

Summary notes from the Chaplaincy Forum for Pastoral, Spiritual and Religious Care in Health

Held on Monday Oct 15th, 2018, 11 am – 3 pm
FCH Tavistock Square

Present: Sarah Sewell (interim chair of Forum), David Buck (AHPCC), Kartar Bring (CHCC), Simon Harrison (President CHCC), Paulette Johnson (NHS England), David Knight (NETWORK), Parminder Kaur Kondral (NETWORK), Claire Marshall (NHS England), Simon O'Donoghue (Chair NETWORK), Satish Sharma (NETWORK)

Apologies: Derek Fraser (UKBHC), Debbie Hodge (Project Office), Karen Murphy (President AHPCC), Mark Stobert (Chair UKBHC)

Not Present: none absent without apologies.

1) Welcome & Introductions. The meeting began with a brief moment of quiet.

2) Minutes of the last meeting held accepted with minor changes.

3) Matters arising not on agenda.

Reminder that non attending members are free to send an alternative delegate if unable to attend.

Tele-conference call 29th August. There has been one tele-conference since the last meeting.

4) Catch-up from different chaplaincy bodies.

AHPCC: Planning next conference (13-15 May 2019): "The emerging shape of palliative healthcare chaplaincy". As an organisation, we are also reflecting on our core purpose and what we are here for in terms of our members.

CHCC: New OPC (Organising Professional Committee) has met with about one third change in membership. Work on best practice in spiritual care policy and the challenges of 24/7 on-call for members continue; nothing published yet. CHCC conference in Sept: 'Shape of Healthcare Chaplaincy into the Future' stimulated good discussion, learning from Chaplaincy in alternative settings and the challenges created by different models of provision.

NETWORK: The NETWORK has met face to face since last meeting. New constitution agreed unanimously, we employed a secretary, discussed the IG guideline review and our sustainability going forward. Agreed funding on new website. Next task is a workplan for next year. We have been reviewing GDPR issues regarding communication list. Aim to rotate hosts and venue in future.

Discussion: PK asked about how best we send out information to Chaplains across England or across the UK (E.g. Sikh day of Prayer).

- a) Legacy contact list. We discussed the Chaplaincy Database which is now hosted by Free Churches Group. This will be further discussed with those responsible regarding GDPR approval and clarified terms of use.
- b) Communicating via Forum. Agreed items such as Day of Prayer can be circulated via Forum. Information can easily be sent this way- but will be sent in name of group *originating* rather than in the name of the FORUM.

UKBHC: no one was present to report. AGM last week was focussing on entry routes into the profession.

NHS England: Long term plans should be firm by Dec 2018 but at present no detail yet shared. This will drive all work and funding streams going forward. We need to identify our key Chaplaincy priorities in readiness for this.

Action by bodies Once these have been circulated- All members to respond with regard to potential priorities that should be considered for inclusion in (post March 2019) funding streams. Responses by end November- ideally linked to one or more NHS priorities.

5) Update on work streams:

The Forums was given an update on workstreams funded by NHS England

Endorsement: in addition to the broad update, the meeting also heard details of work in coming weeks. The next focus is on capturing what is meant by 'good standing', 'endorsement' and clarifying the processes by which individuals attain these in the light of specific requirements of a specific post (rather than seeking any generic 'endorsement'). Aim for outcome by March 19?

Mohammad Jogi for NHS Employers was welcomed and he provided additional verbal update to support the written summary and the detailed updates previously circulated on projects they are involved with:

a) *Guidelines:*

Pleasing diversity among those responding to questionnaire. They will also review the membership and outcome of the two December listening events to see if further engagement is required. We want the broadest participation.

b) *Out of area MH review:*

Key intention to build on existing work and initiatives, eg MH first aid training, endorsement etc.

c) *Faith and Belief & LGBT:*

A long and challenging engagement process but a good range of participants have been drawn in, again looking to build on existing initiatives. End date of next March will be a challenge- potential for much good work, but will take time.

MJ was asked about work on *Advisors Panel workstream*.

First draft of this work now circulated - seeking feedback by Nov 9th . Agreed that this left too little time for fuller consultation process e.g. within the Network. Agreed that

quick feedback would be sent by the 9th, but all invited to circulate as required and provide more considered feedback on issues raised by end November.

6) Discussion on Information Governance paper from NHS England

Kiran Mistry (Data Sharing and Privacy Specialist NHS England) attended to provide an update on the work being carried out to complete guidance on IG issues (promised as part of the publication of the 2015 Guidelines). The revised document had been previously circulated by email. A number of responses were received towards the end of the consultation period and these will be considered prior to publication. It was confirmed that the draft had been subject to legal review and final version will be similarly reviewed as part of the NHS process.

He hopes it will result in a useful paper to help Trusts clarify their IG processes, and thanked people for their feedback and engagement. Kiran was thanked for his commitment to this work after so many years of delay.

7) Independent Chair of the Forum

We had not managed to identify an agreed replacement Chair for the forum since the last meeting, and so a discussion was then held regarding our best way forward.

Outcome: It was agreed that 'strong chaplaincy experience' should be retained as a requirement, indeed we agreed to retain role description as is. There was a preference to resolve quickly as we need a Chair in place by Feb when current Chair will step down.

It was agreed to go out for advert again with the same main text, with a closing date of the end of November. We are strongly encouraged to identify potential candidates. Chair confirmed the next meeting in Feb 19 *will be her last*- so we need to find a Chair or this will begin to rotate through the Forum members.

Agreed that, so long as we have at least one applicant, we will vote on this/these by email on a straight 2/3 Yes/No voting member basis - excluding abstentions.

8) Terms of reference clarified

The process of identifying a new Chair had raised ambiguity for some in how we understood our TOR. It was clarified by discussion that 'voting' is always understood to apply to the individual representative (not the group they represent), and could not be cast in absentia unless it was an email vote.. Agreed.

9) Cost of Chair It was noted at previous meeting that funding for the chair's expenses is available in the NETWORK/NHS work stream pot, but funding will end in March 2019. Discussion to be had at next meeting on Costs of Chair going forward.

10) Date of Next Meeting :

TBC Date in Feb., FCH Tavistock Square

NETWORK to take the minutes

Next audio call tbc

(This DRAFT summary dated 17/11/18)