

DM advised that off the shelf packages to register UKBHC as a company limited by guarantee were available for c£300

The bank has given advice on their requirements

It was proposed that the four elected board member and the treasurer should become the named directors, with all other board members being members.

Proposed: DM Seconded: MS Carried

UKBHC account would be closed

UKBHC Ltd account would be opened and funds transferred.

Proposed: DM Seconded: DF Carried

DJ, MkB, JD to take the information back to the professional bodies and for the change to be a revision of the Memorandum of Understanding

7. Lead Officers Reports

i. Professional Advisors

Chris Swift would be taking on the role as coordinator temporarily.

ii. Registrar

No Report

iii. Treasurer

DM reported that there was £15,224 in the account

Fees were due for the period 1.4.2015 until 31.12.2015

iv. Academic Standards

Following consultation process, revised competencies were now complete
DM proposed that they be adopted.

The next newsletter would highlight competencies to all HCs

UKBHC should actively promote the competencies at conferences etc. Posters and presentations should be prepared/updated.

There will be scrutiny of CPD returns

Clarification is required about the academic requirement for entry onto the register. Particularly what counts as Theological education and the criteria for and evidencing of equivalence.

v. Fitness to Practice

The recent case in Scotland was progressing

7.0 AOB

DF announced a conference in Cambridge on 4 November 2015 on Professionalism and Faith.

ACPE in Ireland requested that CPE be recognised by UKBHC

**AHPCC website carries job adverts
Palliative Care supplement to C&C is underway**

Thanks were expressed to JD for here committed contribution to UKBHC .

MS proposed that UKBHC should make a discussion on strategic leadership and clinical leadership a future agenda item.

DM reminded the meeting that he would be stepping down as an elected board member in September 2015, but remaining as treasurer. There was therefore a vacancy to be filled. Application process needs to proceed at end of April 2015.

8.0 Next Board Meeting:

Wednesday 10 June 2015 CTE, Tavistock House, London

11.0 Future Dates

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