
MINUTES 9TH JUNE 2020

Meeting held by Zoom

1. Welcome and Introductions - MS.

2. **Present** - Mark Stobert (Chair), Derek Johnston (Sec), Paul Graham, Mark Rodgers (Registrar), Maura Devlin, Simon Harrison, Jane Davies, Karen Murphy, Robert Sloan, Meg Burton, Simon Betteridge, Paul Nash, Edward Carpenter (Treasurer), Iain Macritchie, Cameron Langlands, Andrew Todd

3. **Apologies** - Philip Wright, Derek Fraser

4. **Declarations of interest** - Draft paper to be discussed and approved later in agenda.

5. **Minutes of the meeting held on 10th March 2020** - Previously emailed to the Board. Approved with no changes.

6. Matters Arising

6.1 All matters to be covered in agenda, except to note that representatives from AHPF and NMC are willing to attend a future Board meeting at suitable time.

7. Governance

- Draft governance documents as per cover sheet, for approval together.
 - Constitution / Standing Orders - **JD** took the meeting through a number of proposed changes to the document. Other amendments were proposed.
 - Registrar expression of interest form - **MD / MS / DJ** - Proposed by subgroup. Addition of reference to Roles of Registrar documentation and administration support from Addenbrookes. Closing date to be amended as necessary.
 - Chairperson expression of interest form - **MD / MS / DJ** - Proposed by subgroup, with agreed change of role order from original draft. Closing date to be amended as necessary.
 - Lay Director expression of interest form - **MD / MS / DJ** - For consistency, it was proposed the interview panel will consist of 3 designated Board members, 1 who must be a Lay member.
 - Register of interests - **MD / MS / DJ** - Proposed by subgroup.
 - Self-assessment form - **MD / MS / DJ** - Proposed by subgroup.
 - Indicative Sanctions policy - **MS** - Minor alterations proposed.
 - Whistleblowing policy - **MD / MS / DJ** - still under discussion.
 - Authority was given to the Governance subgroup to incorporate the agreed amendments where necessary and produce final copies for approval.
- New lay members - To be considered further in light of Governance Review.
- Risk register - **MS / SH** - Further information to be added re Safeguarding & Covid-19. Is it too over-cautious? **SH** to follow up and update.
- PSA - **MS** - Reapplication submitted to PSA after consideration by subgroup. In response to PSA query, one change made to clarify minutes from 17/9/2019 - 8.1 "Referred to several inappropriate registrations." Amended to "inappropriate applications." Board agreed the change.

- Organizational update - **DJ** - Continuing as part of Governance review.
 - **MS** indicated his willingness to continue as Chair beyond initial term of office. He "left" the meeting to enable discussion.
 - **DJ** indicated his willingness to continue as Secretary beyond initial term as Director. He "left" the meeting to enable discussion.
 - **DF** has indicated his willingness to continue beyond initial term as Director. This was discussed.
 - All the above were approved by the Board, subject to any changes to be made to the Standing Orders re Terms of Office.
 - **PR** has indicated his desire to step down from the Board. Accepted by the Board, with our thanks for his period of service.
- NES review of competencies/standards, etc... - **IM** - Scottish version of documents to be published online. The need to engage with academic partners was acknowledged. See also 8.1*.
- Cover sheet - **SH & DJ** - All other matters on Cover sheet (Governance Review) were approved.

8. Lead Officers Reports

8.1 Professional Regulation/Registration

- Registration update - **MR** - Current active members = 366, 72 of these are provisional members; Unpaid members = 90; No CPD returned = 91; New full members so far this year = 8; New provisional members so far this year = 18; Removed members so far this year = 12; 69 applications in process.
- Noted need to change certificate. * MB asked about Free Church & Faith registration. Task & Finish group to be set up to consider documents re Faith authorisation, employment & registration. Agreed as MB, IM, NIHCA rep, MS. AT raised issue on behalf of DF about a potential registrant. MR will respond to the individual. Further consideration needs to be given to what happens a registrant who leaves the profession and then seeks to re-register.
- Portfolio template - **MS / DF** - No progress at present.

8.2 Academic Standards - **DF**

- Review of accredited courses - No report was available from DF. To be updated for September Board. AT to liaise with Newman, Birmingham, re their course. MB drew attention to St Padarns course <https://www.stpadarns.ac.uk/en/courses/beginning-chaplaincy/>.
- Review of CPD/revalidation pilot - **DF** - No report.
- Academic advisor update - AT reported on new Cambridge MA. He noted that due to conflict of interest, an independent academic adviser was needed.

8.3 Professional Advisors/Assessors - **CL** - To send out updated paper. Also reminder needed for Lead Chaplains.

8.4 Professional Conduct

- FtP Screening Committee - **SB** - MR has had one enquiry. Awaiting further information. Proposed table-top exercise for learning. Agreed by the Board.

9. Treasurer's report - EC

- Financial update, including signing of accounts - EC proposed acceptance of the accounts; MS seconded. Approved by the Board.
- Expense claims - forms available from the Secretary or Treasurer.

10. Engagement including Newsletter and Website

- NPSRCH report - SH reported CHCC and other groups are considering the report.
- Healthcare Chaplaincy Forum - **DJ** - UKBHC presently represented by MS or DF, as available.
- Website update (including online training course, use of media, etc...) - **MS & PG** - To report at September meeting.
- Newsletter - **PW** - PG agreed to put together Summer edition.

11. **Any Other Business** - Brief discussion on the impact of Covid-19 on chaplaincy. Noted that SH has added to the risk register.

12. Future Dates:

Board Meetings

Arrangements to be confirmed - if by Zoom, likely to be 9.30am-12.30pm;

if in person, likely to be 10.30am-3.30pm.

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