
MINUTES 22ND SEPTEMBER 2021

Meeting held by Zoom

UKBHC Limited

1. **Welcome/Introductions/Sympathies/Greetings**–The Chair, Simon B, acknowledged the pressures and strains on chaplaincy. He also checked in with everyone present.
2. **Present**– Simon Betteridge (SB) (Chair), Derek Johnston (DJ) (Secretary), Ed Carpenter (EC) (Treasurer), Paul Nash (PN), Maura Devlin (MD), Jane Davies (JD), Derek Fraser (DF), Keith Morrison (KM), Anne Edwards (AE) and Simon Harrison (SH).

Martin Garrity joined following Agenda 6 – recommendation from Governance subgroup.
3. **Apologies**–Cameron Langlands (CL), Tony Brookes (TB), Robert Sloan (RS), Paul Graham (PG), Andrew Todd (AT). There was a discussion regarding regular non-attendance at meetings. **SB** will follow up where appropriate.
4. **Declarations of interest**–**DJ** reported 11 out of 12 returned to date. No new declarations.
5. **Minutes of the meeting held on 8th June 2021**–Unanimously approved.
6. **Matters Arising-**
 - New Lay members – Following interviews, the Governance subgroup recommended approval of Linda Ross & Martin Garrity; seconded by **DF**. All agreed. Martin was welcomed to the meeting & to the Board.
 - Self-assessment forms to be returned by 31/3/2021- **DJ** reported 8 returned to date.
7. **Governance**
 - Report from governance subgroup –**SB/JD**
 - Whistle blower policy–**DF** reported the legal advice that the draft policy was not appropriate as UKBHC is not an employer. **JD** and **MD** will redraft, in consultation with others.
 - Equality & Diversity subgroup report – **JD/SH**– Following brief discussion, **JD** proposed acceptance of the policy. All agreed. Also agreed this will be part of the remit of the Governance subgroup
 - New Board members –**SB** asked all present to give brief introduction.
 - PSA –**SB** highlighted new equality questions in PSA return. Agreed for Board to complete anonymous E&D questionnaire as part of our response. **SB** is due to meet PSA representative on 23/9/2021.
 - Risk register - **JD/SB**–**JD** hopes to bring simplified version to December meeting.
 - Organizational update–**DJ** reported that recent resignations have been filed with Companies House. **MD** gave notice of her intention to resign from the Board from end

of September 2021. She has agreed to help with interview of prospective new Lay member. **SB** offered sincere thanks from the Board.

8. Lead Officers Reports

8.1 Academic Standards

- Review of accredited courses—**DF** reported on communication with Michael Pattison (NES) regarding training of supervisors.
- CPD/revalidation- **DF** has had informal conversations with several academic providers about their courses. Also noted that website information is to be updated.
- Academic advisor update (including Academic Forum) – **DF** reported the Forum is due to meet on 19/10/2021.

8.2 Professional Regulation/Registration

- Access subgroup—**DF** noted consideration is being given to associate membership.
- Registration update –**SB** gave figures received from **TB**.
 - Current active members = 395 of whom 110 are provisional members
 - Unpaid members = 36
 - No CPD returned = 47
 - New full members so far this year = 24
 - New provisional members so far this year = 40
 - Removed members so far this year = 26
 - 68 applications in process

8.3 Professional Advisors/Assessors—**CL**– No report.

8.4 Professional Conduct

- FtP Screening Committee –**SB**
- Nomination of lead officer – Discussion about criteria and role of lead officer. To be considered further by Governance subgroup.

9. Treasurer's report - EC

- Financial update – **EC** noted paperwork to be signed in due course to change signatories on bank account. He reported no response from Tax Office re claiming UKBHC membership expense against tax. Advised UKBHC may not reach projected membership figures.

10. Engagement

- Network for Pastoral, Spiritual and Religious Care in Health (NPSRCH) – **AE** reported the Network is meeting in Nov 2021.
- Chaplaincy Forum - **SB/DF** noted steering group is in place for NHS Chaplaincy guidance. Agreed it would be helpful to receive regular updates so UKBHC can engage in the process. **CL** had updated the Forum on professional advisors. **SB** had updated on CPD. Good support for lead chaplains.

- NES documents consultation—Held on 20th July. Agreed it had been a useful event, which had helped to clarify some matters. Discussion about timetable to amend or adopt the documents. Initial target date was by December 2021. However, in light of Covid, March 2022 was proposed as timeframe to produce framework for consultation with members, representative groups and employers. Mark Evans (Scotland) to be advised.
- Communications subgroup (website, newsletter, use of media, engagement events) – **SB** has been looking at what we presently have and what we pay for. Agreed there are still challenges with website. Proposed we need new website and a Communications Lead. **SB** to pursue further and report back.
- AHPCC/CHCC/NIHCA/SPLGSC - Brief updates given.

11. Any Other Business – Nothing raised.

12. Future Dates:

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
Thurs 2 nd Dec 2021	Zoom
Tues 15 th Mar 2022	London?
Thurs 23 rd June 2022	Zoom?
Tues 27 th Sept 2022	London?
Thurs 8 th Dec 2022	Zoom?



(Chairperson)

2nd December 2021