
MINUTES 27TH SEPTEMBER 2022

Meeting held at CTE, 27 Tavistock Square, London

UKBHC Limited: Board meeting

1. Welcome/Introductions/Sympathies/Greetings

The Chairperson, SB, noted the sad death of our director and friend Jane Davies on 29th August 2022. He expressed the thanks of the Board for her invaluable work with UKBHC and wider chaplaincy, and offered sincere sympathies to Jane's family, colleagues and friends. A card has been sent. The Board observed a short moment of reflection.

SB expressed sympathies to Anne Edwards on the death of her father-in-law.

SB expressed greetings and good wishes to our Treasurer, Ed Carpenter, who is presently recovering from heart surgery after recent spell in hospital.

Greetings were also sent to Paul Nash.

SB welcomed everyone to our first in-person meeting in over two years.

SB introduced and welcomed Yunus Dudhwala to his first meeting as an observer.

2. **Present** – Simon Betteridge (SB – Chair), Derek Johnston (DJ - Secretary), Tony Brookes (TB – Registrar), Martin Garrity (MG), Derek Fraser (DF), Linda Ross (LR), Lorna Jones (LJ), Mark Newitt (MN), Yunus Dudhwala (YD), on MS Teams - Keith Morrison (KM) and Anne Edwards (AE)

3. **Apologies** – Ross Bryson, Ed Carpenter, Simon Harrison, Paul Nash, Cameron Langlands, Andrew Todd, Mark Evans

4. **Declarations of interest** – No new declarations.

5. **Minutes of the meeting held on 21st June 2022** – Previously emailed. No amendments requested. Unanimously approved.

6. Matters Arising -

- VBRP – **TB** & **DF** gave update about ongoing discussions with NES.

7. Governance

- Whistle blower policy – **SB** noted this no longer seemed to be an issue for UKBHC reaccreditation. **DF** had sought legal advice, which was that since UKBHC does not employ any staff the draft policy originally prepared was inappropriate. It was also noted that each Trust/health employer will have its own Whistle blower policy which applies to staff & volunteers. **SB** pointed out the UKBHC Complaints policy already gives a process which can be followed -

www.ukbhc.org.uk/wp-content/uploads/2020/10/UKBHC-Complaints-Policy-October-2020.pdf

- Equality & Diversity – **LJ** was nominated and agreed to take on an oversight role of this subgroup. **DJ** will forward the policy approved in Sept 2021.
- PSA – **SB** noted recent PSA report. **LJ** raised the relevance of ICS/ICB to this matter.
- Risk register – **SB** highlighted recent issue re enhanced checks for chaplains; It was noted the problem is with DBS and not with chaplaincy.
- Organizational update & Standing Orders – **DJ** reported all records have been updated with Companies House. **DJ** will check with **ME** re the status of **PG**. In light of the death of Jane Davies, which leaves a vacancy for Lay Director, and planned retirement of Ed Carpenter as Treasurer from June 2023, it was agreed to advertise these opportunities with a view to wider diversity on the Board.

8. Lead Officers Reports

8.1 Academic Standards

- Accredited courses – **DF** reported that only accredited courses are now advertised on the website.
- Online training course – **DF** noted ongoing discussion about possible pathways into chaplaincy which will also shape induction training.
- CPD/revalidation – **DF** advised that professional advisers and Board members were going through the process of revalidation. Those who are outstanding have been reminded.
- Academic adviser update (including Academic Forum) - **DF** reported that a meeting has been arranged in the near future to discuss portfolio route.

8.2 Professional Regulation/Registration

- Access subgroup – **TB** advised that some potential registrants don't fit the normal entry route into chaplaincy. Possible resolutions include fast-tracking using CVs, CPDs, interviews, etc... There were still queries about who would interview, capacity for interviews and criteria to be used. Further discussion is needed.
- Registration update – **TB** reported on latest figures –
 - Current active members = 424, 130 of these are provisional members
 - Unpaid members = 40
 - No CPD returned = 54
 - New full members so far this year = 41
 - New provisional members so far this year = 40
 - Removed members so far this year = 24
 - 63 applications in process
- Registration criteria – After discussion it was agreed that **MN** would put some thoughts on paper for consideration by the Access subgroup, to include **TB**, **YD** and **SH**.

8.3 Professional Advisers/Assessors

- It was noted that interviews are to be held in Nov 2022 for new advisers.

8.4 Professional Conduct

- FtP Screening Committee – **SB** advised that no issues have been raised.

9. Treasurer's report

- Financial update – **EC** had provided email report.
- * At 31 July there is a healthy bank balance of nearly £42,500 once the funds from PayPal are transferred to the bank account with a surplus of £6,335 so far this year contributing to this.
- * The surplus has been enhanced by the receipt of Course Accreditation Fees (3 x £1,000) which were not budgeted.
- * Waiting to hear directly from Anthony Gill at Addenbrooke's re an enquiry he made reference to an email forwarded by Lisa. **EC** is seeking clarification from **AG**. **EC** recommends that the calculation that was in place in 2020 re Lisa's time on UKBHC administration be reinstated.
- * With surpluses in both 2020 and 2021 (£6,457 and £7,078 respectively) **EC** advises it would be smart for a not-for-profit organisation to have a near break-even year in 2022. An admin contribution in respect of Lisa's time and website design costs should achieve that objective. The Board approved.
- * In the 7 months to date, receipt of full membership registration fees (269) matches the number received in the same period in 2021 while Provisional registration fees received this year (85) are 40% up on the same period last year.
- * The Board agreed to make £100 contribution to Mary's Meals in memory of Jane Davies. <https://www.justgiving.com/fundraising/rememberingourjane>
- * It was agreed we should set up designated email addresses for Board officers
- Expense claims – **DJ** advised Board members to complete the form previously emailed and return to **EC**.

10. Engagement

- Chaplaincy questionnaire/Vision session – Drawing on the Chaplaincy questionnaire to which 35 registrants responded, **SB** facilitated large and small group discussion looking at future, present and past. He will circulate a summary of the discussions.
- Network for Pastoral, Spiritual and Religious Care in Health (NPSRCH) – No report.
- ACGP – No report.
- Chaplaincy Forum – **MN** reported ACGP is joining the Forum.
- AHPCC – **KM** had provided written report.
- CHCC – **SH** reported on issues under consideration re leadership development and chaplaincy shadowing.
- NIHCA – **DJ** reported on Sept training days with **SH**; two chaplaincy surveys from 2021; VBRP training and forthcoming training.

11. Any Other Business

- None.

12. Future Dates:

Board Meetings - Arrangements to be confirmed - if by Zoom, 9.30am-1.00pm;
if in person, 10.00am arrival for 10.30am-3.30pm.

Date	Venue
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

A handwritten signature in black ink, appearing to read 'Derek J. Lacey'.

(Acting Chairperson)

6/12/2022

A handwritten signature in black ink, appearing to read 'Derek Johnston'.

(Secretary)