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## MINUTES 6<sup>TH</sup> DECEMBER 2022

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### Meeting held on Zoom

### UKBHC Limited: Board meeting

#### 1. Welcome/Introductions/Sympathies/Greetings

Nomination of Chairperson – In the absence of Simon Betteridge (SB), Derek Fraser (DF) was agreed as Acting Chairperson.

**DF** sent greetings from the Board to SB.

**DF** welcomed Michael McMillan (MMcM) to his first meeting of the Board as new representative from NIHCA. He gave brief introduction. As NIHCA designated officer, MMcM was formally approved as a Director of UKBHC, subject to completion of the necessary paperwork. It was resolved that the company secretary be instructed to file the relevant forms with the Register of Companies.

#### 2. Present: Directors - Derek Fraser (DF), Derek Johnston (DJ), Ed Carpenter (EC), Cameron Langlands (CL), Simon Harrison (SH), Lorna Jones (LJ).

In attendance: Benedicto Da'Silva (BD), Mark Newitt (MN), Michael McMillan (MMcM), Andrew Todd (AT), Mark Evans (ME), Ross Bryson (RB).

#### 3. Apologies – Simon Betteridge, Paul Nash, Keith Morrison, Linda Ross, Yunus Dudhwala, Martin Garrity, Anne Edwards, Tony Brookes (TB).

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

#### 5. Minutes of the meeting held on 27<sup>th</sup> September 2022 – Agreed & signed by DF.

#### 6. Matters Arising – Nothing in addition to agenda below.

#### 7. Governance

- Whistle blower policy – **DJ** drew attention to PSA review received on 5/12/22, which noted outstanding policy. **DF** will pick up with Louise from PSA to clarify. **SH** suggested simplifying existing Complaints policy as Whistle blower policy. **SH** agreed to take this forward.
- Equality & Diversity – **LJ** has reviewed existing policy and is happy with the content. **DJ** noted this was raised in PSA review.
- PSA – **DJ** noted several matters within the review, which will be highlighted at the appropriate agenda item. It was agreed that several of the matters raised in the review will be addressed when the new website is operational.
- Risk register – **MN** and **BD** reported that DBS checks for chaplains are still an issue with some employers. Others noted that in Scotland and NI, enhanced checks are deemed sufficient. Agreed issue should still be on Risk register.
- Organizational update – **DJ** noted that Form TM01 has been filed and accepted at Companies House on 13<sup>th</sup> September 2022 regarding the death of Jane Davies. **DJ**

reported the resignation of Paul Graham as Director of UKBHC from 6<sup>th</sup> December 2022. The Board accepted his resignation. Thanks were expressed for his time of service. It was resolved that the company secretary be instructed to file TM01 form with the Register of Companies.

- **DJ** drew attention to closing date, 31/12/22, for Expressions of Interest re Lay Director & Treasurer. He advised one response for each role to date. **DJ** will ask Lisa (UKBHC admin) to send out reminder.

## 8. Lead Officers Reports

### 8.1 Academic Standards

- Accredited courses – **AT** presented report and recommendation re University of Glasgow healthcare chaplaincy courses. The Board approved. **DF** noted still waiting on paperwork from London Southbank and Newman re their courses
- Online training course – **DF** reported this is ongoing discussion with NES.
- CPD/revalidation - **DF** noted end of Jan 2023 is closing date for responses. Board members who have not yet submitted relevant paperwork for revalidation have been advised already.

### 8.2 Professional Regulation/Registration

- Access subgroup – **DF/AT/TB** still looking at possibility of portfolio route. Hoping to ask 2-3 chaplains as pilot of process. **DJ** noted this was raised in PSA review. **LJ** highlighted similar issues in other professions. **RB** drew attention to portfolio route in ACGP (<http://acgp.co.uk/accreditation/>). **DF** to submit report to March Board meeting.
- Registration update – No report available.
- Registration criteria – **MN/SB/SH** had conversation at recent CHCC meeting and hope to bring forward some suggestions. This may involve someone being approached to prepare an initial report, which may have some cost. It was also agreed there was a need for wider conversation with interested parties. **DF** will discuss further with **SB**.

### 8.3 Professional Advisers/Assessors

- **CL** reported that interviews planned for new advisers for Nov 2022 had to be rearranged. He noted role descriptions to be updated and the Board agreed to provide up to £1500 to progress this work. Consideration will also be given as to how to incorporate minority Faith advisers, in response to issue raised by NPSRCH.

### 8.4 Professional Conduct

- FtP Screening Committee – Nothing to report.

## 9. Treasurer's report - EC

- Financial update was attached to email notification. **EC** is still waiting for further communication from Addenbrookes re Lisa's admin work for UKBHC. It was agreed to leave in £2500 as budgeted. No confirmation of website fee either. Subscriptions were proposed as at present rate. Budget was agreed.

- Expense claims – **EC** reported that all claims for expenses from Sept Board meeting have been reimbursed. Thanks were expressed for his prompt attention during ongoing period of recovery. **EC** offered thanks for the support and good wishes of the Board.

## 10. Engagement

- Network for Pastoral, Spiritual and Religious Care in Health (NPSRCH) – **MN** noted engagement with ACGP.
- ACGP – **RB** highlighted accreditation and certification. Also noted they are setting up a community interest group.
- Chaplaincy Forum – **MN** reported risk register to be discussed at next Forum meeting. Awaiting NHS Chaplaincy guidelines.
- Communications subgroup (website, newsletter, use of media, engagement events) – Nothing to report.
- AHPCC - **BD** welcomed ACGP to their association.
- CHCC – Nothing further to report.
- NIHCA – **MMcM** reported on planned reaccreditation of NI CPE centre and discussions about how to support people who may want to explore chaplaincy.
- SPLGSC – Nothing to report.

## 11. Any Other Business

- Nothing 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 10.30am-3.30pm.

| Date                               | Venue   |
|------------------------------------|---|
| Tues 14 <sup>th</sup> March 2023   | Zoom/Teams  |
| Tues 6 <sup>th</sup> June 2023     | Churches Together in England (CTE),<br>27 Tavistock Square, London WC1H 9HH |
| Thurs 14 <sup>th</sup> September   | Zoom/Teams  |
| Tues 5 <sup>th</sup> December 2023 | Zoom/Teams  |



Acting Chairperson



Secretary

14/3/2023