

LAY DIRECTOR

UKBHC Ltd Standing Orders September 2024 - 5: Membership of the Board

5.1 The membership of the Board shall be:

c. Six persons appointed as lay directors of the Board.

A person shall be eligible for appointment as a lay director of the Board if they:

- i.** have not normally practiced as an employed healthcare/registered chaplain or held any post with a healthcare chaplaincy organisation, body or group or Spiritual Care service.
- ii.** has a demonstrable interest in promoting the objects of the Board; and
- iii.** has no persisting conflicting interests with the purpose and objectives of the Board.

6. Election of Members

6.1 The chairperson of the Board will invite nominations for vacancies on the Board in categories 5.1(b) and 5.1(c) above.

6.2 The Board may request additional information to determine that the nominated person:

- a.** can fulfil clause 5.1(b) or 5.1(c) above;
- b.** has the required experience and knowledge to fulfil the vacant role; and
- c.** can make an appropriate contribution to the Board.

6.3 All nominees being considered for appointment will be interviewed.

6.4 Nominated persons will be elected by members of the Board either by a:

- a.** majority vote in the case of a single candidate for vacant position; or
- b.** simple majority ballot in the case of more than one candidate for a vacant position.

Lay Director Role Specification

Responsibilities

The primary aim of UKBHC is the safety and wellbeing of the public, which it achieves by setting high standards for the professional practice of healthcare chaplains that are on the register. Lay Directors must be committed to supporting UKBHC achieving this aim. They must have the courage to speak out and challenge, working effectively with fellow Board members. They do not necessarily have to have specialist knowledge of regulation or of the health and care service but should bring skills, knowledge and experience that will complement the work of the Board. Lay members will be appointed directors of UKBHC Ltd, a private company limited by guarantee without share capital.

The role of Lay Directors is to:

Provide strategic direction for the UKBHC:

- Taking responsibility for corporate strategy, business plans and budgets and the development of the framework for reviewing policy and operational performance.
- Overseeing the development of policy and taking major policy decisions.

Ensure and review the effectiveness of the UKBHC in fulfilling its stated purpose:

- Ensuring that the focus of the Board is on the core purpose of safety and wellbeing of the public.
- Evaluating the effectiveness of UKBHC in fulfilling its stated purpose.

Provide oversight of UKBHC operations, ensuring that they are aligned with strategic direction:

- Holding the Board to account for the management of day-to-day operations, ensuring that resources are used effectively and appropriately.
- Holding the Board to account for ensuring that UKBHC operations are organised in ways which facilitate the delivery of core functions to best effect, and that this is kept under review as circumstances change.

Monitor the external relationships of the UKBHC, to ensure that the confidence of the public and of stakeholders is maintained:

- Ensuring that the UKBHC has measures in place to engage with stakeholders and with other relevant organisations and government agencies in the UK.
- When appropriate, act personally to support and promote the interests of the UKBHC externally.

Fulfil all responsibilities as directors of UKBHC Ltd:

- Ensuring that the UKBHC acts at all times within the framework of relevant law, and fulfils its stated purposes.
- Taking responsibility for all appropriate functions, including property management; the employment of staff; health and safety; and equality and diversity.

Essential competencies:

The competencies which all Board members need in order to be able to fulfil this role are:

- Understanding of, and commitment to, the protection of the public through professional regulation.
 - Clear appreciation of the role, and how the Board should be held to account through constructive challenge.
 - Ability to contribute to the Board at a strategic level, demonstrating analytical skills and sound judgement.
 - Capacity to understand and contribute to the organisational and business issues with which the Board deals.
 - Ability to work successfully as part of a team, respecting and listening to others, earning the respect of colleagues, and contributing constructively to collective decision-making processes.
 - Understanding of the role of a lay director, and capacity to fulfil this role effectively.
 - Personal commitment to good governance, and upholding the recognised principles of public life.
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- To ensure openness and transparency, as/when vacancies arise, they will be widely publicised through an expressions of interest process.
 - This process will include requirement for Expression of Interest form and CV.
 - An interview panel will be set up to shortlist and then to interview. The panel will consist of three designated Board members (one of whom must be a Lay director)
 - Panel recommendations will be presented to the Board for consideration.
 - Please note, there must be two referees supporting the expression of interest, who can confirm suitability and capability for the role
 - Up to two appointments may be considered
 - The Board would particularly welcome interest from applicants who have experience, knowledge and skills in HR, Legal expertise, NHS Leadership, organisational governance and complaints panels.

UKBHC Lay Director
Expression of interest

Name: _____

Contact address & email: _____

Please attach separate CV: _____

Please outline relevant experience for the Board and any particular skills, knowledge and experience you bring and contributions you can make: _____

Tell us about your interest in the work of the UKBHC: _____

Referees - Name, Role, Email address:

1:

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2:

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Date:

Please confirm you are eligible for appointment (see paragraph 5.1c above): YES / NO

Signature:

Please complete and return to the Chair, Sarah Crane, by 31st October 2025, at -

chair@ukbhc.org.uk