
MINUTES 6TH JUNE 2023

Meeting held in Churches Together in England, 27 Tavistock Square, London WC1H 9HH

UKBHC Limited: Board meeting

1. **Welcome/Introductions/Sympathies/Greetings** – Derek Johnston (DJ) welcomed everyone to the meeting, in particular the new Treasurer, Claudia Francis (CF). Everyone gave brief introduction. **DJ** proposed that until we agree Governance matters (7 below) Derek Fraser (DF), as previous Acting Chair should continue in that role. All agreed.
2. **Present (Directors)** – Derek Johnston (DJ), Derek Fraser (DF), Lorna Jones (LJ), Michael McMillan (MMcM), Edward Carpenter (EC), Martin Garrity (MG), Cameron Langlands (CL), Paul Nash (PN), Simon Harrison (SH), Linda Ross (LR)
In attendance – Tony Brookes (TB), Mark Newitt (MN), Andrew Todd (AT), Anne Edwards (AE), Mark Evans (ME), Claudia Francis (CF)
3. **Apologies** – Ross Bryson (RB), Benedicto Da’Silva (BDS)
4. **Register of interests** – Emailed on 8/3/2023 & 30/5/2023.
Updates received from **DJ, DF, PN, MG, ME, LR, EC, MMcM, CL, AE, CF & SH**.
All members of the Board (Directors and Observers/Co-options) are asked to complete a register of interests, which should be updated as required, and at least annually.
5. **Minutes of the meeting held on 14th March 2023** – These were unanimously agreed and signed.
6. **Matters Arising** – Nothing in addition to the agenda.
7. **Governance**
 - Directors’ meeting 24/4/2023 – **DJ** had emailed Minutes to Directors. All Directors approved. **DF** gave brief summary of why we had followed this course of action and the outcomes of the meeting. One proposal was about role of Chair. **TB** was asked to leave the meeting for open discussion. It was acknowledged that in normal circumstances we would have followed different procedure for appointment of new Chair. Opportunity was given for anyone present to express interest in the role of Chair. No expressions were made. It was agreed to ask **TB** to take on role of Chair, until December 2024, alongside a review of the organizational structure and roles. **TB** will be asked to set out ideas for the strategic direction of the Board. He was invited to return to the meeting and agreed to accept the role on the understandings outlined above. It was further agreed that **TB** will be registered as a Director of UKBHC, subject to completion of the necessary paperwork. **AE** then offered to take on the role as Registrar, which **TB** has vacated. All agreed. A newsletter will be produced in the coming weeks to outline changes to the Board. **TB** then took over as Chair.

- Organizational update – **DJ** reported on the following -
 - Resignations of Simon Betteridge (from 25/4/2023) and Keith Morrison (from 17/5/2023). Both resignations were accepted. **DJ** will communicate with both to offer thanks on behalf of UKBHC.
 - Resignation of Edward Carpenter as Treasurer (from 30/6/2023) but he will remain as a Director until further notice. The Board agreed.
 - New directors – As already approved, **TB** was agreed as a new Director; It was noted that Jill Thornton had recently been appointed President of AHPCC, which entitles her to join the Board as a Director. All agreed. The necessary paperwork will be forwarded to the Company Secretary.
- Governance subgroup minutes 23/3/2023 – **DJ** reported on matters discussed at the Governance subgroup relating to communication and GDPR, register of interests and revalidation.
- Whistle blower policy – **SH** noted various versions and queries about what is/isn't required. The version emailed to the Board on 30/5/2023 was approved as UKBHC policy.
- Equality & Diversity – **LJ** noted nothing further to report.
- PSA – **TB** reported on his conversation with PSA re the matters discussed at Director's meeting on 24/4/2023. He confirmed they were satisfied with the processes we were following.
- Risk register – Nothing to add.
- Code of Conduct review & consultation – **PN** presented a discussion paper for review of UKBHC Code of Conduct. Timeframe agreed as 1 year (June 2024), with further discussion at Sept 2023 Board meeting.

8. Treasurer's report -

- Financial update & approval of 2022 accounts – **EC** reported on the accounts emailed on 30/5/2023. No issues of concern. **CL** proposed & **PN** seconded approval of 2022 accounts. Unanimously approved.
- Expense claims – **DJ** reminded Board members to submit any claims to **EC** today.

9. Lead Officers Reports

9.1 Academic Standards

- Accredited courses – **DF** noted Cardiff, MLK Manchester & Cambridge all reaccredited.
- Online training course – **DF** commented this is still under review.
- CPD/revalidation - See also Governance subgroup Minutes. **DF** highlighted what revalidation is & why it is needed. Agreed to produce further paper to draw attention to categories of membership & portfolio route. Also tie in with new Guidelines & Code of Conduct review.
- Academic advisor update (including Academic Forum) - **AT** reported the equivalence pathway will be put on the website.

9.2 Professional Regulation/Registration

- Access subgroup – See Portfolio route final report emailed 30/5/2023. **DF** drew attention to tabled report. Discussion about appeal, benefits & potential costs of this route. Report was approved, with further discussion needed about costs. Portfolio route to be promoted as viable option for potential registrants.
- Registration update – **TB** presented figures for June below.

	March 2023	June 2023
Current active members	404	410
Unpaid members	172	91
No CPD return	192	113
New full members so far this year	11	24
New provisional members so far this year	20	30
Removed member so far this year	10	23
Applications in process	76	89

- Registration criteria – **DF** presented paper. Some clarifications & tweaks were made. To be promoted after portfolio route information is completed.

9.3 Professional Advisors/Assessors –

- Report emailed 1/6/2023. **CL** offered thanks for funding which enabled time away for group to look at job specifications. These were extended to Bands 3 & 4, akin to healthcare assistants. The Board was asked to share these more widely, with any feedback to be given by 31/7/23. Advisors' training scheduled for 11/7/23. It was agreed that UKBHC could fund travel expenses for trainee advisors.

9.4 Professional Conduct

- FtP Screening Committee – Nothing to report.

10. Engagement

- Update from Scotland – **ME** noted Scotland is looking at a national framework for registered chaplains. He outlined some of the areas this might cover.
- Network for Pastoral, Spiritual and Religious Care in Health (NPSRCH) - **AE** noted they are still awaiting the new Guidelines.
- ACGP – Apology from **RB**.
- Chaplaincy Forum – **MN** enquired who is the UKBHC representative to the Forum, as he is concerned about lack of attendance.
- Communications subgroup (website, newsletter, use of media, engagement events) – **DF** advised it is hoped to progress the website very soon, utilizing the previous company.
- AHPCC/CHCC/NIHCA/SPLGSC – **SH** noted the workforce project is still continuing.

11. Any Other Business

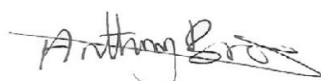
- Nothing raised.

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
Thurs 14 th September	Zoom/Teams
Tues 5 th December 2023	Zoom/Teams

Chairperson: 14/9/2023

A handwritten signature in black ink that reads 'Anthony Brown'.

Secretary: 14/9/2023

A handwritten signature in black ink that reads 'Derek Johnston'.