
MINUTES 22ND SEPTEMBER 2020

Meeting held by Zoom

1. **Welcome and Introductions** - From Mark Stobert.
2. **Present** - Mark Stobert (Chair), Derek Johnston (Sec), Paul Nash, Philip Wright, Mark Rodgers (Registrar), Meg Burton, Robert Sloan, Cameron Langlands, Derek Fraser, Jane Davies, Paul Graham, Iain Macritchie, Ed Carpenter (Treasurer), Simon Betteridge, Karen Murphy, Simon Harrison (16)
3. **Apologies** - Maura Devlin, Andrew Todd (2)
4. **Declarations of interest** - Draft paper to be approved under Governance matters.
5. **Minutes of the meeting held on 9th June 2020** - were approved and signed.
6. **Matters Arising**
All matters covered in agenda.
7. **Governance**
 - Recommendations from Interview panels re Chairperson and Registrar - SB left the meeting for the Board to discuss report from **DJ** on interview panel for role of Chairperson. The Board unanimously approved the recommendation of the panel to designate **SB** as Chairperson from June 2021; **MS** gave report from interview panel for the role of Registrar. **DJ** gave background to the process. The Board unanimously approved the recommendation of the panel to designate Tony Brookes as Registrar from June 2021. It was further agreed that **TB** may join the Board as an observer in the interim period.
 - Draft governance documents prepared by the Governance subgroup -
 - Standing Orders - **JD** reported on minor amendments to the document from June 2020 Board meeting, including addition of paragraph 3.3. **EC** queried references to Engagement Event/AGM. He confirmed there is no statutory requirement per the Companies Act 2006 for a private company without share capital to hold an AGM. Furthermore UKBHC's Articles of Association are silent on the subject of holding an AGM. It was therefore agreed to remove AGM references. **RS** drew attention to different interpretations of terms of office in 8.3 and 8.4. It was agreed to interpret that a member could serve four + four + additional two years and to add "Maximum term of service is ten consecutive years" to 8.4.
 - Lay Director expression of interest form - **DJ** presented.
 - Register of interests - **DJ** presented. Agreed this should be returned by end of December 2020 and then regularly updated as necessary.
 - Self-assessment form - **DJ** presented. **MS** will seek to arrange suitable dates over the coming months.
 - Indicative Sanctions policy - **MS** presented.
 - Adoption of governance documents - **DJ** presented proposals from the Governance subgroup to adopt all the above named documents and make them available on the

website. **MS** seconded the proposal. **DJ** noted amendments agreed as above. The Board unanimously approved the proposals, effective from 22nd September 2020.

- Whistleblowing policy - **MS** noted that this was required by PSA and will be taken on by the Governance subgroup.
- Other matters to be considered - **MS** noted that an Equality & Diversity policy was required by PSA. Discussion followed about the importance of incorporating equality and diversity into other policies. **JD** and **PG** agreed to take forward, with a view to reporting at the December 2020 meeting.
- New lay members - **MS** and **DF** noted two possible new Lay members. **JD** felt there was a need to cast the net wider and have a clear open process. It was agreed that the Governance subgroup will consider the matter and bring proposals to the December 2020 meeting. **MS** and **DF** will go back to the two people in question to update.
- Risk register - **MS** noted this is the main topic of the Engagement event in the afternoon. Question was raised about how do our decisions in Board meetings impact UKBHC risk? Agreed to identify member/s to highlight relevant issues at close of each meeting. **JD** and **SB** offered to do so.
- PSA - **MS** explained process for re-accreditation. Some areas for developing or updating already noted. Awaiting outcome of recent submission.
- Organizational update - **DJ** noted relevant matters already covered in discussion re Standing Orders. Changes will be made to organizational structure and roles as approved and needed. **MS** offered sincere thanks to **PW** for his period of service.
- NES review of competencies/standards, etc... - **IM** noted updated documents which will be forwarded round the Board. These are being trialed in Scotland. Faith endorsement or not is still a matter for further consideration. Scottish timeframe was initially by September 2021. Agreed to extend this period to end of December 2021 at which point they will be brought back to UKBHC for further consideration.

8. Lead Officers Reports

8.1 Professional Regulation/Registration -

- Registration update - **MR** presented figures for registration, as below -
 - Current active members = 370; 77 of these are provisional members
 - Unpaid members = 50; No CPD returned = 48
 - New full members so far this year = 11; New provisional members so far this year = 26
 - Removed members so far this year = 19
 - 79 applications in process

He noted the need to keep contact details updated, which is a responsibility of each registrant.

Query re CPD requirement for part-time and bank chaplains. Agreed as pro-rata.

8.2 Academic Standards -

- Review of accredited courses - **DF** reported. Independent academic assessor is required for Cambridge course. David Mitchell was proposed and agreed. **DF** to follow up with Newman and report to December 2020 meeting.
- Review of CPD/revalidation pilot - **DF** reported. Conversations are ongoing about suitable standards and processes. Further examples of CPD returns will be put on the website.

- Academic advisor update - **DF** drew attention to two papers that had been emailed in advance of the meeting - Academic Forum and Role of Professional Placement Assessors (PPA). Noted that PPA must be UKBHC registrant, with 7 years experience. Discussion about what experience was needed and suitability of some non-UKBHC registered PPAs. **IM** wondered if we needed Standards for PPAs, with guidance on the requirements for placements. Would there be a "grandparents" entry route for PPAs? Both documents were endorsed as working documents to be taken forward by the Forum for discussion by course leads and, in due course, brought back to UKBHC.

8.3 Professional Advisors/Assessors - **CL** reported he is writing out to present advisors and updating forms. Still concern that many employers do not see the need for advisors.

8.4 Professional Conduct -

- FtP Screening Committee - **SB** and **MR** reported there had been one enquiry, with some communication in Spring 2020, which had been followed up but nothing since.

9. Treasurer's report

- Financial update - **EC** drew attention to reports already emailed in advance of the meeting and gave comparison with previous year. He is waiting for outstanding website and admin invoices. Some discussion about the pros and cons of facilitating installment payments for registration fees and/or direct debits. **EC** strongly advised against, due to increased administration for the Treasurer and Administrator. It was agreed **MS**, **EC** and **Lisa** (Addenbrookes Admin) will consider the points raised and report back.

10. Engagement including Newsletter and Website

- NPSPCH - **MB** reported they are in process of revising education course and seeking additional courses. She will forward endorsement document round the Board. See link http://network-health.org.uk/documents/NHS%20Pastoral,%20Spiritual,%20and%20Religious%20Care_Endorsement_Guide.pdf
- Website update (including online training course) - **MS** and **PG** reported it is hoped to do 6-monthly engagement events, given that 100 people registered for this afternoon. **IM** volunteered to review the online training course previously facilitated by David Mitchell.
- Newsletter/use of media - **PG** suggested possibility of monthly blog and a formal annual report.

11. Any Other Business - Nothing raised.

12. Future Dates of Board Meetings

Arrangements to be confirmed - if by Zoom, likely to be 9.30am-12.30pm;

- if in person, likely to be 10.30am-3.30pm.

Date	Venue
3 December 2020	Zoom meeting

22/9/2020 - 1.30-3.30pm online Engagement event - "Chaplaincy: A risky business!"