
MINUTES 6TH JUNE 2019

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

1. Welcome and Introductions

2. **Present** - Iain Macritchie, Edward Carpenter (Treasurer), Mark Rodgers, Simon Betteridge, Tony Brookes, Maura Devlin, Derek Johnston (Secretary), Paul Nash, Phil Wright, Mark Stobert (Chairperson), Derek Fraser, Robert Sloan.

3. **Apologies** - Debbie Hodge, Cameron Langlands, Simon Harrison, Karen Murphy.

4. **Minutes of the meeting held on 28 February 2019** - Updated and approved.

5. **Declarations of interest** - No new declarations.

6. Matters Arising

6.1 Caldicot Issues - See Feb minutes. **TK** reported on behalf of **SH** who is following up. **MS** to liaise with **SH**.

6.2 Privacy Statement - No update.

6.3 Updated versions of relevant UKBHC documents - **MS** to include on new website. Sincere thanks were expressed to Mark Newitt who has maintained the website for many years but is relinquishing the role.

6.4 Media group & Engagement strategy - **PW / PG** Nothing further to report. Target is Sept engagement meeting in Belfast.

6.5 Proposal that UKBHC become a member of the AHP Federation (AHPF) - **PG** not present so no update.

6.6 Update on UKBHC response to recent PSA renewal guidance - **MS** has sent renewal to PSA. Agreed to have group comprising Chairperson, secretary + 1 lay member to coordinate future renewal applications.

7. Governance -

- Welcome to Edward Carpenter, new Treasurer, and to Fr Robert Sloan, newly elected NIHCA President.
- Follow up re possible new lay members & roles - **MS** waiting to hear back from 2 potential new lay members.
- Agreed to have annual review of risk register and to report back to the Board twice yearly.
- **DJ** agreed to provide an up-to-date organisational structure, which will also go on the website.

8. Lead Officers Reports -

8.1 Registration - **MR**

- Registration update - **MR** gave updated 2019 figures to 16/5/19, as below:
 - Current active members, 370; Prov registered, 25; Full registered, 13; Removed at request of individuals, 15; Paid, 307; Unpaid, 63; CPD returned, 289; CPD not returned, 81.

- Applications - To complete a fuller application online, 50; waiting for sponsor reply, 17; waiting for certificates/ID, 23; register to check, 5; waiting for payment, 12 = total 105.

- **MR** noted ongoing discussion re equivalency, particularly for NI chaplains. Proposed and agreed that 2 CPE units would be acceptable for present applicants; future applicants may require additional supporting paperwork.

- In response to a query raised by a retiring chaplain it was confirmed that, if already on the register, they should continue as present.

- Brief discussion about variation of fees for post-grad courses.

- Portfolio template - **MS / DF** Covered under review of CPD.
- Is email sent to new applicants to advise receipt of application & process for completion? - **MR** reported that Lisa advised "Yes."
- For future consideration, whether registration of an Ireland chaplaincy accrediting board (HCB or CAB) is transferable to UKBHC.

8.2 Academic Standards & Academic advisor update - **DF**

- Body of Knowledge Consultation day on 7 March 2019 was deemed to be very useful and worthwhile.
- Review of accredited courses - **DF** reported varying rigour and robustness of some courses. Also some concern about fitness to practice of some participants. Reports to be sent to each academic institution.
- Review of CPD - **DF** spoke to report previously emailed out. Discussion round "supervisors" report/confirmation/evidence. Proposed revalidation every 5-7 years. Proposed and agreed that all serving chaplains on the Board will pilot the process over next 3-6 months to test validity before a fuller roll out for 2020. Further information will be sent out soon.
- UK-wide research - **IM** gave update on initial research in Scottish chaplaincy which will be rolled out across the UK.

8.3 Treasurer - **PN / DJ / EC**

- Signing of accounts - Accounts and Company tax return agreed and signed. **EC** requested copy of company tax return when completed.
- New mandate, including online - Agreed, as in previous minutes, **EC, MS** and **DJ** designated signators. **EC** recommended leaving online option for now.
- Financial update - **EC** presented report. Noted website invoice approx £950 due for payment. PSA renewal now due, approx £10,300. Also noted that Addenbrookes administration fee will need to rise to reflect increased workload. Matter to be considered in Sept.
- Expense claims - **DJ** reminded all of expense claim forms.
- **MS** expressed thanks to **PN** for holding the role through this time of change.

8.4 Professional Advisors - **CL** not present so no update. Noted that NHS England now covering insurance for advisors.

8.5 Professional Conduct - **SB**

- FtP Screening Committee - Role of Douglas Seagoe - **SB** has tried to contact DS without success.
- Possible additional names - **MD** following up.

9.0 Newsletter and Website

- Website update & details on when it will go live - **MS** reported ongoing development. Some outstanding issues to be addressed. Latest target by Sept engagement meeting.
- Leaflet on why anyone should register &/or Q & A section, as well as website photos & profiles - **PN** looking for previous work done on this. **DJ** reported only one profile outstanding. The rest have been sent to Mark Newitt for updating the website.
- Knowledge base for chaplaincy to be publicised on website - **MS / DF** to follow up.
- Newsletter - **DJ** agreed to put together Summer edition. **Any items for inclusion to be forwarded by end of June.**

10.0 Any Other Business - **MD** to invite representative/s from NMC to address future meeting.

11.0 Future Dates: Agreed as below.

Board Meetings

Date	Venue
17 September 2019	Presbyterian Assembly Buildings, Belfast, with engagement event
3 December 2019	CtE, Tavistock House, London
10 March 2020	CtE, Tavistock House, London
9 June 2020	CtE, Tavistock House, London
22 September 2020	Glasgow, with engagement event
3 December 2020	CtE, Tavistock House, London

Arrival between 10.30-11.00am

Meetings to commence at 11.00am

Times for Belfast & Glasgow Engagement meetings to be confirmed