
MINUTES 2ND MARCH 2021

Meeting held by Zoom

1. **Welcome and Introductions; Sympathies/Greetings** - Noted this is Karen's final meeting as she finishes her role as President of AHPCC in May. Thanks were offered by the Chairperson. Noted that Meg has retired as secretary for Healthcare Chaplaincy for the FCG and so will no longer be their representative on NPSRCH. Good wishes were offered by the Chairperson.
2. **Present** - Mark Stobert (MS - Chairperson), Derek Johnston (DJ - Secretary), Jane Davies (JD), Simon Betteridge (SB), Andrew Todd (AT), Paul Nash (PN), Mark Rodgers (MR - Registrar), Derek Fraser (DF), Simon Harrison (SH), Robert Sloan (RS), Ed Carpenter (EC - Treasurer), Tony Brookes (TB - Registrar designate), Karen Murphy (KM), Maura Devlin (MD), Cameron Langlands (CL), Meg Burton (MB) - (16)
3. **Apologies** - Paul Graham (PG), Iain Macritchie (IM) - (2)
4. **Declarations of interest** - All were reminded that personal forms should have been returned by 31/12/2020; only 6 returned to date. **DJ** to email those outstanding. No new declarations made today.
5. **Minutes of the meeting held on 3rd December 2020** - Previously sent out, with no corrections or amendments made. Approved by the Board.
6. **Matters Arising** -
 - Feedback re Sept engagement event & report for website by 31/12/2020 - **MS** reported that this is not yet done.
 - Self-assessment forms to be returned by 31/3/2021- **MS** requested **DJ** to email those outstanding.
 - Payment of fees by Direct Debit - **EC** reported on reasons why this wouldn't go ahead at present. **DJ** to email reasoned statement from **EC** round the Board.
 - Online training course - **IM** not present to report, though it is understood the course is being updated.
 - Chairman to write letter on behalf of UKBHC to the CEOs of the hospices (in the UK), by end of Dec 2020 or as soon as possible - **MS** reported that after discussion with **KM** a letter was not sent; rather UKBHC offered support to AHPCC, which was welcomed.
7. **Governance**
 - Report from governance subgroup - **MS** reported on proposed Whistle-blowing policy. **DF** to get this checked with employment barrister. Some terms to be sorted/clarified.
 - Equality & Diversity subgroup report - **JD** proposed group comprising **SH, PG, JD** and **Andy Gillies** (Markham course).

- New lay members - **DJ** has sent out previously approved forms. Board members were asked to forward this information widely, with particular focus on diversity, skills that may be helpful or regions under-represented such as Wales.
- PSA - **MS & SB** have done some preparatory work with PSA for 2021/22 application.
- Risk register - **JD/SB** - Nothing new noted to be reviewed. Agreed this should be circulated prior to each Board meeting to facilitate any updates.
- Organizational update - **DJ** noted some changes to be made from June 2021.

8. Lead Officers Reports

8.1 Professional Regulation/Registration - **MS** noted that **MR** completes his period of service from June so offered sincere thanks to **MR** for his commitment and guidance in all these matters. **TB** will take up the reins in June 2021. **TB** has been shadowing **MR** for several months, including several online meetings.

- Registration update - **MR** reported the figures below. He felt covid had slowed the rate of responses:
 - Current active members = 372, 86 of these are provisional members.
 - Unpaid members = 207
 - No CPD returned = 169
 - New full members so far this year = 11
 - New provisional members so far this year = 14
 - Removed members so far this year = 14
 - 76 applications in process**MR** noted a query from USA chaplain who had moved to UK.
- Removal from register after death in service - **MR** advised that UKBHC should be made aware of the death so the name can be removed from the register to ensure no membership reminders are sent out to that individual. **TB** to consider whether appropriate information re deaths in service could be included in UKBHC Newsletter or on the website. Noted that consent may be needed.
- Access subgroup report - **DF** reported on previously circulated report. **MB** noted paper on Faith/Belief endorsement from NPSRCH. Work continuing on this paper for June. **MB** to supply latest version. Board accepted Access subgroup report.

8.2 Academic Standards,

- Review of accredited courses - **DF** reported that this is ongoing. He drew attention to the paper produced by Helen Bardy and Julian Raffey as a very helpful contribution to the wider discussion. Thanks were expressed to the authors.
- CPD/revalidation - **DF** noted that approx 10% of replies have been scrutinized. A summary sheet will be prepared. Chaplains were asked by email on 18th January 2021 to contribute to the discussion.
- Academic advisor update (including Academic Forum) - **DF / AT** spoke to presented paper. Some discussion about Scotland, "normally," and exceptions. Some rewording and reformatting to be done before final version is sent out for approval.

8.3 Professional Advisors/Assessors - **CL**

- No formal report, though it was noted that insurance renewal for advisers is £481.

8.4 Professional Conduct

- FtP Screening Committee - **SB** reported no issues raised.
- Nomination of lead officer - To be confirmed.

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

- Financial update - **EC** spoke to submitted reports. Banking arrangements still under consideration.
- Expense claims - Reminder to email **EC** if any necessary claims.

10. Engagement

- ERICH research - **KM** reported on ERICH Covid survey, which was reported in the Journal of Pastoral Care and Counselling; and on Grief and loss survey which is presently being prepared.
- AHPCC - **KM** spoke to submitted report.
- Network for Pastoral, Spiritual and Religious Care in Health (NPSRCH) - **MB** had already highlighted endorsement document under Access subgroup item.
- Chaplaincy Forum - **DF/SB** reported on 21st Century document and queried if UKBHC has responded. **MB** to send out document. **SB** to consult with **MS** and send formal response.
- NES documents consultation - See minutes from 12/12/2020. Agreed to hold a meeting in May to discuss the consultation. **IM** to be asked to outline main changes from previous documents; **RS** to be "critical friend."
- Communications subgroup (website, newsletter, use of media, engagement events) - **MS / PG** - Subgroup has not yet met. Engagement events to be organised. Acknowledged the website has been updated, however, it was queried if we should pay someone to address other website issues. Support for regular newsletter which should be linked to the website.

11. Any Other Business - **SH** reported on CHCC workforce development paper and plans for online Autumn conference.

12. Future Dates: Board Meetings -

Arrangements to be confirmed - if Zoom, 9.30am-1.00pm; if in person, 10.30am-3.30pm.

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