
MINUTES WEDNESDAY 4TH DECEMBER 2024

UKBHC Limited: Online 9.30am

1. **Welcome/Introductions/Sympathies/Greetings – DJ** advised that as interim Chair, DF would chair until agenda item 7 Appointments, after which **SC** as new Chair will take over. **DF** welcomed everyone. No sympathies or greetings noted.
2. **Present (Directors)** – Derek Johnston (DJ), Janelle Kingham (JK), Martin Garrity (MG), Charles Kingdon (CK), Sarah Giffen, Mark Newitt (MN), Linda Ross (LR), Philip Wright (PW), Sarah Crane (SC), Paul Nash (PN), Dawn Allan (DA), Graeme Bell (GB), Yunus Dudhwala (YD), Derek Fraser (DF), Elizabeth Allison (LA), Benjamin Tugwell (BT)
In attendance – Michael Rowe (MR), Mark Evans (ME), Allison Dean (AD)
3. **Apologies** – Michael McMillan Benedicto Da'Silva, Claudia Francis (CF)
4. **Register of interests** – No new interests declared.
5. a) **Minutes of the Board meeting held on 12/9/2024** – Proposed **DF**, seconded **CK**, all approved.
b) **Minutes of Governance subgroup 23/9/2024** – Noted and accepted.
6. **Matters Arising** – All covered in the agenda.
7. **Secretarial Governance - DJ**
 - Lay director vacancy – **DJ** reported no expressions of interest received, despite two attempts to recruit. **MN** wondered about a more targeted approach. **SC** agreed, though suggested not urgent.
 - Appointments – **DJ** advised paperwork for **MR** has been submitted to Company Secretary and now waiting for confirmation from Companies House. **DJ** reported on meeting held on 31/10/2024 at which **SC** gave a presentation to the Board, and then responded to a number of questions. The Board accepted the unanimous view of that meeting to offer the role of Chair to **SC** from Dec Board meeting. **DF** welcome **SC** to her new role and thanked her for her willingness to serve in this way. **DJ** also thanked **DF** for his support as interim Chair.
 - Organizational structure – **DJ** noted this will be updated to take account of new roles.
8. **Treasurer's report**
 - Financial update – **DJ** apologised that no financial report was available. However, he drew attention to the 2024 budget that had been sent out and noted the bank balance on 2/1/2024 was £46,292.89; the balance on 3/12/2024 is £44,856.94. He advised **CF**, **DJ** and **LR** have access to the online bank account and confirmed all online payments require 2 of 3 to complete. Concerns were expressed by Board members about the lack of formal financial reports and the length of time taken for payments to be made.

DJ advised these concerns have been raised with the Treasurer. Query was raised whether PayPal is the best system to use or should we encourage bank transfer. It was also proposed and agreed that we should apply for a UKBHC debit or credit card, which could assist with some transactions. **DJ** to follow up with Virgin Money.

9. Lead Officers' Reports

9.1 Academic Standards - DF

- Accredited courses/CPD/CPE (including discussion re Newman courses) – **DF** reported on previous communications with Newman but no application has been received. **JK** raised query about inconsistent information on the UKBHC website re accredited courses and proposed we should honour those who applied pre-July 2024 but not thereafter. While this was agreed, **PN** noted that facilitators on the course were fully aware it was not UKBHC accredited and had been advising students accordingly. The obstacle is not the facilitators. **JK** to contact Newman. Updates to CPD processes and applications were approved.
- Academic advisor update (including Academic Forum) – **DF** noted this is due to meet early 2025. **MN** queried if anyone on the Forum represents CPE/Portfolio route. **DF** said it was under discussion.

9.2 Professional Registration - JK

- Registration update – Registrar's report attached and discussed. **JK** acknowledged the immense work that has been put in by **AD** to update and upgrade the registration system and offered the thanks of the Board.
- Registration & Endorsement – Report from **JK** attached and discussed. It was noted there are still issues with the website. **DF** highlighted the need for reminders. It was agreed the payment system seems challenging and needs revisiting. **JK** outlined the proposed flow-chart. There was a query about upgrading status terminology. Administration issues were highlighted, with a proposal to move this to **JK's** team. It was agreed this should be done and that the new admin person would submit invoices to UKBHC for work carried out. It was further agreed any necessary devices should be supplied by UKBHC, including mobile phone & laptop. **JK** to follow up. **CK** advised the need for resilience and continuity. It was proposed and agreed that the registered address should move. **DJ** to contact Wilson Partners who are the Company Secretary. **ME** proposed a Business Continuity Plan. **EA** responded it was on their agenda. The attached report and updated endorsement statement were approved.

9.3 Professional Advisors – PW

- **PW** noted he is preparing a draft action plan, which will be sent out soon. He confirmed the advisors have met, with a further meeting to follow in 2025.

9.4 Professional Conduct - PN

- Complaints procedure & Code of Conduct – **PN** advised he has tried to update and simplify the complaints procedure in light of the updated Code of Conduct. It was

suggested to confer with the original working group to ensure nothing important is missed out. **MN** wondered about tying this in with a future engagement event. **DF** advised checking with PSA if this covered all their previous concerns, especially re appeals.

- Complaint – **PN** reported on one complaint received. He had consulted with **DF** and **DJ**. While it was agreed this fell outside the bounds of a formal UKBHC complaint, a response was given to both parties. The matter was not being taken further.

9.5 Governance & risk – EA & CK

- Risk registers – **EA** confirmed the registers had been updated and submitted to PSA. Updated versions will be on the website under Governance in the next few days. It was noted this is always a work in process.
- Privacy policy – Draft policy attached and discussed. This was approved.
- Review of existing documents – **EA** noted that **CK** has gone through all present policies and drawn up a summary of areas to be addressed. It was proposed –
 - All policies should use the same format/template
 - Should be easy to find on the website
 - Dashboard to be agreed
 - Business continuity plan to be agreed
 - PSA evidence standards to be set out

9.6 PSA – GB

- Recent report from PSA & any further actions needed – **GB** reported that all necessary work is almost completed and ready for submission. He thanked all for their part in the process. It was noted that all updates need to be promptly uploaded to the website.
- ARC meeting 21/11/2024 – **CK** & **DJ** attended this online meeting.
- PSA/ARC event, London, 25/2/2025 – **DJ** advised 2 UKBHC nominees are invited to attend. **DJ** will send out information.
- Other PSA updates - It was agreed to invite a PSA representative to a future Board meeting.

9.7 EDI – YD

- Nothing new to report.

9.8 Communication & engagement – MN

- Newsletter/Bulletin/Narrative – Proposal attached. After discussion, it was agreed to defer any decision for future consideration. **MN** asked for 4 or 5 main points to include in next Board Bulletin. **SC** and **DJ** to consider.
- IT governance – Proposal attached, which included recommendation to purchase Office 365 package for UKBHC use. This was approved for prompt action.
- Leadership training – Proposal attached. Several people queried if this is the role of the Board. After discussion, it was agreed not to proceed.

- Website – It was noted this remains problematic. Options are being explored.
- Email accounts – Already discussed in IT proposal. **DJ** advised new UKBHC email addresses are now active for Board representative directors.
- Logos – **DF** to identify or forward official logos to **MN** for future publications and correspondence.
- Engagement events – Not discussed.
- Board representation at partner events – Agreed in principle that UKBHC should seek to have representation and a display at, e.g. CHCC conference, ACGP conference, NIHCA AGM etc... Details to be confirmed in advance, including appropriate costs. This would also assist with wider engagement and transparency.

10. Any Other Business

- Assisted dying – **DJ** reminded representative directors of recent email seeking chaplaincy views.
- Chaplaincy Forum – No report.
- ACGP/AHPCC/CHCC/NIHCA/SPLG/WCF – Noted that CHCC has a new President. SPLG considering robust reporting systems and national service specifications.
- Network for Pastoral, Spiritual and Religious Care in Health (NPSRCH) – **JK** noted the constitution is being revised and construction of new website in process.
- Ambassadors – Left for future consideration.

11. Future Dates: Board Meetings 2025 –

Date	Venue	Time
Mon 24 th Feb 2025	London (in-person)	10.00am-4.00pm
Thurs 19th June	online	9.30am-1.00pm
Tues 9th Sept	online	9.30am-1.00pm
Wed 3rd Dec	online	9.30am-1.00pm



24/2/2025

(Chairperson)



24/2/2025

(Secretary)