

**REPORT OF THE PROJECT BOARD
For the Authorisation and Regulation Project
May 2009**

The roles within the project

1. The Project Board has agreed the roles and responsibilities of those involved in the project. The major tasks had been allocated between the Project Board, the MFGHC Committees and the project administration:
 - The Co-Chairs, Standards Committee, will lead discussions about a code of conduct and the arrangements for fitness to practise.
 - The Co-Chairs, Education Committee will lead discussions about the chaplaincy curriculum and education pathways;
 - The Co-Chairs for the Education and Standards Committees will lead discussions about continuing professional development.
2. The Project Board has suggested the need for a clearer statement about the work of the Reference Group and agreed that the Chairs of the Project Board and the Reference Group should meet for an informal discussion in the near future.

Financial arrangements

3. The Project Board has agreed the revised year one financial allocations and noted the current banking arrangements. It was agreed to propose the appointment of an Honorary Treasurer for MFGHC to fulfil the job outline below:
 - The Honorary Treasurer shall keep proper account of the finances of the MFGHC by maintaining and keeping proper books of account, receipts, vouchers, correspondence etc.
 - The Honorary Treasurer shall prepare management accounts and budgets giving estimates of income and expenditure (updated as deemed necessary) and present the same to the Executive committee at regular intervals. He will also present the yearly accounts to the Executive committee at the end of each financial year for their approval.
 - The Honorary Treasurer shall arrange for the MFGHC accounts to be audited at least once a year by a qualified auditor or auditors appointed by the Executive Committee and present them at the next Council meeting.
 - The audited statements of accounts for the last financial year shall be published in the MFGHC Biennial Review.
 - The Chair, Vice Chair, Honorary Treasurer and Administrator shall be joint signatories for all banking purposes. Two of the four signatories will be required to operate the account, unless it is possible to implement arrangements via internet banking.
 - The account (s) shall be maintained in the name of the Multi-Faith Group for Healthcare Chaplaincy

Project plan review

4. The Project Board agreed these changes to the project plan for year one which would be included on the website:
 - The majority of year one would be spent in start-up work and in publicising the authorisation arrangements for the world faith communities;
 - The bulk of work for the Committees would come in year two;
 - The particular tasks of the Project Board in relation to governance issues and the registration form would arise at the end of the three year period;
 - The changes being proposed acknowledged these timetabling issues and most were concerned with moving agreed tasks between different quarters in year one.

Convening the Reference Group

5. The Project Board received a paper outlining the arrangements for convening the Reference Group and agreed that invitations should be sent in the near future.
6. The Project Board agreed to increase the faith community nominees to include the Vice-Chair, a representative of the other world faiths and representatives of each of the Christian Churches.
7. The Project Board noted the need for individual discussion with stakeholders when nominated in addition to whatever discussions took place at Reference Group meetings.

Timetable of meetings

8. The Project Board agreed a schedule of meetings for 2009 assuming they should meet roughly every six weeks and the Reference Group should meet every three months.

Manhar Mehta
Chair, Project Board

May 2009