
MINUTES OF MEETING: THURSDAY 5TH JUNE 2014 ,

Churches Together in England,

27 Tavistock Square,

London, WC1H 9HH.

1. Welcome and Introduction

2. Present:

Mark Burleigh (MkB), Judy Davies (JD), Mary Currie (MC), Derek Fraser (DF), Derek Johnston (DJ), Iain Macritchie (IM), Malcolm Masterman (MM), Brenda Maitland. (BM), David Mitchell (DM), Mark Stobert (MS),

3. Apologies

Martin Bradley (MnB), Paul Graham (PG), Stephen Thornton (LM)

4. Minutes of the meeting held on Wednesday 3 March 2014 were agreed as correct

5. Matters Arising

Register Details

- I. MkB expressed concern that the Register was not fully functional and that the information that it contained was incomplete. Also it did not reflect the number registrants that were up to date with annual fee for 2014 and had submitted a 2013 CPD summary. There was therefore concern that this would be detrimental to the UKBHC application to PSA.
- II. DM assured the meeting that reminder letters for payment had been sent.
- III. JD asked whether there was a system for sending out acknowledgements.
- IV. BM suggested that there should be a project plan towards PSA accreditation that includes a Communication Plan and rigor in the register.
- V. IM informed the meeting that letters will be sent to all registrants with a statement of their account with UKBHC with the deadline for payment of 2014 fees and

submission of 2013 CPD summary set as 30 June 2014. The message is “No Fee, No CPD= Suspension”

6. PAS Accreditation Application

MS presented the PSA Application as it stands together with a discussion paper of issues still needing to be addressed. The following was noted:

i. Academic Standards

1. DM informed the meeting a system of academic equivalency was being developed for individuals by the panel of academic advisors that met in Edinburgh 2013.
2. DM proposed that equivalency system for new registrants’ academic status be adopted.
MkB seconded.

ii. CPD

It was proposed to an annual scrutiny of 5% of CPDs
DM and DF will devise a process for scrutiny ready for 2014 CPD Summary returns at end of Jan 2015. It is proposed that the scrutiny should be completed by 30 June each year and a report produced by Chair and Secretary.

Comments were made regarding aspects of the information on the application form and noted for inclusion by MS.

The PSA application Steering Group will meet in summer to proceed towards completion in autumn 2014.

Funding for the application and annual fee to PSA remains a key issue. DF would be contacting Ranjit Sanghera, NHS England to seek finance for the application.

6.0 Lead Officers Reports

i. Academic Standards

1. DM had circulated a revised document of Levels and Standards
2. It was agreed that the role and title of those working at Band 5 and above should be Healthcare Chaplains.
3. The role and title of all those working at Band 4 and below should be Chaplaincy Support Worker.

4. Competencies and Capabilities
5. C&Cs for Bands 4 and below
6. C&C for Bands 5 and 6 were approved
7. C&C for Band 7 and 8 remained outstanding.
8. DF reported that there would be a workshop at the CHCC Annual Conference in September to develop further ideas.

ii. Professional Advisors

1. MM reported that there had been 26 enquiries in 2014 to date
 - a. 4 for service advice
 - b. 22 for recruitment advice
2. The Advisors Panel had met and proposed that there should be a system of Chaplaincy Peer Reviews for all chaplaincy departments.
3. There were some issues surrounding the financing of the Advisors coordinator..
4. MM advised the meeting that he was due to retire from the NHS but would be willing to continue as coordinator.

iii. Registrar

1. Issues relating to the register were discussed in Matters Arising.

iv. Treasurer

1. DM presented his report and noted that his budget was based on there being at 300 registrants at £35 per annum
There are currently 250
2. Fees will need to be increased in 2015 to £50
3. Charitable Status.
4. DM reported that Charitable Status was not possible and advised the meeting that UKBHC should seek to become a Limited Company.

7.0 AOB

i. Chaplaincy Leadership Forum

DF informed the meeting that the CLF was due to meet with Andy Burnham in July

Elections for new Board members

These were due to take place and would be advertised nationally.

MM would be stepping down but coopted as the Advisors Coordinator for at least 6 months

11.0 Future Dates

The next Board meeting will be at 10.00 am on 23 September 2014 at venue to be announced.

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