
MINUTES 14TH SEPTEMBER 2023

UKBHC Limited: Board meeting online

1. **Welcome/Introductions/Sympathies/Greetings – TB** welcomed Dawn Allan (SPLG representative) & Jill Thornton (AHPCC representative) to their first meeting. All present gave brief introduction.
2. **Present (Directors)** – Derek Fraser (**DF**), Derek Johnston (**DJ**, Secretary), Jill Thornton (**JT**), Paul Nash (**PN**), Martin Garrity (**MG**), Linda Ross (**LR**), Michael McMillan (**MMcM**), Lorna Jones (**LJ**), Tony Brookes (**TB**, Chairperson), Simon Harrison (**SH**)

In attendance – Dawn Allan (**DA**), Anne Edwards (**AE**, Registrar), Mark Newitt (**MN**), Mark Evans (**ME**), Claudia Francis (**CF**, Treasurer), Andrew Todd (**AT**)
3. **Apologies** – Ross Bryson, Yunus Dudhwala, Ed Carpenter & Cameron Langlands
4. **Register of interests** – 2023 updates received from DJ, DF, PN, MG, ME, LR, EC, MMcM, CL, AE, CF, SH, JT, MN, DA
5. **Minutes of the meeting held on 6th June 2023** – No amendments or corrections requested. Minutes approved.
6. **Matters Arising** – Nothing raised that is not already covered in the Minutes.
7. **Governance**
 - Organizational update – **DJ** confirmed -
 - Resignations of Simon Betteridge (25/4/2023) & Keith Morrison (17/5/2023) as Directors recorded at Companies House; Appointments of Tony Brookes & Jill Thornton as Directors from 6/6/2023 recorded at Companies House; Change of UKBHC Ltd registered office from Cambridge to Hull from 1/9/2023 recorded at Companies House; Changes to bank account (cheques & online) confirmed.
 - **DJ** asked all Directors to confirm details for Statement Review for Companies House.
 - New members – **DJ** noted new SPLG representative Dawn Allan. Dawn was invited to join the Board as a Director, which she agreed. All approved.
 - Governance subgroup Membership – **DJ** noted additional lay person required to assist with planned review. Agreed to ask former director, Martin Bradley, to recommend someone with experience of organizational review to give wider external perspective. Update to be given at December Board meeting.
 - Equality & Diversity – **LJ** & **ME** agreed to consider how this relates to existing Job descriptions and to volunteers.
 - PSA – **TB** commented that all is in order with nothing new to report.

- Risk register – **DJ** highlighted this is a live document to be updated as necessary. He suggested it would be good to have a Board member who is willing to be the “keeper” of the risk register.
- Code of Conduct review & consultation – **PN** shared powerpoint presentation, with proposals for the process ahead. He took note of various additions for consideration. He will give further update at December Board meeting, with the hope of a draft Code for February 2024.

8. Treasurer's report -

- Financial update – **CF** gave update on finances. It was suggested it would be helpful and prudent to have 2 further signatories for the bank account, in addition to **CF** and **DJ**. The names of **TB** and **LR** were proposed by **DF** and seconded by **MG**. All agreed.

9. Lead Officers Reports

9.1 Academic Standards

- Accredited courses – **DF** reported he continues to work with academic providers. No new applications.
- CPD/revalidation - **DF** noted approx 25-30% cpd returns are checked for comparison and quality assurance.
- Academic advisor update (including Academic Forum) – **AT** reported he is continuing to consider applications based on non-UKBHC accredited courses, utilizing previously agreed equivalency paper. This should be put on the website, which would help clarify some misunderstandings. Hope to get response from Academic Forum to portfolio report.

9.2 Professional Regulation/Registration – **DF** Agreed to re-circulate information with clear bullet points.

- Access subgroup – Discussion about possible cost. Agreed at £350.
- Registration update – **AE** reported numbers below. Agreed to clarify figures to show breakdown, e.g. current active members = full/provisional.

	June 2023	September 2023
Current active members	410	430
Unpaid members	91	43
No CPD return	113	63
New full members so far this year	24	41
New provisional members so far this year	30	42
Removed member so far this year	23	27
Applications in process	89	61

- Registration criteria – Covered in earlier discussion.

9.3 Professional Advisors/Assessors

- Report emailed 9/9/2023 – Recommended if a trained adviser is not available that **CL** can propose an alternative suitable registered senior chaplain. **TB** to discuss with **CL**.

9.4 Professional Conduct

- FtP Screening Committee – **PN** noted nothing formally raised.

10. Engagement

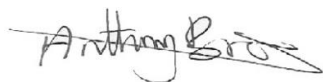
- Update from Scotland – **ME** reported on recent launch and further follow-up. Noted meeting with Scottish & UKBHC representatives on 20/9/2023.
- Network for Pastoral, Spiritual and Religious Care in Health (NPSRCH) - **AE** gave update.
- ACGP – Email received from **RB** on 18/8 outlining developments in ACGP & his new role. It was agreed to keep communication open between UKBHC & ACGP but not to seek immediate replacement.
- Chaplaincy Forum – **MN** reported Forum met before launch of new guidelines. Helped produce staffing ratios. Meeting again in Oct.
- Communications
 - Website – It was noted a new person has been trained to maintain the website. Various Board members will be asked to check different sections with a view to updating. Agreed to include Privacy policy.
 - Newsletter – **DJ** will put together a summary of the meeting for communication with registrants.
 - UKBHC email communication – Following query raised by **MN** it was agreed to proceed with UKBHC PO Box address. Also agreed to proceed with designated UKBHC email addresses for Board Officers/administrators.
- AHPCC/CHCC/NIHCA/SPLG – **SH** reported Oct CHCC conference is fully booked. Presently drawing together response to new NHS Chaplaincy guidelines.

11. Any Other Business

- Acknowledgement of role played by Lisa in administration and development of UKBHC. A suitable gift was agreed.

12. Board Meetings - Future Dates:

Date	Venue	Time
Tues 5 th December 2023	Zoom/Teams	9.30am-1.00pm
Wed 28 th Feb 2024	Zoom/Teams	9.30am-1.00pm
Tues 11 th June 2024	London or other venue	10.30am-3.30pm
Thurs 12 th Sept 2024	Zooms/Teams	9.30am-1.00pm
Wed 4 th Dec 2024	Zooms/Teams	9.30am-1.00pm



Chairperson: 5/12/2023



Secretary: 5/12/2023