

**Minutes of meeting: Wednesday 20 June 2012**  
**CTE offices, Tavistock Square, London**  
**10.00am – 3.30pm**

**Present:** Martin Bradley (MnB), Judy Davies (JD), Derek Fraser (DF), Tom Gordon (TG), Mark Burleigh (MkB), Iain Macritchie (IM), Malcolm Masterman (MM), Mark Stobert (MS),

**Apologies:** Derek Johnston (DJ), David Mitchell (DM), Stephen Thornton (ST), Lyn MacIntyre (LM) and Ewan Kelly (EK)

Chair welcomed Judy Davies, who replaces Steve Barnes as representing AHPCC

1.0 Minutes of Board Meeting held on 22 March 2012 were agreed.

2.0 Matters Arising: Items to be discussed in the agenda

3.0 Lead Officers Reports

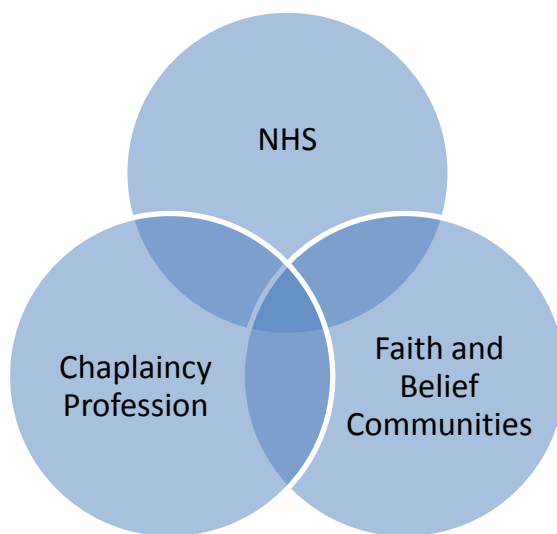
3.1 Fitness to Practice

MnB had circulated a draft UKBHC Fitness to Practice policy document. During the background discussion the following points were addressed:

- CHRE sees Chaplaincy as well regulated
- Lead chaplains are seen as the individuals responsible for the assurance of profession practice, however not all Chaplaincy Team Leaders are on the register.
- Management of chaplaincy teams is variable and sometimes lacking in understanding of chaplaincy practice
- There is a legal requirement for employers of chaplains to be informed about chaplaincy practice
- UKBHC runs the volunteer register, but needs to know that standards are held up at local level.
- There is a requirement for Chaplaincy Team Leader competency profile.
- Lead Chaplains should be the individual that understands the requirements of standards.
- Regulation needs to be active at a local level

- There is a requirement for there to be a movement towards there being a professional lead for chaplaincy within NHS trusts. This could be the Lead Chaplain or the person with managerial responsibility for chaplaincy. The comparison was made with the Medical Director's responsibility to General Medical Council (GMC) for professional practice within trusts.

The diagram is a reminder of the relationship between the different communities that chaplaincy professional practice happens in.



The document was discussed and comments made paragraph by paragraph:

MnB collated the comments and will revise the document for discussion at the Board Meeting in September

The meeting expressed much gratitude to Martin for his work on the document.

### 3.2 Code of Conduct

The meeting agreed with DM's review of the the Code of Conduct with respect to the discussions with MFGHC.

It was felt that explanatory footnotes were adequate for MFGHC's for this to be a joint Code of Conduct.

MFGHC will be notified.

Thanks expressed to DM

## 3.3 Professional Registration – CHRE progress (IM) IM had circulated a Draft CHRE Regulation Action Plan

The paper was discussed and comments were noted by IM for review. In addition the following were identified:

- Item 1.3 TG agreed to produce a paper on the governance of UKBHC to be discussed at Sept meeting of the board.
- Item 1.4 There is a requirement for a pare on the nature of risks to the public and the risk of failing to achieve intended benefits.

Approaches may be made to Ewan Kelly and/or Chris Swift to assist UKBHC

The issue of the management of the risk posed by volunteers and volunteer chaplains was identified as of high importance for future discussion and action.

Gratitude to IM was expressed by the meeting.

## 3.4 Academic Standards

### Introductory Course

DM is working towards the production of an e-learning package as an Introductory Course

MS suggested that an additional component might be to have regional/local chaplaincy tutors to provide support and opportunities for reflective practice.

Funding may be available from Scotland (NES) (£2000) and DH through Barry Mussenden (£5000)

## 3.5 Professional Advisors

MM reported that the first Advisors Day had been held on 26 March at CTE Tavistock Square.

The Reference had met and were planning a further Advisors day on 19 November 2012

There had been 28 requests or advisors to date in 2012

MM informed the meeting of the formation of the Professional Association of Community Healthcare Chaplains (PACHC). PACHC had produced a draft document of intent.

MS informed the meeting that PACHC had formed by a working group in Birmingham. The group was instigated by a number of Christian GPs who had been funding Chaplains working in local surgeries and health centre. There as been interest from other GPs of similar mind and therefore growing consensus that for this to be expanded there need to be a formal rational for the benefits. MS has worked alongside the group to support and provide advice. PACHC was formed with the intention of providing professional support to chaplains working in GP surgeries and also for GPs and others who are wanting to see chaplaincy in the GP surgeries.

MS is advocating regulatory function of UKBHC as the way of ensuring consistency of practice and standards.

MM had met with the RC Bishops Advisors at their annual meeting. They were very receptive to him and the work of UKBHC.

There had been several requests for Reviews of Chaplaincies. Currently the remit of the Professional Advisors is for recruitment.

MS agreed to replace DF as the Chaplaincy representative, and sit alongside Debbie Hodge and Malcolm Brown on the interim oversight group. DF wished to continue his role as advisor.

MM reflected that he is pleased with the progress that has been made.

#### 4.0 Treasurers Report

DM tabled his report which was accepted in his absence and with thanks

#### 5.0 AOB

TG pleaded for items for the Newsletter which he will be producing to be circulated mid August.

#### 6.0 **Next meeting of the UKBHC 26 September at 10.00 – 13.00 in Faith and Community Centre, University Hospital Birmingham**

**Dates of further meeting in 2012: - 6th Dec at CTE London**

**AGM will be held at 14.00 on Wednesday 26<sup>th</sup> September at Faith and Community Centre, University Hospitals in Birmingham**