

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

1. **Welcome and Introductions** - Sympathies have been passed to Maura on recent death of her brother.
2. **Present** - Mark Stobert, Edward Carpenter, Robert Sloan, Paul Nash, Paul Graham, Mark Rodgers, Derek Johnston, Derek Fraser, Iain Macritchie, Tony Brookes, Cameron Langlands, Andrew Todd.
3. **Apologies** - Maura Devlin, Philip Wright, Simon Betteridge, Simon Harrison
4. **Minutes of the meeting held on 17th September 2019 in Belfast** - Minutes previously emailed to Board, with no changes/amendments requested. All agreed the Engagement event was a very positive event. NI chaplains were pleased with the turnout and discussion. DF asked RS to share about HCB (Healthcare Chaplaincy Board) accreditation, interview process and fitness to practice. **RS** to prepare short paper for UKBHC.
5. **Declarations of interest** - No new declarations.
6. **Matters Arising**
  - 6.1 Media group & Engagement strategy - **PG** reported. He asked, "Who is our audience - members, all chaplains, professional bodies, Trusts, the public?" He encouraged greater use of twitter, blogs, email and webcasts, including "We Chaplains." Agreed need for leaflet to set out registration pathways, why/how, etc...
  - 6.2 Proposal that UKBHC become a member of the AHP Federation (AHPF) - **PG** awaiting formal response. All encouraged to check local contacts too.
7. **Governance**
  - Possible new lay members - Prof Wilf McSherry and Jane Davies proposed. To provide CVs, with interviews prior to March Board meeting.
  - Risk register - **MS** clarified this is a risk register for the profession and not about the Board. Agreed to add risk of non-registration & non-participation of advisers in recruitment
  - PSA - **MS** attended a PSA conference, which gave useful contacts.
  - Organizational update - **DJ** had circulated draft outline. **DJ** proposed & **MS** seconded that Edward Carpenter should be listed as Director. All agreed. All to consider how/why people are appointed to ensure transparency & diversity. Needs more clarity on website.
  - Constitution / Standing Orders - **MS / DJ** presented draft copy. Some amendments agreed. Draft to be updated & circulated.
  - NES review of competencies/capabilities, etc... - **IM** reported these have not yet been approved in Scotland. Discussion about faith/religious role v generic spiritual care. Responses requested by end of Jan 2020.

## 8. Lead Officers Reports

### 8.1 Professional Regulation/Registration

- Registration update - **MR** reported 375 registrants, 60 provisional, 97 in process, 28 removals.
- Portfolio template - **MS / DF** reported this is still under discussion. **AT** referred to case studies.

### 8.2 Academic Standards

- Review of accredited courses - **DF** reported on recent consultation in Glasgow. Agreed that tutor revalidation will start 2020/21. Also agreed to meet more regularly for academic forum. Need for UKBHC standards for placement tutors. **IM/DF** to action. **AT** noted the need for standards/competencies to be part of university courses & validation.
- Review of CPD - Reminder to send to **DF** by end Dec 2019.
- Academic advisor update - **AT** reported awaiting full application from Newman University (Birmingham); Cambridge course needing reaccreditation.

8.3 Professional Advisers/Assessors - **CL** noted no money for coordinator role & no insurance. Group to be reconfigured. Fuller report to be given at March 2020 meeting.

### 8.4 Professional Conduct

- FtP Screening Committee - No report. Confirmed that Douglas Seagoe has now retired.

## 9. Treasurer's report -

- Financial update, including proposal re annual fees - Emailed in advance & presented by **EC**. Agreed to raise full registration fee to £60 & provisional registration fee to £30. Due to practical difficulties, banking arrangements under consideration.
- Expense claims - All reminded to submit asap.

## 10. Newsletter and Website

- Website update (including online training course) - **MS** acknowledged still work to be completed & updated on new website. He is in regular contact with the webmaster.
- Leaflet on why anyone should register &/or Q & A section, as well as website photos & profiles - Agreed this should be part of engagement strategy.
- Newsletter - No articles submitted. **MR/MS** to send out info re fees & other matters.

## 11. Any Other Business -

- **IM** noted that Jane Davies will be attending forthcoming event in Glasgow that other Board members will be attending. Agreed she can be interviewed there.

## 12. Future Dates - As below.

Unless otherwise arranged - Arrival between 10.30-11.00am; To commence by 11.00am

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