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February 10th, 2016

To members of the Association of Hospice and Palliative Care Chaplains

Dear member,

I am writing to give you formal notification of the Annual General Meeting of the Association of Hospice and Palliative Care Chaplains which will take place on Tuesday 17th May at 5.30pm during our conference at The Hayes Conference Centre, Swanwick, Derbyshire (16th – 18th May). Further information about conference arrangements is now available on the website at <http://www.ahpcc.org.uk/training-information/previous-annual-conferences/>. The minutes from last year’s AGM and the 2015 annual accounts will follow shortly.

I would be grateful if you let me have any items for the agenda under Any Other Business as soon as possible. My contact details are on the letterhead.

You should have already received information from us regarding membership and conference application. If you have not booked but wish to attend, please forward your application as soon as possible. You should find a booking form also attached with this mailing.

Please contact me if you require any further information.

With best wishes

Nigel Mason

AHPCC Secretary

Annual General Meeting

Tuesday 17th May 2016

The Hayes Conference Centre, Swanwick

AGENDA

### 1. Apologies for absence

### 2. Minutes of the AGM 2015

### 3. Matters Arising

### 4. President’s Report *Karen Murphy*

### 5. Treasurer’s Report *Margery Collin*

### 6. Membership Report *Mike Rattenbury*

### 7. Website Report Mike Rattenbury

### 8. Reports from other representatives, to include: Healthcare Chaplaincy Faith & Belief Group (HCFBG) European Network of Health Care Chaplaincy (ENHCC) European Association for Palliative Care (EAPC) NI Healthcare Chaplains association (NICA) Scottish Association of Chaplains in Healthcare (SACH)

### 9. Chaplaincy Leadership Report

### 10. Correspondence

### 11. Elections to the Executive

### 12. Any Other Business

AHPCC President’s Report 2015 – 2016

Following my appointment as president of AHPCC last year, there has been a lot happening to catch up with in the chaplaincy world. I know I speak for us all in thanking Judy Davies for her supportive and thoughtful leadership over the past 3 years. The role carries substantial responsibility to represent the organisation effectively and Judy has done this with integrity and wisdom. She and the executive members have been very helpful in steering me through this first year as I get to grips with the various wider issues currently under debate.

In your delegate pack you should find all the reports to be received at the AGM. Please take time to read them through and be ready to contribute to the discussion on issues that are relevant to our work in chaplaincy.

#### Executive News

The Executive has met three times in the past year, with two meetings in London and an overnight stay near Bristol. We will also be meeting prior to the conference starting to make final preparations. We were pleased to welcome new members onto the committee this year and all colleagues give generously of their time as we work together. This year there will vacancies again on the executive, so if you interested in joining us, please have a word before or during the conference for more information about the level of work and commitment involved. It is a great group to be part of!

#### AHPCC Projects

Last year, Judy drew people’s attention to an annual grant of £250 available to an AHPCC member who is engaged in relevant research. This year no-one has taken up this offer, but we will continue to make it available. In these days of financial constraint, organisations are cutting back on money available to all services. The aim of this grant is to make it possible for chaplains to be pro-active in research to support our work so please think about how you might use this… and apply!

Jacki Thomas was commissioned by the executive to undertake an exploratory project with the aim of gathering information which would give us a clearer picture of chaplaincy provision. Jacki gave this considerable time and energy and reported to the executive in our meeting in February. She summarises her conclusion in the following words:

‘The sample was not big enough to draw conclusions although it would appear that the job title is more likely to include the word ‘Chaplain’ than ‘spiritual care’ which agrees with the 2013 Profile Survey, but does not as yet reflect NHS Chaplaincy Guidelines issues earlier this year (Chaplain and Spiritual Care Co-ordinator). The responses to the qualitative questions on the scope of the job, current issues, and how the spiritual care ethos is reflected were very varied. The ethos question often required explanation.’

We decided to put the project on hold for the time being and re0consider what information is most relevant to be gathered and to what purpose. 2 executive members will take on the development of this project.

#### Chaplaincy Developments

###### Chaplaincy Leadership Forum (CLF)

The CLF has met several times this year and I have attended to represent AHPCC, as well as sharing monthly conference calls. Regular updates from CLF are on the website and I hope you have felt informed about developments. Discussion with NHS England continues around potential changes to Information Governance required by the 2015 Chaplaincy Guidelines. An initial report was received by the executive and is currently under discussion.

###### The United Kingdom Board of Healthcare Chaplaincy ( UKBHC)

An application has finally been submitted to the Professional Standards Authority for Chaplaincy to have professional status. The recent UKBHC newsletter outlines the rational for this application and the potential outcomes for UKBHC members. AHPCC has supported this application from the outset recognising the value and worth of having professional status for chaplains working in the mulit-disciplinary team.

A separate report is included from the co-ordinator of the Professional Advisers’ Panel outlining progress over the past year. While most advisers will be involved with NHS Trust appointments, please consider applying for the role to support requests for panel members when palliative care posts are available.

#### Links with other chaplaincy and external organisations.

As an organisation we attempt to offer representation on various groups and committees working with chaplaincy and spiritual care. These include the following:

###### Healthcare Chaplaincy and Belief Group (HCFBG)

We and the College of Healthcare Chaplains have observer status on this group, David Buck is currently our representative. The HCFBG now intends to invite the newly formed ‘Non-religious Pastoral Care Network’ to join the group.

###### European Network of Health care Chaplains (ENHCC)

Karen Murphy and Margery Collins will be attending the bi-annual conference in Debrechen, Hungary, in June. Feedback from the conference will be available on the website.

In conclusion, AHPCC continues to support and promote the work and place of chaplains and s[spiritual care in palliative care units. Our place ‘at the table’, especially in NHS hospitals is currently under considerable pressure and we offer full support to our colleagues who are experiencing uncertainty and stress. I am confident , however ,that with our increasingly full credentials of professional status, code of conduct and standards , we can maintain a develop chaplaincy services that are integral to patient care. Keep up the good work!!

**Karen Murphy, AHPCC President**

Membership Report

Membership is always changing, as there is quite a lot of coming and going.

As of today, membership is 137 with 41 still to renew (if they’ve not retired and not said).

This compares with 135 and 28 last year, and 94 in 2014.

Membership is by Calendar year, with a three-month grace period (as with the Conference discount).

Please don’t forget to communicate changes (i.e. new emails, moving or retiring. We only correspond by email so this is important.

As I said last year, Margery forwards the membership forms once payment arrives – invoices can take a while! Do check your finance department if you don’t seem to hear from me.

Website Report

Many of you will know I suffered a couple of family bereavements last year, including a rapid departure at the end of last year’s conference, which have slowed me down somewhat (and continues to do so) and the website hasn’t been as proactive as it should have been, as a result. Many thanks again to Richard, our Technical Adviser for his support.

It’s been an exciting challenge to edit it, and more recently, to learn to operate it, and it’s quite a shock to realise I’ve been doing it for almost 5 years. (I was co-opted in 2011 as Scottish Rep – the shortest of appointments, taking on the website instead at the first Exec meeting, a few weeks later)

I’ve worked on streamlining the structure, though the content could now do with pruning, as more material has come in and not enough has been removed. It would also be good to improve on the visual content. All this could really do with some fresh vision and energy, and the Exec is aware that I would like to stand down from this role.

The Editor role also absorbed that of Membership Secretary, as the passwords, etc, are linked to the website, and this takes about half of the time. I would be happy to continue in that role, allowing a creative new editor to concentrate on the website.

Reporting on other groups

# Healthcare Chaplaincy Faith & Belief Group (HCFBG)

*David Buck reports*: The key aim of the Healthcare Chaplaincy Faith & belief Group (HCFBG), formerly the Multi-Faith Group for Healthcare Chaplaincy, is to promote and support religious, spiritual and pastoral care in the NHS in England. The group works to facilitate a common understanding of and support for chaplaincy amongst faith and belief communities, chaplaincy bodies and other providers of religious, spiritual and pastoral care. Currently the recognised chaplaincy authorisation or endorsement bodies of eight faith communities (Baha’i, Buddhist, Christian (Church of England, Roman Catholic, Free Churches), Hindu, Jain, Jewish, Muslim, Sikh) are in full membership with the HCFBG. The Association of Hospice and Palliative Care Chaplains, College of Healthcare Chaplains, UK Board of Healthcare Chaplains & Non-Religious Pastoral Support Network have observer status.

The HCFBG continue to examine the way the individual representatives relate to the NHS through the group, especially recently in the light of reduced funding from the NHS. After approaches and presentations from the Non-Religious Pastoral Support Network (NRPSN) the HCFBG has expressed an intent to invite them to full membership subject to further discussions and agreements. The HCFBG, following advice from the UKBHC, have noted that most of the volunteer chaplains that it works with would not need board registration, but would need a reference (“good standing”) from a faith group.

## European Network of Healthcare Chaplaincy (ENHCC)

See the President’s Report *(Karen Murphy)* 2015 -16 for this report.

## Report of the European Association for Palliative Care (EAPC)

*Gary Windon reports*: we liaise with the EAPC and have a member who is part of the EAPC, but it has been a quiet year on the spirituality subgroup

## Northern Ireland Healthcare Chaplains Association (NICA)

*Matthew Hagan writes:* It has been a privilege to have been appointed as President of the Northern Ireland healthcare chaplaincy Association (NIHCA). The members of the Executive Council work very well as a committee for the benefit of healthcare chaplaincy in our hospitals and hospices throughout Northern Ireland. I wish to take this opportunity to thank those people who have recently resigned from the NOHCA Executive and thank them for the valued contribution they have made to the business of the NIHCA. May God richly bless Rev Canon David Ferry, Fr. Adrian Eastwood, Fr. Gerard Fox, Rev Marlene Taylor, Deaconess Muriel Cromie and Sr. Jo Horgan. New members of the NIHCA Executive Council are Rev Norman Harrison and Fr Robert Sloan and may god richly bless them also in this new role.

During the past year there have been various training events which have been well attended and the feedback has been very positive and encouraging. In November 2015 the NIHCA training event was held in Musgrave Park Hospital Church Belfast and entitled “Coaching at the end of life” with the facilitator being Rev Don Eisenhauer. This event was opened up to other health care professionals and it proved to be very successful and it is hoped in the future that one of our training events each year will be made available to other health care professionals which will make the event multi-disciplinary.

Also during the past year the NIHCA Executive officers met with Chris Wray to discuss the NIHCA web-site re-design which will be launched at the 2016 NIHCA AGM. The new website will have a new logo and will have many new features which will be discussed further at this year’s AGM. The NIHCA Executive officers have a meeting in December 2015 with Mr Chris Wilkinson at the Department of health at Stormont, Belfast to discuss then outstanding budget which should have been allocated to the NIHCA in early 2015. The meeting proved to be very productive and the budget has now come through and the 2016 budget has been secured as well.

Due to my many parish and chaplaincy commitments I myself am resigning from my position as NIHCA President at the 2016 NIHCA AGM. I feel that there are exciting times ahead for the NIHCA and I know that it will continue to grow in membership and in the range of activities and training that it provides to its membership. May God richly bless the NIHCA Executive Council and the NIHCA membership both now and in the times ahead.

## Scottish association of Chaplains in Healthcare (SACH)

This group was disbanded in January 2016.

Minutes of AHPCC AGM, Tuesday 19 May 2015, Swanwick

#### Apologies for absence:

Markus Lange, Matthew Hagan, Keith Judson, Penny Graysmith, Tim Bush.

#### Minutes of AGM 2014

These were approved and signed by Judy Davies as a true record.

#### Matters arising

These will be addressed as they occur in the agenda.

#### President’s Report (Judy Davies)

The President’s report was received by the AGM.

#### Treasurer’s Report (Margery Collin)

Judy thanked Margery for doing the work of Treasurer. This post was vacant at the last AGM.

Income from subscriptions and conference fees.

Margery informed the AGM that BACS payments can be hard to trace. Payment by cheque was requested if possible. Some hospice payments for conference remain outstanding.

Nick Fennemore proposed, Nigel Mason seconded, that we accept the accounts. Accepted.

#### Membership Report (Mike Rattenbury)

There are 139 members with a further 27 yet to renew their membership.

Mike acknowledged that some members have left or possibly retired. He requested that members also keep e mail/contact details up to date. There is a three month grace period from January but then membership would lapse if membership fees remained unpaid.

Members were asked to check with their Finance Departments if they have paid if not heard from AHPCC after a couple of weeks (if applicable).

#### Website (Mike Rattenbury)

The website has been transferred to WordPress which makes it easier to manage the site and will be of benefit when this work is passed on. We are reminded of notifications being placed on Facebook. The forum is worth using and could be used more. The website is being used well to advertise vacancies. The AGM requested that we send greetings and thanks to Richard for his hard work behind the scenes.

#### Reports from other representatives

#### Healthcare Chaplaincy Faith and Belief Group (HCFBC)

##### formerly Multi-Faith Group for Healthcare Chaplaincy (MFGHC) Richard Warhurst NB: England only group.

Richard is the new representative on this group. He attended a meeting in February which largely was a discussion with representatives from NHS England ahead of the publication of the updated NHS Chaplaincy Guidelines. Richard reported that the group was welcoming and as an update to comments in the Minutes of last year reported that all members of the group including the humanists were working positively and constructively. He was unable to attend the meeting in April due to a family emergency.

#### European Network of Health care Chaplains (Judy Davies)

Mentioned in the President’s report. Meets every 2 years. Judy and Margery attended last year. Next year’s meeting is in Hungary. There is diversity but much commonality around passion for care and the importance of chaplains being engaged in research.

#### European Association for Palliative care (Gary Windon)

Particular interest in Spirituality subgroup. This is quiet at the moment. There is a member of this group now on the main board. Meeting this year in Copenhagen.

#### Northern Ireland Healthcare Chaplains association (NICA)

This report will go on the website as Matthew Hagan was unable to attend the AGM.

#### SACH

No update from last year.

#### FUTURE Projects

As a result of doing our own administration we have some extra money available that we want to use to benefit the AHPCC and promote spiritual care. Proposal: To make an annual £250 grant available for a member engaged in research.

Proposed Stig Graham Seconded Gary Windon Agreed with none against.

Chaplaincy Provision Project: It is unclear exactly which hospices/palliative care units have chaplains or what spiritual care provision there is and how it is understood. Jacki Thomas (formerly on the Exec) is willing to undertake a project to contact hospices/palliative care units in order to gather information eg, What spiritual care provision do they have? Are they aware of the AHPCC?

An honorarium and expenses will be paid. There was a question as to the level of honorarium. It was suggested that this be left to the next executive. This was agreed.

If members wish to assist they can liaise with Jacki.

Proposed Steve Barnes seconded, David Walford. Agreed with none against.

#### Chaplaincy Leadership Forum Executive Discussion paper

The NHS Guidelines have now been published and we await a date from NHS England for their formal launch. The process of writing the Guidelines has raised Chaplaincy’s profile with NHS England, and the CLFE’s discussion paper is intended to build on this momentum by indicating possible priorities for chaplaincy in the next few years.

Leadership (including the new generation of chaplains)

Supportive review – which may also help in pointing out to employers when chaplaincy is under-resourced

Regulation and Authorisation

Research – developing our research base.

The request is that responses should be received by 30th June. Members are encouraged to respond individually as well as through the AGM. Our discussions acknowledged that Data Protection is a complicated issue. Frustrations were voiced particularly about NHS settings and it was asked if the AHPCC could help. Judy explained some of the background and pointed out that the Guidelines envisage a review of information governance in 2016. If these issues could be satisfactorily resolved it would greatly help chaplains in their work.

Members were encouraged by Nick Fennemore to ask their colleagues. MDTs to respond to chaplaincy allies who recognise the worth of chaplains in health-care.

#### Correspondence

The new Nursing & Midwifery Council Code of Conduct, published in March 2015, has removed all references to spirituality and spiritual care. Wilf McSherry and Linda Ross have written an article in the Nursing Standard (Vol 2 35 April 2015) voicing deep concerns about this, and are mounting a campaign to have spirituality/spiritual care restored to the Code.

The AGM agreed that the Exec should write in support of Wilf McSherry and Linda Ross. It was also noted that the new Code of Conduct was at odds with the RCN survey of nurses’ attitudes.

Rehana Sadiq is unveiling a Mihrab in the Queen Elizabeth Hospital Birmingham on 3 June at 11am. People are welcome to attend. Please let the chaplaincy team know for catering purposes.

Judy gave her personal thanks to the exec for all their work and also for their support and generosity of spirit.

#### Elections to the Executive:

President – Karen Murphy proposed by Richard Warhurst, seconded by Mike Rattenbury (3 years – until 2018)

Conference Organiser – Tom Duncanson proposed by Gary Windon, seconded by Margery Collin (3 years – 2018)

Member – Bob Whorton proposed by Steve Barnes, seconded by Rob Pestell (3 years – 2018)

Member – David Buck proposed by Paul Bettison, seconded by Liz Maitland (3 years – 2018)

Member – Lisa Waller proposed by Andy Edmeads, seconded by Tom Duncanson (3 years – 2018)

Having been elected President of the AHPCC, Karen Murphy took chairmanship of the remainder of the meeting. Karen added her thanks to all Judy has brought to the role.

#### Any Other Business:

There being no other business the meeting closed at 6.30pm

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ President AHPCC

Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_