
MINUTES OF MEETING: 8 MARCH 2016

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

1. Welcome and Introduction

2. Present:

Martin Bradley (MtB), Mark Burleigh (MkB), Mary Currie (MC,) Derek Fraser (DF), Paul Graham (PG), Derek Johnston (DJ), Tony Kyriakides (TK), David Mitchell (DM), Sheila Mitchell (SM), Karen Murphy (KM), Mark Stobert (MS), Stephen Thornton (ST), Phil Wright (PW)

3. Apologies

Iain Macritchie (IM), Brenda Maitland (BM),

4. Welcome to Debbie Hodge (DH), Sheila Mitchell (SM) and Karen McKinnon (KM)

5. Minutes of the meeting held on December 2015 were agreed

6. There were no declarations of interest

7. Appointment of Board Members

An interview panel of MC, PW, and DF recommended that KM join the Board of UKBHC Ltd. KM has been a chaplain for 8 years in Southampton
KM was welcomed and introduced herself. A profile will be included on the next Newsletter

There had been 4 applicants. 1 had withdrawn. 2 had expressed an interest in the role of Treasurer
They will be invited to apply as Board members and the Treasurers role.

Interviews will take place on 15 June before the next Board meeting. MC to chair.

8. SAHC

PG reported that an EGM of SAHC had been held, following a review of the role of SAHC, at which it has decided to dissolve SAHC as a professional association.

SAHC had been formed to establish chaplaincy practice in Scotland as a separate entity to CCHC. The Board noted the valuable contribution that the work of SAHC and to role it has played in determining the current profession agenda of chaplaincy and the formation of the UKBHC in particular the establishment of the Standards for Service and Competencies and Capabilities Framework.

The Board recognised the importance of a Scottish professional voice and agreed that SM should be appointed as a Board member of UKBHC Ltd on the dissolution of SAHC.

DM would make the necessary revision of the UKBHC Ltd Standing Orders.

Prop: DF Seconded: DM

9. PSA Application

MS reported that due to sickness absence leave the PSA application had not been completed as agreed at the December Board meeting.

A revised timetable of the application being submitted by 11 April 2016 was accepted.

MtB indicated that the application process would take between 4-6 months.

DF reported that the follow up meeting with Kingsley Napler (KN) had been extremely productive. The papers and application had received scrutiny.

KN had proposed a clear revision of the Role of the Registrar and a streamlining of the FtP process. In addition they would provide Rules for the UKBHC Ltd and the beginning of Guidelines

The PSA application would be submitted with the note to indicate that UKBHC Ltd had commissioned a legal review by KN on FtP procedures.

MS highlighted the Role of the Registrar as being key and therefore attention needed to be paid to the resourcing and support of the role.

MtB stated that the Registrar was an officer of the Board but could not be a Board member. It was important that the registrar should be clearly identified to PSA.

The meeting agreed that IM would no longer be a Director of UKBHC Ltd, but attend Board meetings as an officer of the Board.

10. Lead Officers Reports

10.1 Academic Standards

MC had undertaken an audit of the CPD process using the returns of the Board members.

MC noted that not everyone has the same understanding of the process and that there needed to be guidance for registrants on:

CPD points

Providing reflections on literature and course attended and how they it has enhanced their practice.

MC recommended that the return form should be in landscape orientation and that evidence of critical reflections should be preferred over a points system.

MS questioned whether UKBHC is sufficiently robust on the requirements for supervision and reflective practice. And in addition what was thought was to be best practice and necessary standards and how to evidence activity. MS drew parallels with the procedure used by BACP.

The meeting agreed that there was a clear need to sell the 'Why?' of CPD before it sells the 'How?'.

There need to be a critical conversation about how CPD returns are to be audited.

The meeting thanked MC.

10.2 Professional Conduct

There had been 1 FtP issue reported.

The employer involved had referred to C and Cs to highlight issues as the basis for the dismissal of the chaplain.

The employer will inform UKBHC of the individual via the Registrar.

10.3 Professional Advisors

TK discussed the place for the reporting of the Reference Group. This is currently to NHS England, but wondered whether it should be to the Leadership Forum in the future. DH stated that this should not be the line of reporting.

TK reported that the Chair of the Reference panel will stand down in the near future and how a replacement will be sought.

Other issues raised were:

- The future of Open/Faith specific posts

- The development of a tool for supportive reviews of chaplaincy services. DM identified that many chaplaincies have used the UKBHC Standards for Chaplaincy Services document successfully.

- TK noted that there were a number of advisors due to retire and that there would be a need to recruit replacements.

- A complaints procedure would be posted on UKBHC and professional body websites.

10.4 Treasurer

DM reported that the finances were in good order.

Requests for fees had gone out and 240 registrants had paid so far.

£5000 had been paid to retain the services of KN

UKBHC awaiting a decision from NHS England as to whether it will fund the application to PSA.

It was commented that registration fees do not distinguish between full and part time staff. However, it is noted that registration is required whether full or part time.

DM informed the meeting that the UKBHC Ltd. accounts would be due to be submitted to HMRC in December 2016 as they allowed an 18 month period for new companies.

10.5 Registrar

There was a case discussion regarding a Dutch humanist applicant to the register. Members of the British Humanist Association qualified as a recognised faith and belief group. Registration would only apply to working in UK.

Qualifications from non-UK awarding academic bodies would need to be referred to the academic advisor for equivalence.

11. Newsletter

PT will produce an edition before Easter to include

Spotlight on KM

Item on CPD

Item on Education

Piece on SAHC and its contribution to the development of profession chaplaincy practice and the Standards and Competencies and Capabilities Framework.

12. AOB

DM was attempting to seek indemnity insurance for the UKBHC Ltd. and the individual Directors. It was suggested that the PSA might have some advice and examples.

13. Future Dates

Board Meetings 2016

15 June at CtE Tavistock House, London

6 October at Faith and Community Centre, UHB. Morning meeting

6 December at CtE Tavistock House, London

AGM 2016

6 October at Faith and Community Centre, UHB. Afternoon Meeting