
MINUTES 14TH MARCH 2023

Meeting held on Zoom

UKBHC Limited: Board meeting

1. **Welcome/Introductions/Sympathies/Greetings** – In the absence of Simon Betteridge, Derek Fraser was nominated as Chairperson.
2. **Present** – Derek Fraser (DF), Derek Johnston (DJ), Paul Nash (PN), Linda Ross (LR), Martin Garrity (MG), Simon Harrison (SH), Cameron Langlands (CL), Edward Carpenter (EC), Michael McMillan (MMcM),

In attendance – Ross Bryson (RB), Mark Evans (ME), Anne Edwards (AE), Benedicto Da’Silva (BD), Mark Newitt (MN)
3. **Apologies** – Tony Brookes (TB), Yunus Dudhwala (YD), Lorna Jones (LJ) Keith Morrison (KM), Simon Betteridge (SB), Andrew Todd (AT), Alan Gibbon (AG)
4. **Register of interests** – Emailed on 8/3/2023. To be regularly reviewed. Discussion about what is/isn’t required. Governance subgroup to consider.
5. **Minutes of the meeting held on 6th December 2022** – Unanimously agreed & signed.
6. **Matters Arising** – Nothing that isn’t already covered in the agenda.
7. **Governance**
 - Whistle blower policy – **SH** reported this is in process.
 - Equality & Diversity – No further updates.
 - PSA – DF reported the invoice is paid, paperwork in process but the website work is still outstanding.
 - Risk register – Nothing new to add.
 - Code of Conduct – **DF** advised that in light of several areas raised by PSA it may be advisable to have a full review of the Code of Conduct. **PN**, as Lead Officer for Professional Conduct, will put together an interim report by September 2023.
 - Organizational update – **DJ** reported -
 - Companies House records now updated with resignation of PG and addition of MMcM.
 - Treasurer Interview subgroup - (TB, EC, DJ) had an online interview with Claudia Francis on 22/2/2023. We unanimously recommend her for the role of UKBHC Treasurer from June 2023, subject to her availability dependent on studies. The Board accepted the recommendation but were concerned at her possible unavailability. Clarity to be sought, with the option of re-advertising asap for a deputy-treasurer.
 - Lay Director – One expression of interest received from Austyn Snowden, but due to recent bereavement the Board want to give him time and space before following up.

- Nomination from SPLG – Alan Gibbon has been nominated by the SPLG.
- Matter referred to subgroup re communication and GDPR – **DJ** noted one matter for consideration by Governance subgroup.

8. Lead Officers Reports

8.1 Academic Standards

- Accredited courses – No further updates.
- Online training course – **DF** noted this has been taken down. Presently under review as part of pathway into chaplaincy (paper emailed 8/3/23). **DF** agreed to expand introduction/preamble. The Board acknowledged the challenge of a clear pathway when people may start from different places.
- CPD/revalidation - **DF** spoke to report emailed on 8/3/2023. Some registrants still outstanding after many reminders. Discussion about why some people have not responded, how they understood the process and potential implications for non-compliance. It was agreed **DF** will write to those in question with reminder of what the process is about, why it was agreed as necessary, and a gentle reminder that it must be completed by 1/6/2023 to enable a full review to take place for future learning and action.
- Academic advisor update (including Academic Forum) – Report from **DF/AT** emailed on 8/3/2023.

8.2 Professional Regulation/Registration

- Access subgroup – **DF** spoke to report emailed on 8/3/2023. Report agreed, for action from June 2023.
- Registration update – No report.
- Registration criteria – Nothing to report.

8.3 Professional Advisors/Assessors –

- **CL** reported that interviews have been held for new advisors. 2 new people appointed. They will shadow existing advisors for a period. Days have been set aside to consider Job Descriptions and Person specifications. Noted 12 requests for advisors; with 2 unable to fill due to short notice.

8.4 Professional Conduct

- FtP Screening Committee – Nothing raised.

9. Treasurer's report -

- Financial update – **EC** spoke to report emailed on 8/3/2023. He raised query about where financial information is kept, i.e. on home PC, though regular reports are sent to Chairperson and Secretary. It was agreed to explore possibility of cloud storage.

10. Engagement

- Update from Scotland – **ME** outlined situation in Scotland, including opportunities and challenges. The Board acknowledged the lead given to Chaplaincy by Scotland. **DJ** to forward updated powerpoint.

- Network for Pastoral, Spiritual and Religious Care in Health (NPSRCH) - **AE** noted concern about the consultation process for new guidelines.
- ACGP – **RB** advised he will circulate “A Summative Report on the current state of Chaplaincy in Primary Care in the UK.” **DJ** to forward.
- Chaplaincy Forum – **MN** noted the Forum met in January 2023. Main discussion matters included new guidelines and CPE.
- Communications subgroup (website, newsletter, use of media, engagement events) – Nothing to report.
- AHPCC – **BD** reported on process for appointing new President. Also noted upcoming conference in May 2023.
- CHCC – **SH** noted upcoming AGM and conference. Noted workforce and Diversity document still in process.
- NIHCA – **DJ** reported recent follow-up with NI Health Trusts/Hospices regarding chaplaincy surveys sent to managers in September 2022.
- SPLGSC – Nothing further to report.

11. Any Other Business

- Nothing raised.

12. Future Dates:

Board Meetings - Arrangements to be confirmed - if by Zoom/Teams, likely to be 9.30am-1.00pm; if in person, likely to be 10.30am-3.30pm.

Date	Venue
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



Date: 6/6/2023

(Chair)



Date: 6/6/2023

(Secretary)