
MINUTES OF MEETING: 8 DECEMBER 2015

Churches Together in England,

27 Tavistock Square,

London, WC1H 9HH.

1. Welcome and Introduction

2. Present:

Martin Bradley (MnB), Mark Burleigh (MkB), Mary Currie (MC,) Derek Fraser (DF), Derek Johnston (DJ), Tony Kyriakides (TK), Iain Macritchie (IM), David Mitchell (DM). Mark Stobert (MS), Stephen Thornton (ST), Phil Wright (PW)

3. Apologies

Paul Graham (PG), Brenda Maitland (BM), Karen Murphy (KM),

4. Welcome to Tony Kyriakides,

5. Minutes of the meeting held on 10 October 2015 were agreed with amendments were tabled by DJ

6. Matters Arising

- i. DM has revised the Constitution which is now Standing Orders of UKBHC Ltd**
- ii. Consultation with Kingsley Napier (KN).**

DF tabled the proposal from KN

The initial proposal was to scrutinize the whole of the UKBHC application to PSA

The cost for this were £15K - £20K

Cost for a review of FtP procedures on their own would be £6K – £8K

NHS England are committed to fund the PSA application as it fits with their agenda and the government agenda for the registration of faith community leaders.

The meeting agreed to proceed with the review of FtP procedures. A challenge to FtP procedures would be costly to UKBHC if they were found to be not fit for purpose.

ST asked what other aspects UKBHC would ask KN to review if funding was available (from NHS England)

MB suggested that there was insufficient clarity regarding the position and role of the registrar. It would be worth taking advice from KN.

Any decision to remove a registrant from the register following FtP procedures was the would be made by the registrar, who would report to the Board.

DM stated that insurance companies were satisfied with the governance arrangements for UKBHC Ltd

iii. Treasures role and status

DM is Treasurer and also a Director of UKBHC Ltd. DM would be resigning in 2016. It therefore requires UKBHC Ltd to seek both a Director and a Treasurer to succeed him.

Adverts for these posts will be via Newsletter and email circulation.

iv. Constitution of the Board

It was agreed to invite Sheila Mitchell (SM) NHS Scotland and Debbie Hodge (DH) CEO Faith and Belief Group to be observers of the Board. MC asked fro clarity of DH's role with NHS England and as CEO of FBG

7. Lead Officers Reports

i. Professional Advisors

TK reported to the Board

TK was reviewing the procedures for the appointment of advisors
A six-year term was proposed, with existing advisers being offered 2, 4 and 6-year reappointment.

Geographic areas will be reviewed

The indemnity insurance will allow up to 40 advisers to be covered.

There was need to ensure that faith group needs and specialist chaplaincy were also addressed.

A complaints procedure was also to be developed

An employer's guide to recruiting a chaplain was being developed

UKBHC website would be used to support the work of and access to advisers.

In 2015 there had been 53 chaplaincy posts advertised of which 50 used appointment advisors in the process. The quality of the applicants was a matter of concern.

In discussing the AAs, the meeting noted that

- AAs brought rigor, consistency and transparency to appointments across the chaplaincy domain.
- The scope of AAs at present was the appointment of lead chaplains, and the appointment of bands 6/5.
- There was not the capacity to provide AAs for part time posts.
- There was ambiguity re the autonomy of band 5 chaplains.
- ST questioned whether UKBHC has a locus of control over the work of AAs
- MtB stated that the remit of UKBHC was that it sets and hold the levels of Competencies and Capabilities. UKBHC has no remit to pursue terms and conditions (It is the role of CHCC) but needs to focus on C&Cs.
- ST emphasised that UKBHC regulates individual registrants and expects them to demonstrate standards of professional practice.
- The meeting was comfortable with the link with AAs on the website.

ii. Registrar

IM reported that there were 418 Registrants

91 registrants were suspended in 2014 for nonpayment of fees and will now be removed from the register.

Prop DM

Sec. MtB

ST asked whether there was a clear re-entry process in the case of long term sickness for example. Yes.

MtB stated that the names of those who had lapsed should not be shown on the website.

52 registrants will be suspended for nonpayment and will receive an automatic notification.

71 registrants will be suspended for not submitting a CPD return.

Some registrants are both nonpayers and non-submitters.

25 registrants have resigned their registration

37 applications for registration have been successful.

11 Applications are in process

The application process document was tabled and endorsed with amendments.

iii. Treasurer

DM reported that UKBHC Ltd accounts will be submitted for 31 Dec 2016

Companies House allows for 18 months to submit first set of accounts.

DM is still searching for a bank to apply for a business account. ST made some suggestions.

DM is also still pursuing the search for an insurer for UKBHC Ltd for indemnity purposes.

The current balance is £21,848

iv. Academic Standards

CPD Audit Pilot was underway. DF requested that chaplain board members should submit their CPD s to model the audit. IM and MS apologised for non-compliance.

There had been 39 users of the on line Introductory course

DM stated that there was a possibility of hosting other courses in the same way as the Intro Course.

DM has offered to be an academic advisor to UKBHC to evaluate equivalence of qualifications when he sits down as treasurer. He has experience with the University of Glasgow in the process.

ST asked for clarity between the use of the term level in the C&Cs and bands in AfC. MC stated that AfC was designed to enable comparisons to be made between all healthcare professions except medicine.

Level referred to C&Cs but were linked to band in AfC and were linked via the Knowledge and Skills Framework.

v. Fitness to Practice

The recent case in Scotland was progressing
A Scrutiny Committee had been convened and had reported

8. Professional Registration

MS agreed to complete the PSA draft application by 4 Jan and send it to DJ and MkB for proof reading.

The aim is to send the application by Feb 2016.

9. AOB

PSA was requesting information on the Association of Christian Counsellors as part of their Reaccreditation process.

PW has agreed to be the new editor and will produce the next edition of the newsletter.

10. Future Dates

8 March 2016 Board Meeting CTE, Tavistock House, London

DF will circulate the remaining board meeting date and the

