

## MINUTES OF MEETING:

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**Wednesday 18th September 2013**

**in University of Glasgow – School of Nursing**

**10.00am Board meeting**

### **1. Welcome and Introduction**

Margaret Sneddon, Head of University of Glasgow, School of Nursing welcomed the UKBHC

**2. Present** Martin Bradley (MnB), Judy Davies (JD), Derek Fraser (DF), Derek Johnston (DJ), Paul Graham (PG), Iain Macritchie (IM), Malcolm Masterman (MM) (Arrived at 10.45), David Mitchell (DM), Mark Stobert (MS),

**3. Apologies** Mark Burleigh (MkB), Mary Currie (MC), Brenda Maitland (BM), Stephen Thornton (LM)

**4. Minutes of the meeting held on 20 June 2013 were agreed as correct**

### **5. Matters Arising**

5.1 DF reported on the forward progress of chaplaincy with NHS England.

Professional Chaplains Leader Forum has been established following the meeting on 5 August 2013 to discuss the relationship between NHS chaplains and NHS England:

Present were:

- Mark Burleigh (President, College of Health Care Chaplains CHCC; Head of Chaplaincy, Leicester),

- Judy Davies (President, Association of Hospice and Palliative Care Chaplains AHPCC; F/T hospice chaplain, Sue Ryder, Duchess of Kent Hospice, Reading)
- Philip Fletcher (Chairman, Mission and Public Affairs Council; Observer MPA)
- Derek Fraser (Chairperson, UK Board of Healthcare Chaplains UKBHC; Lead Chaplain, Addenbrookes)
- Mia Hilborn (Head of Spiritual Health Care, Guy's and St Thomas'; Chair)
- Debbie Hodge (Chief Officer, Multi-Faith Group for Healthcare Chaplaincy MFGHC),
- Chris Swift (Senior representative, Health Care Chaplaincy Appointment Advisers; Head of Chaplaincy Services, Leeds)

Apologies were received from:

- Malcolm Brown (MPA, Church of England)
- Brendan McCarthy (MPA, Church of England)
- Paul Mason (National Chaplaincy Liaison Officer, Catholic Church in England and Wales)

A statement outlining the forward travel was prepared and circulated throughout the chaplaincy profession

A monthly conference of the Forum will happen and the minutes circulated.

DH will continue to fund MM's post and the work of the appointment advisors

2003 DH Guidance on Chaplaincy Provision is to be re-written – DH has agreed to fund the work lead by Rev Dr Chris Swift .

Guidelines will include a consultation on the relationship of chaplains to the 2003 Data Protection Act. DF will advise.

Prof Steve Field has moved on to be the Inspector of GPs

The meeting endorsed and affirmed DF and ST to pursue an active relationship with whoever is appointed to lead on chaplaincy in NHS England.

5.2 A new venue for the board meetings will be required due to CtE offices closure in  
The autumn.

JD will explore the use of the Marie Curie Centre

5.3 Professional Association of Community Health Care Chaplaincy (PACHC)

PACHC have made an approach to DF to be part of UKBHC

This identifies a need for a coherent pathway for individuals towards becoming  
registered chaplains.

DM stated that there is a robustness to the registration process outlined on the  
website.

DF to write to PACHC to welcome individuals who wish to apply to be on the  
register.

Consideration was given to a consultation paper on the specialism.

## **6. On Registration and Faith Community Accreditation**

DM requested time to seek guidance as to the definition of what constitutes a 'mainstream  
faith community.

DM requires a letter to clarify the position of UKBHC as U of G has denied a place on PG Dip  
Healthcare Chaplaincy to a person whose faith background is a Christian spiritualist. The  
course requirements are

to be in a placement within healthcare chaplaincy service. This requires a chaplain  
to be accredited by a mainstream faith community as denoted by MFGHC or  
Interfaith Scotland.

UKBHC position is:

Registration requires accreditation from a mainstream faith community as denoted  
by MFGHC and Interfaith Scotland.

The meeting discussion outlined that:

Mainstream faith communities could be defined as those with a structure of accountability.

There was uncertainty about whether it was an employment requirement to be part of a mainstream faith community.

The 2010 Equalities Act may need to be addressed for clarity.

DF to draft a letter to DM clarifying UKBHC position.

Point of contact with Roman Catholic Church is Fr. Paul Mason

## 7.0 Lead Officers

### 7.1 Professional Conduct

Fitness to Practice

DM reported that he had responded to a request for advice from a Health Board and attended a disciplinary hearing of a chaplain accused of bullying.

The following was identified by the meeting:

- A need to think through the Fitness to Practice Committee procedure and practicalities
- If A.N Other above then applied for another post, how would their registration status be affected and how would it follow them?
- What is the role of UKBHC in giving advice to Boards/Trusts?
- Is the UKBHC indemnified to act in an advisory capacity in disciplinary cases?

### 7.2 Professional Appointment Advisors

**The Reference Group** met in September and is now Chaired by Rev. Dr. Chris Swift.

There are currently 2 vacancies on the group, one of which is to held by a Roman Catholic representative.

A Training Day is planned for 17 March 2014

There are 24 advisors and 5 in training

Letters have been sent to the Trusts where advisors are employed thanking them for allowing time for the work to be carried out.

Letters have been sent to all Trusts, hospices and private organisations informing them of the role of appointment advisors.

Advisors currently work across England, Wales and NI. It is hoped that Scotland will be included soon.

MM presented a report on the activity of the advisors and made comment on the picture of the number of appointable applicants that the statistics seem paint.

## 7.3 Finance

DM presented a finance report for 2012/13 and a budget for 12013/14

DM made some recommendations to the Board to be discussed at AGM.

## 8.0 Accreditation Roadmap

MB reported that he had had a conversation with Rick Borges at PSA who asked,

- Where is UKBHC on the pathway to accreditation with PSA.
- He sited that several organisations were now registered.
- RB was in discussion with DH to seek funding to help small professional groups to meet the costs of accreditation.
- RB is willing to attend the November meeting and offered to review the documentation so far.
- It was noted that some organisations had one or more fulltime administrators

MB asked whether we had a timescale for accreditation with PSA and identified that there are a number of tasks to be done to move along IM's template for registration.

These can be answered by completing the PSA elf assessment form. The gaps are:

- Can UKBHC demonstrate sufficient funds?
- Need to ensure appropriate indemnity cover.
  - MB to explore premiums similar to Pharmacological Society of NI
- Evidence the meeting of the 37 Standards
- Explain the purpose of the register
- Ensure a favourable response from faith communities – may require further ground work.

A Task group will prepare a draft Accreditation Application for Nov meeting. MB/IM/MS to meet in Belfast on 28 October.

## **8.1 Risk Register**

IM will be sending out a request to all chaplaincy departments to give examples of risk to compile a risk register for Accreditation.

## **9.0 Website –**

DM reported that much updating has already been done. It was agreed that MS should send any further updated info to webmaster as/when appropriate.

## **10.0 AOB**

Discussion about CPD forms in relation to KSF evaluations.

MM queried annual membership certificates. It was noted that confirmation of membership comes via email when paying by PayPal. This should be highlighted in future newsletter.

## **11.0 Future Dates**

**UKBHC AGM** will follow the September board meeting at 2.00 p.m. after a lunch break.

Next meeting of the board will be:

Thursday 28 November 10.30 a.m.

Dates for 2014 to be circulated by DF.

AGM 2014 - Possible venue Newcastle (England)

Judy Davis will explore the use of the Sue Ryder Offices near Kings Cross.