
MINUTES 10TH MARCH 2020

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

1. **Welcome and Introductions** - Mark Stobert welcomed all present, in person and online.
2. **Present** - Derek Fraser, Simon Harrison, Jane Davies, Paul Graham, Edward Carpenter, Iain Macritchie, Karen Murphy, Phil Wright, Mark Rodgers & Mark Stobert
Online - Paul Nash, Robert Sloan, Maura Devlin, Derek Johnston, Cameron Langlands
Due to time constraints for some online and others with travel issues, the order of the agenda was not necessarily followed as prepared.
3. **Apologies** - Simon Betteridge
4. **Declarations of interest** - Nothing new reported.
5. **Minutes of the meeting held on 3rd December 2019** - Proposed EC, seconded RS.
6. **Matters Arising**
 - 6.1 Proposal that UKBHC become a member of the AHP Federation (AHPF) - **PG** has been advised that since healthcare chaplaincy is not yet technically recognised as an AHP membership is not possible at the moment; however, a representative of AHPF is willing to come to future UKBHC meeting in London to discuss further.
7. **Governance**
 - New lay member - Jane Davies was previously interviewed by **SH & IM** and recommended for acceptance, her CV was forwarded round the Board prior to this meeting, no objections were raised. Proposed **MS**, seconded **DF**, unanimously agreed. Jane was formally welcomed to the Board and approved as a Director. **DJ** to advise Companies House of Jane's details.
Unfortunately Prof Wilf McSherry was unable to accept invitation to join the Board at this time due to family reasons.
 - Risk register - **MS** reminded the Board this is a living document, to be updated as needed.
 - PSA - **MS** advised process for annual renewal of registration will begin soon. Agreed to have subgroup of **MS, MD & DJ**.
 - Organizational update, including Registrar - **DJ** had previously forwarded updated structure. Agreed we should be moving toward greater diversity of representation. Discussion followed about terms of Board membership and specific roles. Some members need to be re-elected for further term, subject to their agreement. **MS, MD & DJ** to seek clarity and continue updating.
MR has set out approx timetable of intended retirement as Registrar. Board asked to look for possible successors. Noted that Kingsley Napier had previously prepared a document re role of Registrar, which would be helpful.
 - Constitution / Standing Orders - **DJ** reported on previous feedback and updates. **JD** agreed to consider this further and report to next meeting.

- NES review of competencies/standards, etc... – IM reported on feedback. There was agreement that the Standards were right for healthcare chaplaincy but may need some further time and discussion so that they can be aligned across UK. This might take a further 12 months. It was also important to address the need for faith validation. It was agreed that the standards were accepted, but that there should be a review in 18 months to reach full consensus and agreement UK wide. The Standards will be adopted in Scotland forthwith.
- It was agreed that all reports to UKBHC should have a standardized cover sheet – **SH** will produce a draft

8. Lead Officers Reports

8.1 Professional Regulation/Registration

- Registration update - **MR** raised some queries that have been put to him, including guidance for chaplains on long-term sick leave who wish to retain registration. Should registration be paused? **MD** advised NMC can give variance of requirements depending on circumstances. To consider further at June meeting; clarified that a provisional registrant cannot be a sponsor. Registration numbers as below -

Active members 351
289 Full, 62 provisional

CPDs
221 have returned, 130 have not

Fees
195 have returned, 156 have not (Please note that I have not had the February BACs payments confirmed yet)

Applicants in process TOTAL 107
47 have completed initial application
11 waiting for sponsor reply
31 waiting for certs/ID
5 waiting for Registrar to check
13 waiting for payment to be made

- Portfolio template - No progress to report **MS / DF**.
- HCB (Healthcare Chaplaincy Board) accreditation - **RS** had forwarded email to the Board about this to aid our thinking.

8.2 Academic Standards

- Review of accredited courses - **DF** reported that Glasgow review is underway. Still has concerns about some of the information being returned by course providers, or not being returned.
- Review of CPD/revalidation pilot - **DF** had forwarded written report about responses from Board chaplains. Approx 50% responded. Reflections included - as voluntary register people may not take it seriously enough, what sanctions can be given for non-compliance, possibility of varieties of templates may be helpful, possibly reduce academic requirements but add in user feedback, need to link to placement tutors & courses. Concern was expressed that the requirements for revalidation seemed excessive in comparison to other registers such as NMC and that this may lead to registrants opting not to revalidate and to leave the register. This could impact on the

viability of the register, if only from a financial stand point. It was suggested there should be some revision in line with other registers before the Tutor/Mentor programme was underway in 2021. Noted that NMC requirement every 3 years. Agreed to pilot with course tutors for completion by March 2021.

- Academic advisor update - **DF** had forwarded written report on Body of Knowledge. Some matters therein to be taken forward.

8.3 Professional Advisors/Assessors - **CL** was unable to give a report due to online communication difficulties.

8.4 Professional Conduct

- FtP Screening Committee - **SB** - Nothing to report.

9. Treasurer's report

- Financial update - EC had forwarded financial report prior to the meeting. He noted that while fees are up, membership is slightly down in Jan 2020 compared to Jan 2019. Need to review after 3 months for comparison.
- Expense claims

10. Engagement including Newsletter and Website

- NPSPCH report – **MS** - There was no time to discuss this item but MS endorsed the comments made internally by CHCC and separately by AHPCC. The Report will be discussed at the upcoming Chaplaincy Forum.
- Healthcare Chaplaincy Forum - **DJ** - No report.
- Website update (including online training course) - **MS** - No report.
- Leaflet, use of media. **PG** would continue to develop these items.
- Newsletter – **PW** will produce a Spring UKBHC Newsletter.

11. Any Other Business -

12. Future Dates:

Board Meetings

Unless otherwise arranged -

Arrival between 10.30-11.00am

Meetings to commence at 11.00am

Date	Venue
** 9 June 2020 **	** CtE, Tavistock House, London **
22 September 2020	Glasgow, with engagement event
3 December 2020	CtE, Tavistock House, London

**** To be held by Zoom, from 9.30am-12.30pm. ****