

Minutes of meeting: 20 March 2013
CTE offices, Tavistock Square, London
10.00 am – 3.30pm

Present: Martin Bradley (MnB), Mark Burleigh (MkB), Derek Fraser (DF), Paul Graham (PG – SACH Pres), Derek Johnston (DJ), Marcus Lange (ML – rep AHPCC) Malcolm Masterman (MM), David Mitchell (DM), Mark Stobert (MS), (ST),

Apologies: Judy Davies (JD) Iain Macritchie (IM), Lyn MacIntyre (LM), Stephen Thornton (LM) and Ewan Kelly (EK)

Welcome and Introductions

DF welcomed Paul Graham, President of SACH and Marcus Lange, deputising for Judy Davis and representing AHPCC. Members of the Board introduced themselves.

1.0 Minutes of Board Meeting held on 6 December 2012 were agreed with the amendments:

Advisers is the correct spelling not advisors

5.0 should read:

MB met with Rick Borges who is responsible to the Professional Standards Authority (PSA) which has superseded the CHRE.

2.0 Matters Arising:

2.1 Lay Membership

DF informed the meeting that Lynne McIntyre, had regretfully tendered her resignation. She apologised that due to increased work demands she hadn't been able to fulfil her commitment to the UKBHC. LM wishes to remain a 'friend of the chaplaincy profession.

Nominations were received for two lay members of the board.

Brenda Maitland was nominated by MB

Mary Corry was nominated by DF.

The meeting agreed to invite both to the board meeting on 20 June as part of the appointment process.

2.2 Journal

MkB informed the meeting that negotiations had concluded successfully.

The title of the new journal will be, ***Health and Social Care Chaplaincy***.

It will be available online, but a hard copy will be sent to each CHCC/SACH member

CHCC/SACH members will eligible for free registration with the publishers Equinox.

3.0 Lead Officers Reports

3.1 Professional Conduct

3.1.1 Fitness to Practice (FtP)

With regard to Minute 5.6 (6.12.2012) – the Working Group would not include MB

FtP Document had been agreed by the board but was not yet on the website.

MB stated that the logic of FtP document was to meet PSA Standards and asked whether that was the direction of travel. He emphasised that describing standards for chaplaincy service was a task to be done. It was also important to describe the Head of Chaplaincy Service as being responsible for the maintaining of standards of practice and service.

DF reminded the meeting that IM had produced a road map towards PSA accreditation.

MB reminded that meeting that Risk was a key issue to be reviewed by the board

3.1.2 Towards PSA Accreditation

DF informed the meeting that responsibility for chaplaincy within DH had been passed from Barry Mussenden (BM) to the Commissioning Board. It is believed that Steve Field, Deputy Medical Lead, has agreed to be responsible for chaplaincy. It was agreed that an approach should be made to Steve Field for a grant for the start up fees for accreditation with PSA.

MS raised the issue of the financial consequences to UKBHC should there ever be a legal challenge to a decision made on FtP of a registrant. MB agreed to investigate indemnity insurance for the board.

3.2.3 Standards

DM raised the issue of Standards for Chaplaincy Management.

The issue of Interfaith Ministers was discussed. This led to a reaffirmation of the need for registrants to be in good standing with their faith communities. It was recognised that in England the MFGHC were taking forward a process by which chaplains from all Christian denominations other than RC and CoFE and also non Christian faith communities could be identified as being in good standing.

The absence of a faith community or belief group that an Interfaith Minister would be in good standing with, precluded them being eligible for registration.

It was agreed that the role of regulation was:

- Setting educational standards
- Maintaining and upholding the Code of Conduct
- Setting standards for Chaplaincy Practice and for Professional Leadership to maintain those standards.

3.2 Professional Advisers MM Reported

There have been 65 requests for professional advisors, 5 requests for reviews and 3 requests for development reviews.

There would appear to be some evidence of regarding of some posts downwards.

MB noted that reported that he has been supporting the BBC regarding the “staffing” request that will ultimately show (we believe) the reductions in Chaplaincy numbers and grading over the past 5 years in England. This will hopefully lead to some positive BBC local radio news stories about the value of chaplaincy and the difficulties we face with the cuts we are experiencing.

Letters have been sent to CEOs of Trusts that advisers are employed asking for the support of the trust for their work.

Letters have also been sent to all CEOs promoting the work of advisers.

MM reported that the May meeting for advisers had had to be cancelled.

As of end of March 2013 funding from the panel of advisers has been reduced to £7000, and finances will run out in September.

The board deemed it urgent that communication with Steve Filed was made to address the funding issue.

3.3 Academic Standards DM Reported

3.3.1 The Online Introductory Course is now uploaded onto MOODLE but the site now needs to be populated.

A link had been provided to the board members to view the basic structure and format.

The course is designed for all newly appointed chaplains. Participants are encouraged to seek registration, but this is not mandatory.

It is estimated that there are potentially 100 participants per annum.

Lisa at Addenbrookes will be asked to administer the course.

Though accessible through the UKBHC website the course will be independent of the UKBHC.

The route of entry will be by nomination from the appointing/lead chaplain.

3.3.2 CPD Summaries

There had been 130 responses from 515 registrants. About 340 registrants had paid fees for 2012.

Reminders had been sent out for returns and fees in the autumn of 2012

It was reported that a problem with the lists of registrants and their details, which meant that not all registrants had received notification. This has been corrected.

It was agreed that a letter should go to registrants informing that Fees and CPD returns for 2012 were due and that they should be submitted by 30 June 2013.

It was agreed that 'Marketing Information should be issued to all registrants that informed them of requirements to maintain their status as registered healthcare chaplains.

It was reported that some chaplains had had difficulty in completing the online CPD return. The board discussed how to support registrants in the completion of their returns. DF drew attention to the recently posted example return on the UKBHC website.

Lunch was taken during which MB and ML left

3.4 Treasurers Report

DM reported that the finances were OK and that fees were now payable by cheque as well as Paypal.

3.4.1 Charitable Status

Charitable Status was conditional on the board having a sufficient enough income which at present it did not. However this would change in September on receipt of training grants whence an application will be made.

4.0 AOB

4.1 Newsletter

MS agreed to produce the next newsletter to maintain the impetus of communication.

4.2 Revision of DH Guidance for Chaplaincy for England

DF reported that this was being discussed with Debbie Hodge and DH. Barney Leith was to represent MFGHC. There was strong feeling that the revision should be led by the profession and not by faith community groups.

DM expressed caution at the inclusion and direct input from faith groups as it would provide ammunition for the NSS to argue against Chaplaincy being funded out of the public purse.

It was suggested that the revision of the DH Guidance could also serve to instigate a revision of the Information Commissioner's interpretation of the Data Protection Act.

MS reminded the board of a previous working group led by Tim Battle that produced a draft document for the commissioning of chaplaincy. He pointed out that it had written in the language of commissioners. Advice was taken from commissioners who felt that it would be fit for that purpose.

It was proposed that UKBHC should seek the active support from the DH Commissioning Board as soon as possible.

The document should have clear links to Standards for Chaplaincy Management.

It was suggested that there should be a consultation day with lead chaplains to begin the process.

5.0 Date and place of next meeting:

Thursday 20 June 2013

CTE offices, Tavistock Square, London

10.00 am – 3.30 pm