

**Churches Together in England,  
27 Tavistock Square,  
London, WC1H 9HH.**

**1. Welcome and Introduction**

**2. Present:**

Martin Bradley (MtB), Mary Currie (MC), Derek Fraser (DF), Iain Macritchie (IM), Sheila Mitchell (SM), Jack Moore (JM), Karen McKinnon (KMc), Paul Nash (PN), Mark Stobert (MS), Phil Wright (PW)

**3. Apologies**

Mark Burleigh (MkB), Derek Johnston (DJ), Paul Graham (PG), Debbie Hodge (DH), Tony Kyriakides (TK), David Mitchell (DM), Karen Murphy (KM), Stephen Thornton (ST),

**4. Welcome**

**5. Minutes of the meeting held on 12 October 2016 were agreed**

**6. There were no declarations of interest**

**7. Matters Arising**

**7.1 PSA Application**

- MS updated the meeting on the PSA Application
- PSA were positive about the progress of the application and gave good feedback from their attendance at the meeting of 16 October. They were able to recognise the good working of the meeting and the discussion that took place.
- The Risk Register had been updated and was now appropriate to the task. MS stated that the Risk Register was a living document and that it should be a standing item for each board meeting. UKBHC needs to encourage registrants to inform the board of potential risks as they emerge from practice. UKBHC might consider a mechanism for this to happen.
- The fees annual fee will be due 12 months after receiving status as an Authorised Voluntary Register with the PSA. I.e. the initial fee includes the first 12 months registration fee.

- Documents submitted to the meeting on 16 October have been revised as requested.

## 7.2 Dates

- 19 September 2017 - Venue would be NES Offices, Glasgow. This will be followed in the afternoon, by an engagement event for registrants and others.
- The meeting noted that there was no longer a requirement for an AGM , but it was felt that an engagement event would be valuable.
- The feedback from the 2016 event was favourable.

## 7.3 Company Secretariat

DF and ST had explored secretarial services with Business Consultancy Services (BCS)

Services would be available for and annual fee of £180 with additional services charchable at £100 per day.

It was proposed to go forward with BCS.

Prop. DF 2<sup>nd</sup> ST Agreed

## 8. Board Governance

### 8.1 Registrar

IM informed the meeting that he would be stepping down as Registrar in June 2017. The meeting discussed possible replacements. SM would make an approach to Tim Benson, in Glasgow, and Tosh Lynch, in Ayrshire.

The Kingsley Napley paper had outlined the role of the Registrar

8.2 There was a vacancy for a lay board member following Brenda Maitland's resignation.

8.3 DF also informed the meeting that he intended stepping down as chair in the near future.

## 9. Lead Officers Reports

## 9.1 Academic Standards

IMc proposed a new CPD form (tabled)

The meeting noted the need for the registrants number to be included on the form

There was a requirement for registrants to make an annual declaration, on the payment of fees, that their status and details held by UKBHC were correct

There followed a discussion on what affirmation of religious standing was required.

- Board was made aware of the nuances and dilemmas that chaplains in Scotland were facing.
- There is no longer a requirement for chaplains to have standing with a faith/belief group for employment with a health board
- Chaplains would therefore be eligible for employment but may not meet the UKBHC requirement for registration

## 9.2 Registration

There was a discussion on issues that registration of chaplains faces:

Registration and Part Time Chaplains

What are the barriers to registration as a part time chaplain?

What does registration give to chaplains who are 'remote' by location?

UKBHC is required to maintain standards and the distinctive and unique qualities the healthcare chaplaincy brings.

How many Chaplains are there?

WT – 350-500? Theos?

PT c3000?

SM made the meeting aware of another layer of healthcare practitioner professional code of conduct in Scotland.

MB observed that other registers had a layer of registration of those in training.

UKBHC has Provisional or Student registration is intended for chaplains in their first appointment who have developed the competence of a practitioner responsible for a routine caseload of patients/clients or for students undertaking a program of academic study such as a Postgraduate Certificate in Healthcare Chaplaincy. It is expected that chaplains with provisional or student registration will go on to apply for full registration once they have fulfilled the requirements for supervised

practice and the development of their knowledge and skills as a healthcare chaplain.

The key is how equivalence is observed and used i.e. equivalence of academic background and how competencies incorporate theoretical knowledge.

KMc has made inroads into developing a strategy for engagement with the profession using surveys and roadshows.

AVR status with PSA would be a massive positive for UKBHC and should lead to a promotional offensive.

The meeting identified the need to develop some promotional material in anticipation of AVR status.

The AVR 'kite mark' would be available to UKBHC.

MS would approach John Morse-Brown Associates to review the website.

### **9.3 Professional Conduct**

Fitness to Practice

3 registrants had been referred to the registrar because they had been suspended by employers without prejudice, pending and investigation.

DF suggested that a pool of people able and ready to oversee the process should be established

Tony Brookes and William McVey would be approached.

MC agreed to keep a watching brief on meeting the timelines

### **9.4 Professional Advisors**

TK had resigned as convener of the professional advisors. A replacement has been advertised for.

Cameron Langlands has been appointed as the new Chair of the Advisors Panel.

The meeting endorsed DF's vision of a single body to speak for chaplaincy that should be dominated by experienced professional chaplains.

## 10. Treasurers Report

JM will take over from DM on 1 Jan 2017

Accounts will be appointed to audit the accounts

Fees for 2017 will be £50

## Future Dates

### Board Meetings

14 March 2017 at CtE Tavistock House, London

22 June 2017 at CtE Tavistock House, London

19 September 2017 at NES Glasgow followed by an open engagement event

7 December 2017 at CtE Tavistock House, London