### MINUTES Thursday 12th September 2024

**UKBHC Limited:**

**Online**

1. **Welcome/Introductions/Sympathies/Greetings**

Derek Fraser (DF) welcomed all to the meeting, especially those who were attending for the first time, either as lay directors or professional directors. All present introduced themselves. **DF** drew attention to the recent memorial service that had been held on 6th Sept for Cameron Langlands at which the Board was represented. He noted challenging family situation for Jill Thornton, who is stepping back from the Board for a time. Congratulations were offered to Lorna Jones (LJ) on her recent new appointment.

1. **Present (Directors)**

Derek Fraser (DF), Derek Johnston (DJ), Sarah Crane (SC), Benjamin Tugwell (BT), Elizabeth Allison (LA), Janelle Kingham (JK), Dawn Allan (DA), Sarah Giffen (SG), Martin Garrity (MG), Graeme Bell (GB), Michael McMillan (MMcM), Lorna Jones (LJ), Paul Nash (PN), Charles Kingdon (CK)

**In attendance**

Michael Rowe (MR), Mark Newitt (MN), Yunus Dudhwala (YD), Benedicto Da’Silva (BDS)

1. **Apologies**

Philip Wright, Linda Ross, Allison Dean, Jill Thornton, Claudia Francis, Mark Evans

1. **Register of interests**

**DJ** advised that new directors have already received the relevant form to complete. Existing directors will be asked to update their forms by Dec 2024.

1. **a) Minutes of the Board meeting held on 11/6/24** – The Minutes were approved.

**b) Minutes of Directors’ meetings held on 8/7/24 & 8/8/24** – Both sets of Minutes were approved.

1. **Matters Arising**

DJ advised all matters are covered in existing agenda.

1. **Secretarial Governance**
* Standing Orders – Following discussion at August Directors’ meeting, **DJ** drew attention to addition of 7.1h which refers to appointment of Lead officer for Equality, Diversity & Inclusion, thereby bringing the number of Professional Directors to eight. The addition was approved.
* Organizational structure – **DJ** noted new roles and new directors, alongside proposed lay director support for the various workstreams.
* Expressions of Interest – **DJ** advised there had been one expression of interest for Chair & one for Registrar. After discussion, it was agreed the applicant for Chair would be invited to give a presentation of their vision for UKBHC at the next Board meeting (which could be in Oct to enable the process to be completed for Dec Board). It was agreed **LA**, **CK** & **DJ** should make arrangements. A potential conflict of interest was noted for the Registrar role. **JK** agreed to discuss this with the applicant. Subject to that discussion, the applicant will either be interviewed or the role will be re-advertised. The same panel + **JK** will oversee the process.
* Lay director vacancy – It was agreed to advertise vacant lay director role, with an eye to present gaps in lay director support.

**8. Treasurer's report**

* Financial update – **DJ** noted balance in the bank.
* Approve accounts, including Corporation tax – The accounts had been approved in June 2024, but further updated to take account of Corporation tax for 2022/23 & 2023/24. The updated accounts were approved & signed by **DF**.
* Additional signatories – **DJ** reported that **LR** is now added as a signatory, giving 3 options.
1. **Lead Officers Reports**
	1. **Academic Standards** – **DF** advised there was presently nothing new to report.
* Accredited courses/CPD/CPE
* Academic advisor update (including Academic Forum)
	1. **Professional Registration**
* Registration update – **JK** spoke to the report submitted by the Registrar. She paid tribute to the hard work already put in by the Registrar to reducing the backlog of applications. She expressed disappointment in finding a further logjam in the email system, which has been taken up with the webmaster. **JK** advised it is the intention to produce a timeline and flowchart of the registration process. This was welcomed by the Board as a positive move.

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|  | **Sept 2024** |
| Current registrants  | 469 |
| New full registrants so far this year  | 50 |
| Applications in process  | 46 |

* Endorsement – **DF** proposed the tabled paper should be accepted, for fuller discussion at the Dec Board. This was agreed.
	1. **Professional Advisors**

No report from **PW. DF** advised **PW** now has access to professionaladvisor email account and intends to make contact with advisors soon.

* 1. **Professional Conduct**
* Code of Conduct – **PN** noted some last-minute minor tweaks to the draft 3 document, which was then approved for distribution. It was agreed it should be subject to annual review. **DF** expressed thanks on behalf of the Board to the working group.
	1. **Governance & risk – LA** noted her newness in the role & the steep learning curve of responsibilities.
* Risk registers – **DJ** highlighted previous concern about whether the Board can/should hold the risk register for the profession or just the risk register for the Board. The working group has proposed two separate risk registers to cover both. It was agreed to accept both & adapt them as/when needed. **LA** & **CK** were tasked to take these

forward with the PSA, along with **GB**.

* 1. **PSA**
* **DF** spoke to the update below from PSA, received on 4/9/24 -



**DF** expressed the thanks of the Board to all who had helped draw together the necessary responses. He acknowledged a lot of time and hard work.

**GB** advised he has been in contact with PSA. He would appreciate guidance on his role and responsibilities.

**DJ** reported on recent meeting he attended with PSA and other registers. He also noted the encouragement of PSA for full registrants to use PSA logo in any communications.

* Other PSA updates – **DJ** will forward PSA papers to all new directors so they are familiar with issues raised and actions taken.

**9.7 EDI** – Following proposal at August Board meeting, **DJ** had approached **YD** about taking on lead role for EDI. **YD** has agreed to do so. The Board approved **YD** as a director.

* Strategy – **DJ** noted the document is due to be reviewed in 2024.

**9.8 Communication & engagement**

* Newsletter – **MN** has some ideas for future communication and engagement themes/events. He intends to look at Privacy policy and consistency of language. He proposed a newsletter/bulletin with a summary of 5 main points from the Board.
* Website – **DF** acknowledged the website needs a major upgrade, especially behind the public pages.
* **MG** drew attention to his attendance at the US Embassy in London for Humanists UK event on 9th Sept and the opportunity for wider engagement.

**10. Any Other Business**

* Chaplaincy Forum – consideration of UKBHC representatives – Those proposed were the new Chair, **MN** and **PN**.
* ACGP – **SG** noted planned conference in Jan 2025, “Hope-bearers.”
* NIHCA – **MMcM** advised of planned joint research project with QUB.
* SPLG – **DA** referred to writing up service specifications for Scotland, including UKBHC standards.
* Network for Pastoral, Spiritual and Religious Care in Health (NPSRCH) – **JK** reported on Network matters.
* Ambassadors – **DF** asked for this to be kept on future agenda.

**11. AOB**

Nothing raised.

**12. Future Dates: Board Meetings** – 2025 dates will be sent out soon.

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| **Date** | **Venue** | **Time** |
| Wed 4th Dec 2024 | Zooms/Teams | 9.30am-1.00pm |