
MINUTES 5TH DECEMBER 2023

UKBHC Limited: Board meeting online

1. **Welcome/Introductions/Sympathies/Greetings** – All welcomed by Tony Brookes (Chair).
2. **Present(Directors)** – Derek Johnston (DJ - Sec), Tony Brookes (TB – Chair)), Simon Harrison (SH), Derek Fraser (DF), Jill Thornton (JT), Michael McMillan (MMcM), Paul Nash (PN), Cameron Langlands (CL), Dawn Allan (DA), Martin Garrity (MG), Ed Carpenter (EC)
In attendance – Mark Newitt (MN), Yunus Dudhwala (YD), Mark Evans (ME), Anne Evans (AE – Registrar)), Claudia Francis (CF - Treasurer)
3. **Apologies** – Linda Ross, Andrew Todd, Lorna Jones
4. **Register of interests** – 2023 updates received from DJ, DF, PN, MG, ME, LR, EC, MMcM, CL, AE, CF, SH, JT, MN, DA, LJ, TB
5. **Minutes of the meeting held on 14th September 2023** – No amendments or corrections requested. Approved.
6. **Matters Arising** – All covered in agenda.
7. **Governance**
 - Organizational update – **DJ** reported -
 - Appointment of Dawn Allan as Director from 24/10/2023 recorded at Companies House.
 - Awaiting update on agreed PO Box number.
 - Requests made to web designer for designated UKBHC email addresses.
 - Statement Review for Companies House – all confirmed 27/10/2023.
 - Governance subgroup review – **DJ** reported on notes emailed to the Board. See Appendix 1. Additional comments added in green font.
 - Equality & Diversity – No report.
 - PSA – **TB** advised renewal form has been completed. Few queries from PSA, all clarified. Awaiting final report from PSA.
 - Risk register – **DJ** noted nothing new. Query whether this could be a commissioned piece of work &/or linked with Code of Conduct.
 - Code of Conduct review & consultation – **PN** reported on 2 sessions at CHCC conference & online consultation. Agreed to include in Dec Newsletter to go to core groups and members. To consider bringing together a focus group for a day.
8. **Treasurer's report** – **CF** reported on statements sent out -
 - Financial update – Balance slightly up. Highlighted the need to address double payments. **CF** advised she will likely be in USA for one year after Jan 2024. The Board agreed she could continue as Treasurer, subject to being able to undertake the necessary processes, including completion of accounts for June Board meeting.

- Additional signatories – Waiting confirmation of new PO Box number before submitting paperwork. **CF** and **DJ** both registered for online banking. Acknowledged some costs for online banking, but the Board agreed it could be done.

9. Lead Officers Reports

9.1 Academic Standards

- Accredited courses – **DF** advised no changes to accredited courses.
- Academic advisor update (including Academic Forum) – **DF** noted discussion at Oct Forum re portfolio route to UKBHC registration. Next meeting Feb 2024.

9.2 Professional Regulation/Registration

- Access subgroup – Nothing new to report.
- Registration update – **AE** – Figures not yet available as our administrator is on leave until 5/12. **AE** requested access to online Register as this would greatly assist in her role. Agreed to provide further breakdown of figures for future meetings.

	September 2023
Current active members	430
Unpaid members	43
No CPD return	63
New full members so far this year	41
New provisional members so far this year	42
Removed member so far this year	27
Applications in process	61

- Registration criteria – **DF** acknowledged still some queries with registration criteria. Agreed to update and re-send.

9.3 Professional Advisors/Assessors–

- **MN** noted forms to be updated with new address. Discussion how to target recruitment for suitable advisors from ethnic minority communities/faiths.

9.4 Professional Conduct – **PN** reported there have been informal conversations about a situation but no official complaint.

10. Engagement

- Update from Scotland – **ME** noted various new policies in Scotland, including the publication of Scottish Government’s National Framework for spiritual care in June 2023.

- At this point, the Board discussed endorsement options, based on previously circulated proposal. Agreed any comments/amendments to be sent to **SH** to formulate further draft, then to seek legal advice.
- Network for Pastoral, Spiritual and Religious Care in Health (NPSRCH) – **AE** noted 5 points. See Appendix 2.
- ACGP – **DJ** noted he contacted Ross Bryson to thank him for his contribution to the Board and to advise that due to present number of co-options/observers we are unable to invite a new ACGP representative onto the Board.
- Chaplaincy Forum – **MN** reported on recent meeting with representative from NHS England.
- Communications
 - Website - **DF** reported ongoing issues to be resolved.
 - Newsletter – **DJ** advised he hopes to compile a December Newsletter, that will include Code of Conduct and Recruitment of advisors. Also agreed to include a “Who’s who” of Chaplaincy groups. **MN** to provide summary.
- AHPCC/CHCC/NIHCA/SPLG – **SH** noted Workforce document due for review in Jan 2024.

11. Any Other Business – Nothing raised.

12. Future Dates: Board Meetings –

Date	Venue	Time
Wed 28 th Feb 2024	Zoom/Teams	9.30am-1.00pm
Tues 11 th June 2024	Scotland	10.30am-3.30pm
Thurs 12 th Sept 2024	Zooms/Teams	9.30am-1.00pm
Wed 4 th Dec 2024	Zooms/Teams	9.30am-1.00pm

After discussion of various options, it was agreed to seek invitation to Scotland. **DJ** to contact **ME/DA**. Birmingham or Coventry may also be considered. It was noted by **EC** that a good attendance of Directors is required for June meeting to adopt annual financial report.



Acting Chair: 28/2/2024



Secretary: 28/2/2024

Appendix 1

UKBHC Governance Subgroup Minutes 23/10/2023

To consider proposed review of UKBHC

Present: Tony Brookes (TB), Derek Johnston (DJ), Martin Garrity (MG)

DJ reported on meeting with Brendan Kerr (recommended by Prof Martin Bradley). Brendan was previously Registrar with the Pharmaceutical Society NI and is presently Pharmacy Coordinator pharmacy litigation at Health and Social Care Board. He has experience in Pharmacy governance and standards including litigation, in healthcare regulation, in particular in pharmacists and premises and extensive oversight of fitness to practice and legislative and standards development. He did admit he has very little knowledge of chaplaincy.

Brendan is willing to advise/support us as needed. He asked us to consider -

What are our aspirations as a Board through the review –

- to increase membership?
- to protect and inform the public?
- to reform or provide appropriate structures?

He suggested we need some boundaries or terms of reference for proposed review or else it could get bigger and bigger, e.g.

- What do we want to achieve from this process?
- How do we plan to do it?
- How will we measure success?

On 23/10 we further discussed –

Aspirations –

- Organisational structure & roles
- Standing Orders
- Ambassadors
- Risk Register
- Vice-Chair
- Communications

Questions to consider –

- What are the aims of the Board now compared to at the beginning?
- What Board structure is needed to enable this to happen?
- What roles/new roles/tasks are needed to support this?
- Previously we had 4 Lead Officers. What workstreams are needed now?
- Should we consider employing people for specific time-limited tasks?

- Process for appointing Chair
 - Process for appointing new directors
 - Projects for completion -
 - ❖ Website
 - ❖ Endorsement
 - ❖ Ambassadors
 - ❖ Role of directors & representatives, including co-options/observers
 - ❖ What do registrants get – noting difference between profession & personal gain
 - ❖ Mandatory registration – noted Scottish Govt moving to statutory registration for chaplains. Agreed UKBHC would need legal advice over implications.
 - Mechanism for employing people for specific tasks
 - 3 or 4 key goals to achieve with dates for completion
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Appendix 2

Five points from Network for Pastoral, Spiritual and Religious Care in Health

1. We looked at our process for considering membership applications and the criteria we apply when considering applications.
2. We noted it was our first meeting since the new NHS guidelines were published and were pleased to have been able to make an audit tool available to the wider healthcare chaplaincy community soon after their publication.
3. We started to look at our priorities as a Network and how we might secure future funding.
4. We welcomed Krissy Elliot (Pagan Federation) to her first meeting and look forward to welcoming Liz Coleman (Baha'i) in future. Clare Elcombe Webber was elected as Vice Chair for another year and Manhar Mehta as Treasurer for another two years.
5. We reviewed our FOI requests and vacancy monitoring. So far, we have received 48 (57%) replies to our 84 FOI requests relating to advertised posts that are restricted by religion or belief. 14 (17% of the total sent) of these informed us that they have completed an Equality Impact Assessment. From now on, we will compare responses for posts advertised after the new guidelines were published with the figures before.