

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), Mary Currie (MC), Derek Fraser (DF), Derek Johnston (DJ), Iain Macritchie (IM), Malcolm Masterman (MM), David Mitchell (DM), Mark Stobert (MS), Stephen Thornton (LM)

3. Apologies Paul Graham (PG), Brenda Maitland (BM),

4. Minutes of the meeting held on Thursday 18 November 2013 were agreed as correct with corrections detailed.

MS had sent a revised set of Minutes of the meeting held on 18 September 2013 for completion

5. PAS Accreditation

MS led a discussion of the notes from the Accreditation Steering Group Meeting in Jan 2014 in Belfast:

- a. Need a definition of Healthcare Chaplain but note that Scotland has adopted the title: Health and Social Care Chaplain.
- b. Group recommends that UKBHC adopts the same title.
- c. Need an agreed definition of a Board Registered Chaplain
- d. To be taken from the UKBHC website
- e. definition of Faith and Belief Groups and how they are authorised.
- f. Registrar needs a job/role description and defined role /remit
- g. Need a mechanism for the appointment and development of board members that is separate from the board and with a defined process of selection and identification of training needs.

- h. Same is required for members of the Conduct, Screening and Health committees.
- i. Need for a structure for: Conduct, Screening and Health committees
- j. Standard of proof required for the committees is the civil standard

Regarding the Application

- a. Recommended that the role/position of the presidents of the professional bodies needs reviewing and clarification.
- b. Recommend that Fitness to Practice Report becomes a standing item for the Board Meetings
- c. Recommend that Declaration of any conflict of interest be a standing item for the Board Meetings
- d. Risk Register needs to be accessible to the registrants
- e. UKBHC needs quality assurance of 3rd party disciplinary processes by employers. (Also quality assurance of appointments)
- f. The risk register needs to cover occupation/practice and the board
- g. Std 3b CPD Guidance/Policy requires review to include min standards for supervision MS to discuss with DF and DF supervision standards
- h. Std 5 Annual declaration of interest and profile of board members is required - DJ has agreed to compile the profile of board members
- i. Website needs to be transparent
- j. Recommend that there should be a Comments page and/or feedback page/box
- k. Std 6 Body of Knowledge requires an update with a positive emphasis with clarity on the definition of Health and Social care Chaplaincy and Chaplains and how their development
- l. Std 7d requires a disclosure policy about the transparency of the FtP procedure.

6.0 Fitness to Practice

MnB led a discussion on the draft/revised Fitness to Practice Procedures that he had circulated.

- a. Item 12 identified that further work is required on the format of the procedures for the Screening Committee.
- b. Item 14 MnB asked whether Registrants should automatically be informed of any complaint against them or should it be dependent on the consent of the complainant

This will be reviewed in line with other bodies eg NMC/GMC

- c. Further work on job descriptions, roles and appointment procedures for panel members, together with clarity on their relationship with the board.

MnB introduced and led discussions on the papers he had previously circulated

- Policy on the disclosure and publication of fitness to practice information.
- Conduct and Competence Committee
- The Health Committee
- Professional indemnity cover and your registration

MnB noted the points for revision.

The meeting expressed profound gratitude for the work that he had put into these.

7.0 November Consultation on Chaplaincy Levels and Duties

DF and DM led a discussion on the draft documents circulated.

It was agreed that the title Healthcare Chaplain should be used and reserved for those working at Band 5, and above. Following discussion re PSA application the adoption of the title Health and Social Care Chaplain was discussed.

It was agreed that the term chaplain should not be used for those working below band 5 and that the competency levels were to be used to define roles not to band individuals.

There was anxiety expressed that by defining roles below Band 5 could lead to downgrading of chaplaincy. However emphasis should be placed on the autonomous pastoral clinical nature of the practice of Registered Health (and social) care chaplains.

DM agreed to revise the competency documents and develop further competencies for Bands 7 & 8.

8.0 Treasurers Report

DM presented a brief report.

It was agreed that there should be an amnesty for those fees unpaid in 2013

A reminder would be sent out for 2014 fees which were set at £35 at Sept 2013 AGM

9.0 Professional Advisors

The meeting received the report of MM

MM noted that there was need to replace members of the steering group.

MM noted that consideration needs to be given to his potential replacement following his impending retirement. MM could continue, but practical considerations need to be made.

MM noted that finance for the work of the steering group was uncertain.

10.0 AOB

It was agreed that procedures for the election of board members will be discussed at the June meeting of the board.

11.0 Future Dates

The next Board meeting will be on Thursday 5 June 2014 at CtE 27, Tavistock Square.