



12 December 2011

To: Chief Executives of Hospital Trusts
Hospital Chaplains

New arrangements for provision of Health Care Chaplaincy Appointment Advisers.

The purpose of this letter is to explain the new arrangements that will come into effect from 3 January 2012, for advising on the appointment of Health Care Chaplains in England.

Background: From the early 1970s until 2010 the Church of England's Hospital Chaplaincy Council (HCC) had led in servicing a Panel of Assessors to assist such appointments. In recent years the UKBHC has offered Professional Advisers to advise on the professional aspects of chaplaincy appointments.

The Church of England has had to withdraw from its role so it has been necessary to find a new way ahead for the recommendation of advisers. The new system is the result of discussions between the bodies concerned for chaplaincy.

Following discussions between the Churches Committee for Health Care Chaplaincy (CCHCC), the United Kingdom Board for Health Care Chaplaincy (UKBHC), the Multi-Faith Group for Health Care Chaplaincy (MFGHC), the Church of England and the Department of Health agreement has been reached to initiate a new and unified system for the recommendation to Hospitals and Trusts of Advisers to assist in the appointment of full-time chaplains.

A New Structure

A Panel of Health Care Chaplaincy Appointment Advisers drawn from the different religions and faiths in England will be established from whom Advisers can be recommended to Trusts who seek assistance in the complex process of appointing chaplains to acute and mental health hospitals.

The Panel will be set up and overseen by a Reference Group of five Senior and experienced Chaplains. It will be serviced by a Panel Co-ordinator. (The responsibilities of the Reference Group, Coordinator and Advisers are included in the attached Appendix).

The following have agreed to serve on the initial Reference Group.

The Revd Dr Malcolm Brown - Director of Mission and Public Affairs for the Church of England, who has agreed to Chair the Group for the first year.

Imam Yunus Dudhwala –Multi-faith Manager, Newham University Hospital NHS Trust

The Revd Steven Henderson – Chaplaincy Team Manager, Great Western Hospitals NHS Foundation Trust

The Revd Fr. Jeremy Howard – Chaplain, University Hospitals Birmingham NHS Foundation Trust

The Revd Emma Louis – Lead Chaplain, Sandwell Mental Health & Social Care Foundation Trust

The Panel Co-ordinator: The Revd Malcolm Masterman - Lead Chaplain, South Tees Hospitals NHS Foundation Trust.

The Revd Dr Chris Swift – Head of Chaplaincy Services, Leeds Teaching Hospitals NHS Trust.

The Panel Coordinator will:

- Be a point of contact for requests for assistance in Health Care Chaplaincy Appointments.
- Liaise with the Chairperson and the Reference Group over requests and recommendation of the appropriate Health Care Chaplaincy Appointment Adviser.
- Liaise with Trusts and Advisers over appointments.
- Maintain contact with Lead and Senior Chaplains (and others) over forthcoming whole-time vacancies.

Implications

The key person to contact is the Panel Co-ordinator Rev. Malcolm Master at malcolm.masterman@nhs.net

Signed

Debbie Hodge – for MFGHC

Derek Fraser – for UKBHC

Paul Mason – for CCHCC

Malcolm Brown for C of E

APPENDIX

The **Reference Group's** responsibilities include the following:

- Operating a clear and transparent procedure for the appointment of Health Care Chaplaincy Appointment Advisers.
- Appointing, co-ordinating, reviewing, providing training etc of and for Health Care Chaplaincy Appointment Advisers (recognising that this will need to take account of the requirements of different forms of health care).
- Holding at least an annual meeting of Health Care Chaplaincy Appointment Advisers for mutual support and learning.
- Maintaining the necessary connections with Hospital Trusts and the DoH to ensure it keeps abreast of vacancies and to be able to offer assistance to Trusts.
- Providing annual reports on activities, new Health Care Chaplaincy Appointment Advisers etc. to the Faith Communities and the Professional Bodies.
- Providing one point of contact to which the DoH can refer Trusts seeking assistance in appointments.

The **Panel Co-ordinator's Role** includes:

- Providing a point of contact for requests for assistance in Health Care Chaplaincy Appointments. It would need to be recognised that such requests could come into the Panel from many sources, from Trusts direct, to individuals, to people known to trusts etc. The Co-ordinator would need to be in good relationship with all such 'gateway people'.
- Liaising with the Chairperson and the Reference Group over requests and recommendation of the appropriate Health Care Chaplaincy Appointment Adviser.
- Liaising with Trusts and Advisers over appointments.
- Maintaining contact with Lead and Senior Chaplains (and others) over forthcoming whole-time vacancies so that assistance can be offered ideally while job and person specifications are being drawn up and before advertising.
- Receiving and circulating reports from Health Care Chaplaincy Appointment Advisers.
- Liaising with representatives of Churches, other Faith Communities, Professional Bodies (e.g the College of Health Care Chaplains (CHCC) as needed).

- Servicing Meetings of the Reference Group (which could usually be by email with occasional face to face meeting).
- Handling applications for appointments as Health Care Chaplaincy Appointment Advisers.
- Servicing Meetings of the Panel of Appointment Advisers (probably as now once a year).

Health Care Chaplaincy Appointment Advisers

Those invited and agreeing to serve as Health Care Chaplaincy Appointment Advisers will form the Panel. Their role should be limited to Chaplaincy Appointments. It should not of itself include Chaplaincy reviews in Trusts which requires different expertise and experience.

A team of recognised Chaplaincy Appointment Advisers is envisaged which:

- Covers the different regions of England (and have knowledge of local demographics).
- Covers the different areas of Health Care Chaplaincy work.
- Has knowledge of faith requirements
- Is aware and understanding of different approaches to Health Care Chaplaincy and so able to advise appointing panels.

Much work has already been undertaken to establish the role, competencies and qualifications of Advisers. Appointments will be open to applicants who consider they meet these necessary criteria.

- The list of Appointment Advisers needs to be public, with some detail of the Advisers' experience, region of the country and any particular expertise.
- Appointments should not be open ended but for a specific period with opportunity for review and renewal.
- Work undertaken should be reported annually so that all Advisers know who has done what.
- Advisers should provide a written report on their experience of different tasks to the Reference Group via the Panel Co-ordinator.
- Advisers when nominated to assist a Trust should be acting in this capacity only.