

Collaborative Name	North East
Date of Event	13.07.06
Attendance	11 chaplains and managers
Summary of discussion	<p>1 Update from Steering Group meetings AB gave a brief update on progress to date. Steering group met in May and June. Outputs:</p> <ul style="list-style-type: none"> • Draft Terms of Reference (see 3 below) • Suggested Way of Working for Collaborative (see 4 below) • Priorities for Collaborative project groups (see 5 below) • Agenda for this meeting <p>2 Proposed terms of reference for the Collaborative Agreed subject to minor amendments (copy attached)</p> <p>3 Suggested way of working</p> <p>NG put forward a suggestion from the Steering Group that would see it continuing to meet with priority areas of work being addressed through smaller project groups (see below). The main Collaborative would meet three times a year. Format:</p> <ul style="list-style-type: none"> • Input on nationally relevant topics • Update on progress from project groups • Collaborative business <p>Whilst this was agreed in principal it was felt this might result in diluting attendance at both the Collaborative and the CHCC meetings. After discussion it was agreed that NG would take a proposal to the next CHCC meeting on 12 September suggesting that both gatherings could be run on the same day – (to allow overlapping and separate business to be covered).</p> <p>The difficulty of ensuring a good communication network was discussed, in particular ensuring that all chaplains, either full or part time, knew they were invited to participate in the Collaborative. It was agreed MK would contact heads of chaplaincy departments to seek to compile a more accurate and up to date contact list.</p> <p>4 Priorities and suggested project groups CJ described how the Steering Group had clustered the priorities identified at the initial Collaborative meeting into three broad groups. It was agreed to adopt these and to establish small working groups to further consider the issues and how they can be taken forward, as follows:</p> <p><i>Basic Data and Standards audit</i> – Colin Jay, Mary Warner</p> <p><i>Mapping and sharing good practice</i> – to remain on agenda</p> <p><i>Future direction</i> - Andrew Black, Helen McIlveen, Paul Walker</p> <p>(Other representation, particularly from managers would be sought for each working group).</p> <p>5 Caring for the Spirit update</p>

	<p>MK gave a brief update focusing on the May 2006 Caring for the Spirit newsletter. Several significant pieces of work to resource chaplains are at various stages nationally; e.g. a paper on the use of Models; a draft strategy for CPD; work with the DH on resolving access issues generated by the DPA.</p> <p>Not all chaplains had received this Newsletter. MK would investigate distribution mechanism. For reference, the newsletter is available (with all CfS documents) at www.southyorkshire.nhs.uk</p>
<p>Summary of action agreed</p>	<p>AB to revise and circulate Terms of reference MK to update contacts list NG to liaise with CHCC branch Project groups to meet to define agenda Steering Group to meet Wed 27 Sep 1.30pm West Park Hospital</p>
<p>Resources generated for inclusion</p>	