
MINUTES 21ST JUNE 2022

Meeting held by Zoom

UKBHC Limited: Board meeting

Welcome/Introductions/Sympathies/Greetings – The Chairperson, **SB**, welcomed new members to the Board & asked each to give brief introduction – LJ, MN, RB & ME.

1. **Present** – Simon Betteridge (SB – Chairperson), Derek Johnston (DJ – Secretary), Tony Brooks (TB – Registrar), Edward Carpenter (EC – Treasurer), Lorna Jones (LJ), Derek Fraser (DF), Keith Morrison (KM), Benedicto Da’Silva (BD), Mark Newitt (MN), Mark Evans (ME), Cameron Langlands (CL), Simon Harrison (SH), Anne Edwards (AE), Ross Bryson (RB) (14)
2. **Apologies** - Linda Ross (LR), Jane Davies (JD), Martin Garrity (MG), Paul Nash (PN), Andrew Todd (AT) (5)
3. **Declarations of interest** – No new interests declared.
4. **Minutes of the meetings held on 15th March 2022** – Previously emailed. Approved.
5. **Matters Arising** -
 - All matters covered in agenda
6. **Governance**
 - Whistle blower policy –**SB** outlined the context of the policy. He is still seeking clarification whether the policy is for the Board, registrants or employers.
 - Equality & Diversity – **SH** reported that the subgroup has not met recently so nothing new. With changes to the Board, we need to clarify membership of the group.
 - PSA – **SB** noted this is kept under regular review.
 - Risk register – **SB** noted this is also kept under regular review.
 - Organizational update & Standing Orders – **DJ** reported the necessary changes have been made by the Company Secretary at Companies House re new Directors. With the approval of March 2022 Minutes today **LJ**'s paperwork can also proceed. **DJ** drew attention to proposed changes to the Standing Orders to clarify and update a number of areas. These proposed changes had been circulated in advance of the meeting. **DJ** proposed, **SB** seconded, and all approved the changes.
 - New members (observers) – **ME, MN** and **RB**.
 - Director induction – **DJ** explained the Governance subgroup had proposed the need for brief induction for new directors. He presented a short summary paper, which was approved. The paper will be shared with all Board members, not just Directors.
 - Self-assessment form – **DJ** acknowledged the help of **MG** in updating this paperwork. It was approved as a 2-yearly plan.

7. Lead Officers Reports

8.1 Academic Standards

- Accredited courses – **DF** confirmed accreditation of Martin Luther King (MLK Manchester) & Cardiff courses, along with reaccreditation of Cambridge courses. Guys' & St Thomas' and Glasgow courses also due accreditation this year. Newman still pursuing accreditation. There was discussion about the need to show safe to practice.
- Online training course – **DF** reported on conversations with NES about possible training routes, which will impact the online training course.
- CPD/revalidation - **DF** noted that Board members & Advisers have previously been asked to take part in a pilot reaccreditation. He will advise who has/has not done so.
- Academic advisor update (including Academic Forum) - **DF** drew attention to reading lists emailed to the Board, compiled from registrants' returns. Also noted pilot proposal for Guys' & St Thomas' courses, with input from **DF** & **AT**. The Board approved.

8.2 Professional Regulation/Registration

- Access subgroup – Nothing new to report.
- Registration update – **TB** reported
 - Current active members = 416, 128 of these are provisional members
 - Unpaid members = 81
 - No CPD returned = 112
 - New full members so far this year = 27
 - New provisional members so far this year = 30
 - Removed members so far this year = 15
 - 59 applications in process

TB noted several unusual circumstances. Discussion about how to make registration more attractive & how to encourage employers to promote registration. **LJ** noted the process in nursing, while **RB** did likewise for GPs. Agreed this should be included on Risk register. Also agreed to raise the issue at the Chaplaincy Forum. **SB** to take forward.

8.3 Professional Advisors/Assessors

- **CL** spoke to report previously emailed, including letter re new advisors. To raise at Chaplaincy Forum.

8.4 Professional Conduct

- FtP Screening Committee – No matters raised.

9. Treasurer's report

- Financial update – **EC** spoke to reports previously emailed. No concerns re finances.
- Approval of Financial statements, etc... Proposed **DF**, Seconded **SB**, unanimously approved.

- Noted that all registrants can now claim a tax deduction in respect of their subscriptions to UKBHC with effect from 6 April 2020. Info to go on website as well as being sent to all registrants.
- Expense claims – **DJ** to forward updated form to Board members.

10. Engagement

- Network for Pastoral, Spiritual and Religious Care in Health (NPSRCH) – Unfortunately **AE** had lost connection so nothing to report.
- Endorsement document – **DF** noted some issues of concern in proposed document. To advise Network.
- Chaplaincy Forum – **MN** referred to NHS Guidelines & Network YouGov survey.
- NES documents consultation – **SB & SH** working to take forward.
- Communications subgroup (website, newsletter, use of media, engagement events) – **SB** referred to very good response to registrants' questionnaire, potential ambassador role & website work in process.
- AHPCC – **KM** reported on recent conference, with approx 40 chaplains in attendance; also noted ENHCC conference in Crete.
- CHCC - **SH** reported on plans for Sept residential conference; noted workforce document that is near completion; highlighted the wider context of ENHCC.
- NIHCA – **DJ** reported on March residential conference on VBRP & opportunity for NI chaplains to do follow up training in Scotland from Aug-Oct; Also noted possibility of new NIHCA representative to the Board.
- SPLGSC – Nothing to report.
- ACGP – **RB** spoke about the importance of supervision.

11. Any Other Business

- VBRP – **TB/DF** spoke about proposal for VBRP programme across UK. The Board approved in principle. **TB/DF** to take forward & report back. **DJ** to send round proposal paper.
- **KM** noted invitation to engage with the Methodist Church GB Chaplaincy Forum.

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 for 10.30am start - 3.30pm.

Date	Venue
Tues 27 th Sept 2022	Churches Together in England (CTE), 27 Tavistock Square, London WC1H 9HH
Tues 6 th Dec 2022	Zoom/Teams

Tues 14 th March 2023	Zoom/Teams
Tues 6 th June 2023	Churches Together in England (CTE), 27 Tavistock Square, London WC1H 9HH
Thurs 14 th September	Zoom/Teams
Tues 5 th December 2023	Zoom/Teams

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Brief intro to new members:

- Mark Evans - Spiritual Care Strategic Advisor and national Operational Lead for the Scottish Government. The National Lead will work on the development, delivery and implementation of the strategy, taking direction from a national strategic Spiritual Care Programme Board. Spiritual Care policy will return from NES to the Scottish Government with immediate effect to the Person-Centred and Participation Unit and will be supported by the National Lead.
- Mark Newitt - The Reverend Doctor Mark Newitt is an experienced hospital chaplain who holds a number of healthcare chaplaincy related posts. Principally Mark is the Secretary for Healthcare Chaplaincy at the Free Churches Group (FCG) as well as being part of the chaplaincy teams at Sheffield Teaching Hospitals NHS FT and St Luke's Hospice, Sheffield. Across those roles Mark is currently the Independent Chair of the Chaplaincy Forum for Pastoral, Spiritual and Religious Care in Health.
- Ross Bryson - An NHS General Practitioner who has led the development of Chaplaincy services in General Practice over the last 25 years. He is a GP advisor to the Association of Chaplaincy in General Practice and a trustee of a Social Enterprise organisation that has been providing Chaplaincy services in General Practice to the NHS in the West Midlands for over 10 years. Ross is also the CEO of a new organisation (WholeCare) which provides Chaplaincy services in General Practice. He hopes to bring the perspective of Chaplaincy services in General Practice to the UKBHC through his role as an observer.