

**1. UKBHC Board Meeting held on 19th September 2017**

**2. Welcome and Introduction**

**3. Present:**

Martin Bradley (MtB), , Derek Johnston (DJ), Mary Currie (MC), Derek Fraser (DF), Iain Macritchie (IM), Karen Murphy (KM) Paul Nash (PN), , Stephen Thornton (ST), Phil Wright (PW), Mark Rodgers (MR) Also in attendance David Mitchell, Academic Advisor (DM)

**4. Apologies**

Mark Stobert (MS), Jack Moore (JM), Mark Burleigh (MkB).

**5. Minutes of the meeting held on 22nd June were agreed**

**6. Declarations of interest – None**

**7. Matters Arising**

7.1. Board Appointments:

Cameron Langlands and Simon Betteridge had been interviewed and it was agreed that they join the Board from today. One other applicant was unsuccessful.

It was agreed that Mark Stobert be restored as a member of the Board having been mistakenly removed in March 2017.

It was noted that the Board should move and recruit Lay members.

It was also noted that Simon Harrison would replace Mark Burleigh as Lead officer for CHCC. The board instructed the secretary to write and thank Mark for his contributions to the Board and its work.

Members to note Mark Rodgers (MR) is Rodgers with a 'd'. There is another Mark Rogers in the Health Board and mail can be confused.

MS to update the above changes with Companies House.

7.2. PSA Actions:

It was noted that the PSA process had come together well and that MS is attending to follow up issues from the PSA recommendations.

Knowledge Base for Chaplaincy. It was noted this was under construction on the website and should be completed soon.

It was agreed that 'PSA Issues' should be a regular item on the agenda for Board meetings.

MB had agreed to remain on the Board for now to support the Board in relation to PSA.

Lisa Saunders was preparing a graphic that would combine the Board and PSA Logos along with 'Board registered Chaplain' for use in e-mail signatures for registrants.

IM reported that there had been some very encouraging responses to the press release on PSA Registration that had the potential for significant and positive change. In particular an approach from the UK Caldicott Guardian Council seeking conversations. DF agreed to follow this up.

It was also noted with encouragement that the Chaplaincy Leadership Forum would be restructured as a panel that included 2 representatives from CHCC, AHPCC, UKBHC and NHEngland. Although a title and a 'road map' needs to be worked out this was noted as a very positive development.

## 8. Lead Officers Reports

- **Professional Conduct:** No issues to report.
- **Professional Advisors:**

It was noted that Cameron Langlands appointment to the Board would sit well with his role as Coordinator of the Panel of Advisors and ensure good cooperation with the Board.

- **Academic Standards:**

The Board received a report on the Academic Consultation held in July 2017. It was a very positive meeting and it was approved that John Willis and Andrew Roberts would be included as Academic Advisors to the Board.

The Board also received the report of the Academic Advisor and noted two new Postgraduate chaplaincy programmes had been accredited having met the requirements for UKBHC accreditation.

PG Certificate Healthcare Chaplaincy - London South Bank University, provided by Guy's and St. Thomas' NHS Foundation Trust.

PG Diploma / MA Existential and Humanist Pastoral Support – Middlesex University London, provided by the New School of Psychotherapy and Counselling.

It was agreed to amend Capability and Competences 4 Reflective Practice to include Values Based Reflective Practice (VBRP) and Pastoral Reflective Practice (PRP) as current models of practice. The Capabilities and Competences Framework to be published on the Website as 'Revised 2017'.

- **Registrar's Report:**

There are currently 358 Registrants with 42 applications under consideration. There has been a significant increase in applications since PSA Registration was announced.

Final letters had been sent out to those who have not completed a CPD summary for 2016 or paid their 2017 fees. The date for suspension for the register is 30/09/2017.

It was clarified that the Registration Fee was the same for all types of registration.

Applications were being received from former registrants who had been removed from the register for non-payment of fees or non completion of CPD Summaries. Current regulations require applicants to submit a new application. It was agreed to offer 'Continuous Registration' if within 3 years of removal and on the submission of:

- CPD Summaries for the missing years;
- Registration fees for the missing years;
- A Registration application form.

The board to decide at its next meeting, whether or not, in addition to the above three conditions former registrants need to sign a disclaimer stating that there were no disciplinary issues against them during the period in question

The website to be updated to reflect these changes.

It was agreed to review this decision at the next meeting in the light of experience.

The Board thanked Iain for his service as Registrar and for the considerable amount of work that had been undertaken to ensure the register was fit for purpose and met the criteria for PSA registration.

Mark Rodgers was welcomed as Registrar.

## 9. Treasurers Report:

The acting treasurer reported the current balance of all funds as £30,974 which gave the Board a reserve of one year's costs. It was also noted that the increase in the number of Registrants would increase the Board's income to a level that met the Board's expected costs in 2018.

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Paul Nash was appointed Depute treasurer during Jack Moore's illness and instructed to open a bank account in the Company name UKBHC Ltd. The account to have access to on-line banking and a debit card.

It was discussed and agreed to move the CPD accreditation fee to a set fee per event rather than per hour of training.

Fees for 2018 were agreed as follows:

- Registration Fee £50
- CPD accreditation £75 per event

## 10. Any Other Business

Mark Stobert was instructed to write to Iain Macritchie, Stephen Thornton and Mark Burleigh to thank them for their service to the Board.

**Newsletter:** Philip Wright agreed to prepare and publish a Newsletter following the meeting and would contact Board members for copy.

## 11. Date of next meeting - 7th December 2017, London

### **Future Board Meetings:**

20th March 2018 (London), 12th June 2018 (London), December 4th 2018 (London)  
Annual Meeting 9th October 2018 (England)