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## MINUTES 3RD DECEMBER 2020

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### Meeting held by Zoom

1. **Welcome** from MS and introductions briefly made by all.
2. **Present** - Mark Stobert (Chair), Derek Johnston (Secretary), Edward Carpenter (Treasurer), Cameron Langlands, Meg Burton, Robert Sloan, Mark Rodgers (Registrar), Maura Devlin, Simon Harrison, Simon Betteridge, Andrew Todd, Lucyann Ashdown (for Karen Murphy), Paul Graham, Jane Davies, Derek Fraser, Iain Macritchie, Paul Nash (17)
3. **Apologies** - Karen Murphy (1)
4. **Declarations of interest** - Previously agreed forms to be returned to the Secretary by 31/12/2020. Confirmed not required from Registrar.
5. **Minutes of the meeting held on 22nd September 2020** - Agreed and accepted.
6. **Matters Arising** -
  - Feedback re Sept engagement event & report for website - **MS/PG** reported that 100 people registered, with 87 maximum actually participating. Agreed the topic was difficult to make inspirational; many participants had not received the paperwork in advance; technical difficulties. It was suggested future events could include more than one topic, with breakout groups focusing on different areas. Proposing to undertake survey monkey to determine any new topics registrants would like included in future engagement events. To consider an event for chaplaincy line-managers. Report to go on website by end of Dec 2020.
  - Self-assessment - **MS** requested all Board members to return forms by March 2021 Board meeting.
  - Payment of fees - **EC** reported on discussions between Treasurer, Chair and Administrator re possibility of registrants paying annual fee by installments. It was felt there was little demand from registrants for this and it involved much additional work for Treasurer and Administrator. Agreed to look at possibility of payment by Direct Debit.
  - Online training course - **IM** reported on variety of Scottish courses now available online, largely resulting from Covid making face-to-face courses impractical. He felt there are huge opportunities for learning. NES will take on oversight of UKBHC online course to consider content, suitability, etc... **IM** to liaise with David Mitchell.
7. **Governance**
  - Update from Governance subgroup re policies - **MS** spoke to written report. **PG** queried what UKBHC information is in public domain. Agreed we want to be open & transparent. **DJ** reminded Board members of the need to check draft minutes before they are officially accepted & put on the website. *Equality & Diversity subgroup* to be set up. **JD** to take forward.

- New lay members - **MS/DJ** reported on work being done to develop criteria for potential new lay members, with particular note of equality & diversity. **MD** has provided guidance from NMC. **DJ** will update our present form & forward round the Board for consideration.
- PSA - **MS** noted several matters attended to by Governance subgroup. Clarified that the subgroup is involved in the process of PSA reaccreditation. Several Board members have participated in PSA online consultation events. **SB**, in his role as Chairperson designate, is being introduced to relevant PSA personnel.
- Risk register - **SB/MS** reviewed the register, which included re-scoring & lowering levels of risk. **JD/MD** did same process & then compared both reviews to reach consistent outcomes. **JD** still concerned about how far UKBHC responsibility goes according to PSA, seemingly further than Statutory regulators. Primary purpose is protection of the public. To consider putting risk register on the website.
- Organizational update - **DJ** noted the only change is to remove Philip Wright from list of Board members/directors. Company Secretary (BSC) to be notified.

## 8. Lead Officers Reports

### 8.1 Professional Regulation/Registration

- Registration update - **MR** confirmed that Tony Brookes, Registrar designate, is copied into communications & shadowing until March 2021. MR reported figures below:
  - Current active members = 394, 87 of these are provisional members
  - Unpaid members = 30; No CPD returned = 29
  - New full members so far this year = 22
  - New provisional members so far this year = 42
  - Removed members so far this year = 21
  - 72 applications in process

Discussion about payment/non-payment of fees & completion of CPD in light of Covid. Agreed that while we want to be sympathetic & supportive, these matters cannot be ignored or neglected. **MD** advised NMC still requires compliance from registrants, with the possibility of an agreed extension to submission.

Discussion about criteria for sponsors & equivalency of qualifications.

Query re why people are required to pay fee with initial application form, prior to being accepted, rather than after.

**DF** proposed & **JD** seconded *Access subgroup* to consider these & other pertinent matters. **SH, IM, DF & MR/Registrar** agreed to form the group.

### 8.2 Academic Standards - **DF**

- Review of accredited courses
- Review of CPD/revalidation pilot
- Academic advisor update (including Academic Forum)

**DF** spoke to written report covering all these matters. Noted the need to balance university accreditation & requirements of the profession. **JD** wondered about patient/service-user/staff input. To be considered for future courses. Issues of portfolio, equivalency, etc... to be discussed in Access subgroup.

**IM** noted review of academic courses in Scotland, including assessor training.

**DF** advised further paper to be circulated to the Academic Forum. Proposed a letter to registrants re what evidence they would expect to provide as part of the process for registration and reaccreditation.

Body of knowledge in process.

**AT** referred to recent discussions with NI chaplains about possible academic links.

## 8.3 Professional Advisors/Assessors

- Proposed feedback forms - **CL** reported on new forms, previously circulated, for advisors & employers. **DF** enquired about person-spec for advisors. **CL** advised this is being updated.

## 8.4 Professional Conduct

- FtP Screening Committee - **SB** reported no matters raised. He advised of the need to nominate a successor to lead this work.

## 9. Treasurer's report - **EC**

- Financial update - **EC** noted written reports. Little change in number of registrants, but Board expenses well down due to meetings by zoom. Budget presented for 2021. Following discussion on several unknown potential expenses, this was proposed by **EC**, seconded **DF** and accepted. Discussion about bank arrangements, whether to remain with Yorkshire Bank (now owned by Virgin Money) or move to Barclays for better online banking facilities. **EC** will check & compare services & report to March 2021 meeting. If it is deemed better, **EC** is authorised by the Board to start the process to move account. **SB** to be added to list of signatories, proposed **DF**, seconded **MS** & accepted. Discussion about virtual or face-to-face Board meetings. **EC** noted the budget assumes 2 of each format for 2021.

## 10. Engagement

- ERICH research on grief and loss - **LA** sought guidance re UKBHC endorsement of proposed research. While wanting to encourage the project, the Board agreed it is outside the remit of UKBHC to endorse research; rather this is a role for Chaplaincy associations.  
**LA** referred to loss of several hospice chaplaincy posts and some of the challenges being faced, including attempts to replace employed chaplains with spiritual care volunteers. The Board was concerned this could undermine professional standards and

impact public safety. Agreed the Chairman should write a letter on behalf of UKBHC to the CEOs of the hospices (in the UK) to express such concerns, by end of Dec 2020 or as soon as possible.

- Network for Pastoral, Spiritual and Religious Care in Health (NPSRCH) - **MB** noted a lot of updating is being done to documents, structures, courses, etc... to reflect the new name. UKBHC accreditation being sought for new training course.
- Chaplaincy Forum - **MS/DF** noted "Theory of change" process is ongoing. **SB** and **DF** affirmed as UKBHC representatives to the forum.
- Covid guidance - **SH** has done some work on new guidance through CHCC.
- Website update - **MS** reported a lot of updates have been made to the site and a meeting has been set up with the website administrator.
- Use of media, etc... - **PG** reported on various opportunities for raising awareness of UKBHC. It was proposed and agreed to set up a *Communications subgroup* to coordinate website, media, newsletter, etc... **PG** to take forward.
- Newsletter - **DJ** reported on recent newsletter.
- Future events - **PG** proposed another online engagement event late April 2021. Possible topics could be CPD and supervision.

## 11. Any Other Business -

- **MB** raised issue of how a name can be removed from the Register after death in service. Clarification to be sought.
- **SH** reminded the Board of NES documents that need to be shared for consultation in England, NI and Wales. Process to be agreed for consultation. Scottish timeframe was initially by September 2021, but now extended to end of December 2021.
- **IM** reported on additional Standards Audit Tool.

## 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
Tues 2nd March 2021	Zoom
Tues 8th June 2021	Zoom or CtE, Tavistock House, London
Wed 22nd Sept 2021	Zoom or ???
Wed 1st Dec 2021	Zoom or CtE, Tavistock House, London