

Chaplaincy Leadership Forum

Promoting professional pastoral, spiritual and religious care in healthcare

Terms of Reference

DRAFT Version: v4

Date: 04/12/13 following meeting

Name

“The Chaplaincy Leadership Forum”, hereinafter referred to as “The Forum”.

Purpose

The forum has been formed to support the strategic development of healthcare chaplaincy in England. This will be achieved by:

- Facilitating regular communication between the leaders of the stakeholder associations in English healthcare chaplaincy (hereinafter “chaplaincy stakeholders”).
- Working in accordance with the *Code of Conduct* to build understanding and a sense of partnership and trust between the chaplaincy stakeholders.
- Fostering a mutual understanding and recognition of the different, but sometimes overlapping roles of the chaplaincy stakeholders, with the aim of speaking with a united chaplaincy voice.
- Working collaboratively with whichever group the NHS in England selects as the contact point for chaplaincy stakeholders.

Forum Membership

The Forum is open to any organisation or group with an active interest in the provision of healthcare chaplaincy in England to nominate a representative. An alternate person may attend when the nominated person is unavailable.

The chair will receive nominations of members with their email contact details and ensure that notes of the Forum meetings are sent to all members after each meeting of the Forum.

Executive

The aims and workstreams of the Forum will be furthered between the meetings of the Forum by the Chaplaincy Leadership Forum Executive, hereinafter referred to as “The Executive”.

Professional chaplaincy bodies and organisations in England will be invited to nominate one member each for the Executive, usually someone in a leadership role. An alternate person may attend when the nominated person is unavailable.

The organisations that are invited to send a representative are:

- Association of Hospice and Palliative Care Chaplains
- College of Health Care Chaplains
- Health Care Chaplaincy Appointment Advisers
- Multi-Faith Group for Healthcare Chaplaincy
- UK Board of Healthcare Chaplaincy

Representatives of other chaplaincy related organisations or groups may be co-opted by the Executive to be members of the Executive on a time limited basis to aid with specific tasks. The number of co-opted members will be limited to be fewer than the number of stakeholder organisational representatives as above.

Chair

The members of the Executive will elect a chair from outside the membership of the Forum. This person will convene and chair the meetings of the Forum and of the Executive, whether they be in person or by conference calling facilities.

The chair will produce notes from all meetings and distribute them to the members of the group for comments and changes, before sending out a final version to the members of the forum.

The chair will serve for a term of two years from election, at which time he/she may be elected again for one further term.

Meetings

The Forum will normally meet 4 times a year, but at least 3 times a year.

The Executive will normally meet monthly, but at least 9 times a year, usually using conference call facilities.

Expenses for meetings will be borne by the member organisations, or in cases of hardship, NHS England.

Accountability

The Forum is accountable to all working in English healthcare chaplaincy, to be transparent in its working and to provide regular public updates of its work.

Each member of the Forum is accountable to the organisation or group they represent, and should report to their organisation or group.

Following each meeting of the Forum or the Executive a public statement will be agreed within two weeks by the attendees of the meeting. The statement will then be circulated by the members of the Forum to the wider chaplaincy community.

At the end of each calendar year the Forum will publish a work plan for the following 12 months outlining the developments it intends to make.

The members of the Forum are accountable to each other as colleagues.

Dissolution

If a majority of the Forum conclude that the Forum no longer serves a useful purpose, it will be dissolved by a vote at a Forum meeting. Written notice of the intention to vote on dissolution must be given to all members of the Forum two weeks in advance of the vote.

ⁱ The *Code of Conduct* of the Chaplaincy bodies and published on their websites