

## Newsletter August 2024

The August Newsletter outlines a number of recent changes to the Board of UKBHC, along with some opportunities for you to get involved.

### UKBHC organisational structure:

At the June engagement event and in the June newsletter we acknowledged some of the challenges facing the Board, and set out a plan of action to address these.

Previously we had a structure of 4 representative directors, 4 professional directors, 4 lay directors, along with several cooptees and Board officers. This has now been increased to 6, 7 and 6 respectively:

New directors/roles are in italics:

- *ACGP – Sarah Giffen*
- *AHPCC – Jill Thornton*
- *CHCC – Sarah Crane*
- *NIHCA – Michael McMillan*
- *SPLG – Dawn Allan*
- *WCF – Benjamin Tugwell*
- Academic standards – Derek Fraser
- Professional advisors – *Philip Wright*
- Professional Conduct – Paul Nash
- Professional registration – *Janelle Kingham*
- *Communication & engagement – Mark Newitt*
- *PSA – Graeme Bell*
- *Governance and risk – Elizabeth Allison*
- Lay directors – Linda Ross
- Lay directors – Lorna Jones
- Lay directors – Martin Garrity
- Lay directors – Vacant
- *Lay directors – Michael Rowe*
- *Lay directors – Charles Kingdon*
- Treasurer – Claudia Francis
- Secretary – Derek Johnston
- Registrar – Allison Dean
- Co-option – Mark Evans
- Co-option – Yunus Dudhwala
- Co-option – Andrew Todd

Email addresses for Professional directors and Board officers can be found on the website.

### Change of Officers:

Alongside the above changes there have been a number of changes to Board officers. These are interim appointments until December 2024 to give us time for appropriate recruitment of successors.

Rev Tony Brookes stepped down as Chairperson in July. We are very grateful to Tony who came into the position at short notice last year to allow time for the governance review to be completed and new structures to be put into practice. Rev Derek Fraser was asked to be Interim Chair.

Rev Anne Edwards had stepped into the role of Registrar at short notice. Anne also stepped down from the role earlier this year. We thank Anne for her support through a difficult time. Allison Dean agreed to help out in an interim basis to help address the backlog of registration applications.

Sincere thanks to Derek and Allison.

### Invitation for Expressions of Interest for Registrar role –

- The Board is seeking expressions of interest for the role of Registrar. If you know anyone who might be interested and have the requisite skills, knowledge & values, please pass this information on. The Registrar has the functions of:
  - ❖ Granting registration
    - Considering and determining applications for registration as against the published registration criteria. These will include:
    - Considering full registration applications and notifying applicants of the outcome
    - Considering provisional registration applications and notifying applicants of the outcome
    - Renewing registrations (if registration is finite)
    - Keeping the register up to date

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- Administrative removal of registrants for non-payment of fees or failure to return CPD
  - Overseeing compliance with CPD
  - Administer and facilitate the process of receiving complaints and liaising with relevant parties
- See the attached Expression of Interest for further information
- Please complete and return by 11th September 2024, to the secretary,  
Rev Derek Johnston, at -

[secretary@ukbhc.org.uk](mailto:secretary@ukbhc.org.uk)

### **The Chaplaincy Forum for Pastoral, Spiritual and Religious Care in Health:**

The Forum is seeking expressions of interest from suitable individuals willing to be considered as the next Independent Chair from early 2025.

The Chaplaincy Forum was formed in 2018 to replace the Chaplaincy Leadership Forum and enables key chaplaincy groups and NHS England to work together and communicate effectively. The accompanying Theory of Change diagram outlines the aim, activities and outcomes associated with the Forum.

The Forum meets a minimum of four times per year. Where possible, at least one meeting is held face to face with the rest held over MS Teams. The Chair ensures meetings run smoothly with good communication between meetings. The Chair will have four key strengths:

- 1)** recent working knowledge of health care chaplaincy at a senior level for a minimum of 5 years
- 2)** a clear ability to chair meetings and foster good working relationships with those represented

**3)** an ability to foster collaborative working on joint areas of agreement

**4)** an understanding of the significance of the Forum and an understanding of the wider landscape of healthcare chaplaincy.

The role is a voluntary role, but reasonable travel expenses to face-to-face meetings will be covered. The work of the role is largely restricted to the meetings themselves, however there is an expectation to be available to work with members of the Forum outside of meetings where required.

If you think you may be right for this role, and wish to discuss further, please contact the current Chair, Mark Newitt, [independent.chair@chaplaincyforum.uk](mailto:independent.chair@chaplaincyforum.uk) who can offer more insight. The role is open to people of all faith and belief (including none).

The chair will serve for a term of four years, at which time they may be elected again for another two years. Terms of office run per calendar year. The term independent is taken to mean that the chair does not have voting rights on any of the Forum member organisations Boards, Executives or Organising Committees.

Formal expressions of interest, with a brief biography and setting out what you would bring to the role (evidence that you have these three key strengths) need to be received by the current Chair before 5pm on Friday 20th September. Following the expression of interest, you will be invited to a short interview with NHS England and Forum representatives.

It is hoped the successful candidate will be able to attend the last meeting of the current Chair's tenure by way of handover/transition on Thursday 10th October 10:00 to 12:15 (online).

**Next Board meeting  
Tue 12<sup>th</sup> Sept 2024 (online)**

[UK Board of Healthcare Chaplaincy - UKBHC](https://www.ukbhc.org.uk)

## Expression of Interest: Registrar

### UKBHC Ltd Standing Orders June 2024

- 7.6** The Board shall appoint a Registrar as an officer of the Board. The Registrar has the functions of:
- i.** Granting registration  
The Registrar has the role of considering and determining applications for registration as against the published registration criteria. These will include:
    - Considering full registration applications and notifying applicants of the outcome
    - Considering provisional registration applications and notifying applicants of the outcome
    - Renewing registrations (if registration is finite)
  - ii.** Administrative removal of registrants for non-payment of fees or failure to return CPD
  - iii.** Keeping the register up to date
  - iv.** Overseeing compliance with CPD
  - v.** Administer and facilitate the process of receiving complaints and liaising with relevant parties

#### Essential values and knowledge that are important for this role

- Open-Mindedness.
  - Respect for others regardless of background or views
  - Service of others
  - Teamwork
  - Awareness of registration issues and processes
  - Organisational skills
  - Honesty/Integrity
  - Harmony
- 
- An interview panel may be set up to shortlist and then to interview. The panel will normally consist of three designated Board members
  - The Panel is authorised to make appointments on behalf of the Board
  - Please note, there must be two referees supporting the expression of interest, who can confirm suitability and capability for the role
  - The Registrar will work under the direction of the Lead officer for Professional registration and alongside the UKBHC Administrator
  - The Registrar is an officer of the board, reports to the Board and is in attendance at Board meetings but does not have voting rights
  - This is a voluntary role, but reasonable expenses can be claimed for attendance at meetings or other necessary agreed UKBHC expenses
  - Thank you for your interest and support

Please complete and return by 11<sup>th</sup> September 2024, to the secretary, Derek Johnston, at -

[secretary@ukbhc.org.uk](mailto:secretary@ukbhc.org.uk)

Website - [UK Board of Healthcare Chaplaincy - UKBHC](http://www.ukbhc.org.uk)

## UKBHC Registrar Expression of interest

Name: \_\_\_\_\_

Contact address & email: \_\_\_\_\_

Please attach separate CV: \_\_\_\_\_

Please outline how your experience aligns with the requirements of a registrar as set out opposite. Please also describe any particular skills, knowledge and experience you bring and contributions you can make: \_\_\_\_\_

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Explain your future vision for UKBHC: \_\_\_\_\_

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Referees - Name, Role, Email address:

1: .....

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2: .....

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**Please confirm if you are a full UKBHC registered practicing chaplain - YES / NO**

**Signature:**

**Date:**