

## UKBHC

### Minutes of the meeting held via Zoom on 8 June 2021

- 1. Welcome and Introductions**-Anne Edwards, observer from NPSRCH; Keith Morrison, new AHPCC President; Simon Betteridge was welcomed to his 1<sup>st</sup> meeting as Chair; Tony Brookes was welcomed to his 1<sup>st</sup> meeting as Registrar.

Having formally resigned as Chairman and Director from the conclusion of the earlier Board of Directors' meeting, Mark Stobert was given permission to attend for the earlier parts of this meeting to present several reports.

- 2. Present**-Mark Stobert (MS), Derek Johnston (DJ), Simon Betteridge (SB), Derek Fraser (DF), Cameron Langlands (CL), Paul Nash (PN), Simon Harrison (SH), Edward Carpenter (EC), Maura Devlin (MD), Tony Brookes (TB), Keith Morrison (KM), Andrew Todd (AT), Anne Edwards (AE), Jane Davies (JD) - (14)
- 3. Apologies**-Paul Graham (PG), Robert Sloan (RS) - (2)
- 4. Declarations of interest**-DJ reported 10 returned to date.
- 5. Minutes of the meeting held on 2<sup>nd</sup> March 2021**- Proposed by MD, seconded by DF. All approved.
- 6. Matters Arising**-
  - Feedback re Sept 2020 engagement event & report for website-MS has agreed to finalise this report by Sept 2021.
  - Self-assessment forms -DJ reported 7 returned to date.
  - Payment of fees by Direct Debit -DJ noted statement sent out from EC on 13/3/2021.
  - Online training course – DJ noted written report from David Mitchell. DF advised NES is presently updating the course.

### 7. Governance

- Report from governance subgroup –MS/SB
  - Terms of reference: After discussion, it was agreed this group should be chaired by a Lay Board member. With minor changes, the ToR were approved, proposed SH, seconded PN.
  - Whistle blower policy: Agreed to forward to DF for legal checks and bring back to Sept meeting.
- Equality & Diversity subgroup report – JD/SH reported on draft document. Feedback requested to them by end of June 2021.
- New lay members –DJ reported on 2 Expressions of interest received from Linda Ross and Martin Garrity. Interviews being arranged. Any recommendations by the subgroup

need to be ratified by Sept Board. Successful applicants will be invited to attend as observers until approval is given. **MD** indicated her intention to resign from the Board after the Sept 2021 meeting. **SB** noted another person who may be interested when future vacancy occurs. The Board is aware of the need to reflect equality and diversity in its composition.

- PSA – **MS** reported on papers sent out. **EC** noted there will be an increase in UKBHC fee to PSA due to recent changes in policy. He felt UKBHC could cope with this increase at the moment. **SB** is part of a Leads group, comprising representatives from different voluntary registers.
- Risk register – **JD** reported on the need to keep up-to-date. Consideration being given to putting the register online. Still concern about loss of chaplaincy posts, particularly in hospices. **SH** requested to put appropriate section as a potential risk.
- Organizational update – **DJ** noted changes approved earlier, that will be updated on organizational chart.

## 8. Lead Officers Reports

### 8.1 Academic Standards,

- Accredited courses, CPD/revalidation, academic advisor update – **DF** noted reports sent out. **DF** proposed acceptance of reports; **SH** seconded. **JD** raised issue of moving from provisional to full registration. Portfolio route to be set out. Service-user feedback suggested as desirable. After discussion it was agreed to accept Academic Forum Placement requirements, Pathway to registration and Requirements & process for accreditation documents. Further agreed to note other updates & working documents. Any comments re CPD document to be forwarded to **DF/AT** by Sept.

### 8.2 Professional Regulation/Registration

- Access subgroup report – **DF** reported. Some matters to consider further. **SB** agreed to write as new Chairperson to all registrants
- Registration update – **TB** gave update on registration figures as below –
  - Registrants 377, of whom 96 are provisional
  - Registrants unpaid 66
  - No CPD 96
  - New full Registrants in year to date 16
  - New provisional registrants in year to date 25
  - Registrants renewed to date 22
  - Applications in process 76

### 8.3 Professional Advisors/Assessors - **CL**

- Report circulated & accepted for action. Agreed to include wording for job adverts.

### 8.4 Professional Conduct

- FtP Screening Committee - **SB**
- Nomination of lead officer – Under consideration. **PN** volunteered in the interim period.

## 9. Treasurer's report - EC

- Financial update – **EC** reported all is in order. With the change in Chairperson, it was proposed by **EC** & seconded by **JD** that **MS**'s name be replaced as a signator on UKBHC accounts by **SB**. All agreed. **EC** will get the necessary paperwork to make the change.

## 10.Engagement

- Network for Pastoral, Spiritual and Religious Care in Health (NPSRCH) – **AE** reported the Endorsement document is nearly finalized; Exploring Healthcare Chaplaincy course is now advertised; website has been updated.
- Chaplaincy Forum - **SB/DF**– Nothing to report.
- NES documents consultation–Agreed date Tues 20<sup>th</sup> July 1.00-4.00pm. **AT** agreed to chair the afternoon.
- Communications subgroup (website, newsletter, use of media, engagement events) – **SB** to talk with **MS & PG**. **SB** agreed to include in his letter to all registrants (see under Access subgroup) 3-4 pertinent points from our business.
- AHPCC/CHCC/NIHCA/SPLGSC–**KM** noted AHPCC AGM had been held in May; **DJ** referred to two surveys carried out by NIHCA in 2021.

## 11.Any Other Business-

**12.Future Dates:** Members asked to forward **SB** asap any ideas for consideration at the Sept engagement event.

## Board Meetings

Arrangements to be confirmed - if by Zoom, likely to be 9.30am-1.00pm;

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

Date	Venue
Wed 22nd Sept 2021	Board meeting - Zoom 9.30am-12.15pm Engagement event - Zoom 1.00-3.30pm
Wed 1st Dec 2021	Zoom or CtE, Tavistock House, London



(Chair)

22.09.2021