
MINUTES 15TH MARCH 2022

Meeting held by Zoom

UKBHC Limited: Board meeting

1. **Welcome** – Simon Betteridge welcomed all.
2. **Present** – Derek Johnston (DJ – Secretary), Simon Betteridge (SB – Chairperson), Keith Morrison (KM), Paul Nash (PN), Martin Garrity (MG), Linda Ross (LR), Andrew Todd (AT), Ed Carpenter (EC – Treasurer), Simon Harrison (SH), Cameron Langlands (CL), Derek Fraser (DF), Anne Edwards (AE)
3. **Apologies** – None received.
4. **Declarations of interest** - 11 out of 12 returned to date
 - **PN** declared new interest as an associate tutor at St Padarn's course
 - **SB** declared new interest as member of Guy's and St Thomas course advisory board
5. **Minutes of the meetings held on 2nd December 2021** – Unanimously approved.
6. **Matters Arising** -
 - All matters covered in agenda
7. **Governance**
 - Whistle blower policy – **JD/SB** – Nothing new to report.
 - Equality & Diversity – **JD/SH** – **DJ** confirmed from Sept 2021 Minutes that this policy has been approved and now needs to be put onto the website.
 - PSA – **SB** noted some initial confusion over reaccreditation but this is now confirmed. Discussion followed about whether UKBHC registration can be mandatory or only voluntary.
 - Risk register - **JD/SB** – Nothing new added.
 - Organizational update & Standing Orders – **DJ** reported all paperwork is now updated for new Directors at Companies House. He also advised some rewording and clarification is needed in the Standing Orders re co-options, observers and objects of the Board. **EC** supported this in light of a query from the Inland Revenue re objects of the Board. **DJ** to update and forward round the Board for comments before June 2022 meeting.
 - Lay Director Interview – **DJ** and **LR** gave report from interview panel. Following discussion, **DJ** proposed and **KM** seconded that Lorna Jones be invited to join the Board as a Lay Director. Unanimously approved. It was also agreed the Governance subgroup should put in place an induction programme for new Board members. **MG** felt this would be very helpful.

- Members of subgroup & Chair – **DJ** noted that **MG** has agreed to come onto the subgroup in place of Maura Devlin, following her retirement. It has previously been agreed this group will be chaired by a Lay Director. Chair to be confirmed.
- Board Vice-Chair & role of Directors – **DJ** noted ongoing discussions about how to spread workload round the Board, without overburdening anyone.
- In light of discussion about Board membership and representation, **SB** outlined the benefits of inviting Mark Newitt (Chair of the Chaplaincy Forum) to attend as an observer. Proposed **SB**, seconded **PN**, unanimously approved.
- **SB** proposed the primary focus of the June 2022 Board meeting could be to consider the future purpose, role and structure of UKBHC. He agreed to draft a short questionnaire for registrants to feed into the discussion. The Board agreed.

8. Lead Officers Reports

8.1 Academic Standards

- **DF** drew attention to The Baptists Together framework for CMD paper previously circulated for December 2021 Board meeting. This was agreed.
- Accredited courses – **DF/AT** reported St Padarn's course now accredited; Cambridge course submitted for reaccreditation; MLK course up and running.
- Online training course – Nothing new to report.
- CPD/revalidation - **DF** presented reaccreditation paper, which was accepted. Noted that PPA training not yet specified. Pathways to Registration document needs to go on website, along with other approved documents.
- Academic advisor update (including Academic Forum) - **DF / AT** – Report sent out and noted.

8.2 Professional Regulation/Registration

- Access subgroup – **DF** reported the portfolio route is still under consideration so is a work in progress.
- Registration update – **TB** – No report given.

8.3 Professional Advisors/Assessors – **SB** reported annual insurance now paid.

8.4 Professional Conduct

- FtP Screening Committee – **PN** reported that no formal requests have been received.
- **PN** posed the question, "Should registered chaplains have to confirm acceptance of the UKBHC Code of Conduct?" After discussion, the Board unanimously agreed this should be standard practice.
- Nomination of lead officer – **DJ** noted that **PN** had previously fulfilled the role of Lead Officer in a temporary capacity. The Board formally confirmed the role.

9. Treasurer's report - EC

- Financial update – **EC** drew attention to reports previously emailed. After explanation and discussion, all were accepted.
- **EC** noted communication from the Inland Revenue, after queries he had raised in the past two years, which were only being looked at now.

10. Engagement

- Network for Pastoral, Spiritual and Religious Care in Health (NPSRCH) - **AE** reported on the work of the Network.
- Endorsement document – **SH** drew attention to papers previously emailed. Following discussion, it was agreed the process should continue.
- Chaplaincy Forum – **SH** gave update on matters raised.
- NES documents consultation – **SB** and **SH** have had some communication with Mark Evans. It is hoped to receive updated version of the documents to circulate round our constituent groups as part of consultation process.
- Communications subgroup (website, newsletter, use of media, engagement events) – **SB** noted work on the website is continuing slowly. He also reported on communication with The Association of Chaplaincy in General Practice.
- AHPCC/CHCC/NIHCA/SPLGSC – **KM/SH/DJ** gave updates on the work of their respective associations.

11. Any Other Business – None raised.

12. Future Dates - Board Meetings

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

If in person, likely to be 10.00am-3.30pm.

Date	Venue
** Tues 21 st June 2022	Churches Together in England (CTE), 27 Tavistock Square, London WC1H 9HH <i>Arrival from 9.30am for 10.00am start</i>
Tues 27 th Sept 2022	
Thurs 8 th Dec 2022	

** Due to train strike, the meeting was moved to online, 9.30am-12.00noon.



(Chairperson)

21/6/2022