

**UKBHC Limited:
Golden Jubilee Conference Hotel, Glasgow**

- 1. Welcome/Introductions/Sympathies/Greetings** – Tony Brookes (**TB** – Chair) welcomed all. In order to formally approve recommendation from Interview subgroup, Nicholas Andrews (**NA**) was asked to leave the room. Martin Garrity (**MG**) then reported on applications received for role of Lay Director – 2 people were interviewed; 1 other remains on hold due to uncertainty over eligibility. This will be clarified under review of Standing Orders. **NA** was proposed by the subgroup and unanimously approved by the Board for appointment as a lay director. The necessary paperwork will be processed for Companies House. He was invited back into the meeting and formally welcomed. All gave brief introductions.
- 2. Present (Directors)** – Tony Brookes (**TB**), Derek Johnston (**DJ**), Derek Fraser (**DF**), Linda Ross (**LR**), Martin Garrity (**MG**), Simon Harrison (**SH**), Paul Nash (**PN**), Dawn Allan (**DA**), Lorna Jones (**LJ** – online), Jill Thornton (**JT** – online)
In attendance – Nicholas Andrews (**NA**), Mark Evans (**ME**), Claudia Francis (**CF** – online), Mark Newitt (**MN** – online)
- 3. Apologies** – Andrew Todd, Yunus Dudhwala, Michael McMillan
- 4. Register of interests** – 2023 updates received from **DJ, DF, PN, MG, ME, LR, MMcM, CF, SH, JT, MN, DA, LJ, TB**
- 5. Minutes of the meeting held on 28/2/2024** – One correction noted – “Congratulations” instead of “Congregations.”
- 6. Matters Arising** – All covered in agenda.
- 7. Governance**
 - Governance subgroup Standing Orders proposal – **MG & DJ** reported on updates and recommendations from the Governance subgroup review, discussion at Feb Board meeting and further responses received from Board members. The main areas of change were noted as – **1/** More inclusive language to reflect variety of terminology used across UK, **2/** Widening of Board representation from Chaplaincy bodies/groups to include Wales and ACGP (if invitations are accepted), **3/** Authority of the Board is now deemed to be independent of its core groups, **4/** Increased numbers of nominated Directors, Professional Directors/Lead officers and Lay Directors from 4 each to 6 each, **5/** Increase domains of accountability and responsibility from 4 to 7 and **6/** Appoint lead pairings for each domain. With some minor tweaks, the changes were approved.
 - Organizational update – **DJ/MG**
 - Board - Resignations/retirements – Simon Harrison (**SH**) gave formal notice of resignation as a director of the Board from 11/6/2024. He proposed the name of Sarah Crane as CHCC representative. He advised this has been approved by CHCC OPC. The necessary paperwork for resignation and appointment will be processed for Companies House. All approved.

- Lay Director/s – Minor changes had been agreed to Standing Orders to clarify that a person shall be eligible for appointment as a lay director of the Board if “they have not normally practiced as an employed healthcare / registered chaplain...”
- Chairperson – **TB** was asked to leave the room. **PN** took over as temporary Chair. **TB** had initially agreed to act as Chair until Dec 2024. He was agreeable to step down now, continue until then, or beyond if so nominated. After discussion of this role and that of Registrar, it was agreed that **TB** would be asked to remain as Chair until Dec 2024.
- Registrar – It was noted that **TB** had spoken with Allison Dean (**AD**) who was willing to step in as registrar, either short-term or longer. It was agreed she would be invited to take up the role temporarily. It was further agreed the Board was willing to pay for additional hours to address the backlog of registration queries and applications. **SH & DF** to speak with **TB & AD** about the registrar role. **TB** was invited to rejoin the meeting and was informed of the decisions reached. He was agreeable to continue as Chair until Dec 2024. It was agreed processes need to be put in place to fill both these roles by Dec 2024 at the latest on a longer-term basis.
- It was noted the Board urgently requires Leads for Professional Registration, Advisors, Communication and Engagement, PSA, and Governance. It was agreed, that while the need is urgent, any recruitment to roles should be as open as possible. It was also agreed the Governance subgroup or Interview subgroup shall have authority to put in place reasonable processes to achieve this aim and the authority to make appointments on behalf of the Board.
 - Organizational structure – **DJ** reported this will be updated to reflect the newly agreed structures and resignation/appointments.
- PSA – **TB** advised about a number of issues that need to be completed for reaccreditation. Several are related to the website. He was due to phone PSA the following day.
- Code of Conduct review & consultation – **PN** outlined the work of the review group. He noted several areas still to be completed. There was discussion about regional variations of terminology and practice. It was agreed the document should reflect more of these variations.

8. Treasurer's report – **CF** reported:

- Financial update – The draft 2023 accounts were presented and approved. The latest 2024 statements were noted. On the advice of the auditor, there was a discussion about the pros and cons of either seeking charitable status or remaining as present. The formal decision was made to remain as a Company Limited by Guarantee. This means we will be liable for Corporation tax for the year ended. This will be written back into the accounts, so they will have to be ratified at September Board.
- Additional signatories – Previously agreed to add **TB** and **LR**. The paperwork will be completed today.
- Expenses for attendance today – People were reminded to submit claims either to the treasurer for payment online or to the secretary for payment by cheque.

9. Lead Officers Reports

9.1 Academic Standards – **DF** reported:

- CPE – There was discussion about the present equivalency for CPE in GB and NI and the direction of travel with regards to academic rigour, reflective practice and safety and fitness to practice. It was agreed, for now, to retain the present equivalency for NI CPE with 2 units of CPE + a minimum period of chaplaincy experience. The move to establish CPE route in GB was noted.

9.2 Professional Regulation/Registration

- Complaints/concerns raised & plan to address these – The Board is aware of complaints being received about the backlog of queries/applications and the perceived lack of communication. It is hoped the changes already approved will help address these and contribute to re-establishing trust in the Board processes.
- Registration update – No update was available.
- Registration criteria (including endorsement) – It was acknowledged that while the approved registration criteria are now on the website, there remains work to be done on endorsement. While stepping down from the Board as a director, **SH** is willing to continue the work with **ME**. This offer was accepted.

9.3 Professional Advisors – **DF** reported:

- Person specs – These have previously been approved. It was noted these may need to be amended according to regional terminology and practice. It was agreed they give a structure for the profession to adapt and build on.

9.4 Professional Conduct – **PN** reported:

- FtP Screening Committee – No matters have been raised.

10. Engagement

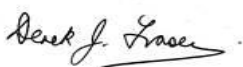
- Newsletter – **DJ** noted newsletter was sent out in Jan 2024. Hopefully a June edition will follow, with a summary of the Engagement event.
- Website - **DF** advised a lot of work has been carried out to update the site, but that problems still remain for the webmaster. Nevertheless, there has been a lot of progress.
- Engagement event – **DJ** noted the numbers and agenda for the afternoon.

11. Any Other Business

- As time had run out, the Board closed for lunch.

12. Future Dates: Board Meetings –

Date	Venue	Time
Thurs 12 th Sept 2024	Zoom/Teams	9.30am-1.00pm
Wed 4 th Dec 2024	Zoom/Teams	9.30am-1.00pm




(Interim Chair)

12/9/2024

(Secretary)