
MINUTES 28TH FEBRUARY 2024

UKBHC Limited: Board meeting online

- 1. Welcome/Introductions/Sympathies/Greetings** – In the unavoidable absence of the Chairperson, Tony Brookes, Paul Nash was asked to chair the meeting. This was agreed. Paul acknowledged the recent death of Rev Dr Cameron Langlands on 30/1/2024. He gave opportunity for remembrance and reflection. Several people shared personal recollections. Anyone who wished to send messages of sympathy and support to Cameron’s family or colleagues was asked to do so through the secretary within the following week and these would be passed on together.
Paul also offered congratulations to the secretary who was recently named in the King’s New Years honours’ list for MBE.
- 2. Present (Directors)** – Derek Johnston (DJ), Jill Thornton (JT), Simon Harrison (SH), Martin Garrity (MG), Michael McMillan (MMcM), Dawn Allan (DA), Paul Nash (PN), Derek Fraser (DF)
In attendance - Mark Newitt (MN), Claudia Francis (CF), Yunus Dudhwala (YD), Anne Edwards (AE), Mark Evans (ME)
- 3. Apologies** – Linda Ross, Andrew Todd, Tony Brookes, Lorna Jones
- 4. Register of interests** – 2023 updates received from DJ, DF, PN, MG, ME, LR, MMcM, AE, CF, SH, JT, MN, DA, LJ, TB
- 5. Minutes of the meeting held on 5th December 2023** – One correction noted, Anne Edwards not Evans. No amendments requested. Minutes approved.
- 6. Matters Arising** – All covered in the agenda.
- 7. Governance**
 - Organizational update – **DJ** reported on -
 - Resignation of Edward Carpenter as Director from 26/1/2024. The Board expressed their immense gratitude to Ed for his professionalism, diligence, and wise guidance during his time as treasurer. **DJ** to contact on behalf of the Board.
 - Death of Cameron Langlands, 30th Jan 2024, as noted in Sympathies.
 - Vacancies – Lay Director, Leads for Professional Registration & Professional Advisors. It was agreed to advertise for at least one new Lay Director, with particular experience of governance and/or communication. To advise PSA who may be able to pass the information on to other groups; possibly on NHS Jobs, if this is permissible; in next UKBHC Newsletter. **DF** advised he had been able to access information previously sent to Cameron Langlands in his role as Lead for Professional Advisors so was keeping a watching brief over matters. Agreed not to advertise other vacancies until final report from Governance subgroup which may have implications for the number of Directors and their roles.

- Organizational structure – Discussion whether to invite a representative from the Wales Chaplaincy Forum to join the Board as a director. Proposed **PN**, seconded **DF** – Unanimously approved. **DJ** to send invitation.
- Awaiting update on agreed PO Box number & UKBHC email addresses
- Governance subgroup review – **DJ** spoke to the draft report that was emailed to the Board. After discussion, it was agreed we should retain connection with existing core chaplaincy groups, with addition of WCF and ACPG and cover UK in our representation. Further discussion about how many directors are required and potential roles to enhance the Board and the work of UKBHC.
- Equality & Diversity – No report at present.
- PSA – No report at present.
- Risk register – Nothing new to report.
- Code of Conduct review & consultation – **PN** gave update on the process. He requested some funding to cover cost of bringing a group together to finalise the content and format. Maximum £2000 was agreed.

8. Treasurer's report - CF

- Financial update – including 2023 draft accounts, 2024 budget & Jan 2024 statement. These were noted and accepted. It was agreed to consider possibility of £10 non-refundable administration fee for applicants. Once approved, the individual would pay the appropriate registration fee. If not approved, the £10 fee is retained.
- Additional signatories – Planning to complete paperwork in person at June meeting
- Expenses for attendance at Board or other UKBHC meetings – In an effort to encourage Board attendance in June, and to support those who do not have funding from Chaplaincy bodies, **DJ** suggested attendance expenses (travel & accommodation) for Board representatives should be covered by UKBHC. This was approved.

9. Lead Officers Reports

9.1 Academic Standards – No report at present.

- Accredited courses
- CPD/revalidation
- Academic advisor update (including Academic Forum)

9.2 Professional Regulation/Registration

- Registration update – **AE** provided latest statistics.

	Feb 2024
Current members	419 (full 296; prov 123)
Unpaid members	259
No CPD return	288
New full members so far this year	15
New provisional members so far this year	4
Removed members so far this	11

year	
Applications in process	93

- Registration criteria (including endorsement) – **AE** drew attention to paper on Membership categories. This will be forwarded to registrants and put on the website.

9.3 Professional Advisors/Assessors – No report at present.

- Person specs

9.4 Professional Conduct – **PN** noted nothing to report.

- FtP Screening Committee –

10. Engagement

- Chaplaincy Forum – **MN** asked about consideration of UKBHC reserve representative to the Forum. **PN** was agreeable if available. **TB** and **DF** are formal representatives.
- Communications – **DJ** noted -
 - Newsletter –Newsletter sent out in Jan.
 - Website – Some updates made but work still in progress.
- AHPCC/CHCC/NIHCA/SPLG – Concern noted about Sue Ryder actions effectively ceasing paid chaplaincy.
- Network for Pastoral, Spiritual and Religious Care in Health (NPSRCH) - No report at present.
- Update from Scotland – No report at present.

11. Any Other Business – Nothing raised.

12. Future Dates: Board Meetings –

Date	Venue	Time
Tues 11 th June 2024	Glasgow	9.30am-4.00pm
Thurs 12 th Sept 2024	Zooms/Teams	9.30am-1.00pm
Wed 4 th Dec 2024	Zooms/Teams	9.30am-1.00pm



Acting Chair: 11/6/2024



Secretary: 11/6/2024