

Minutes of the UKPHR Board meeting held on 22 July 2015
at McLaren Building, 46, Priory Queensway, Birmingham B4 7LR

14.00 hrs

Present:

Bryan Stoten (Chair), Claire Cotter, Jeremy Hawker, Selena Gray, Linda Jones (Vice Chair), Sue Lloyd, Richard Parish, Patrick Saunders, Viv Speller and Anne McMillan (Registrar). David Kidney, Executive Director, was also in attendance.

Apologies:

Amanda Fletcher and Fiona Harris

ACTION

1. Welcome

The Chair welcomed everyone to the meeting. Apologies for absence were received as listed in these minutes. There were no declarations of interest.

2. Minutes of meetings

The minutes of the Board meeting held on 21 April 2015 were agreed as a true and accurate record.

3. Matters arising

None

4. Chair's report

The Chair presented his written report and added that he had received a speedy acknowledgement from the office of the Health Minister Ben Gummer MP but there was no substantive reply to his letter to the Minister yet. There was a short discussion about current issues of interest and the report was received.

5. AGM arrangements

5.1 Chair - The single option the Board wished to have before it at the AGM was to re-appoint the Chair for a further 3-year term.

5.2 Board vacancies - It was agreed that there were specific gaps in representation and/or expertise on the Board and that therefore the two vacancies should be advertised with a view to seeking to fill them at the AGM. The advert should refer to these gaps relating to: representation of public health practice in Northern Ireland, Scotland and Wales, human resource management experience and governance experience.

5.3 Stability and succession planning - The Board agreed that the ideal for Directors retiring at the end of their appointed terms would be for one-third to retire each year at the AGM. The Board agreed to keep this in mind in relation to retirements and appointments taking place at this year's AGM.

DK

5.4 Annual Report - The Board approved the publication of an Annual Report on the same basis as the previous year: an external printer, an e-file for wide circulation electronically and 200 hard copies for distribution at the Annual Meeting and similar events. In addition to similar content as in the previous Annual Report, the Executive Director was asked to request an article from the Professional Standards Authority for inclusion.

5.5 Annual Meeting - The Executive Director reported options for venue, format and refreshments for the Annual Meeting on 24th September. It was agreed that the Thinktank at Millennium Point, Birmingham would be booked for an event between 2pm and 6pm.

DK

6. Audit & Risk Committee

The Board confirmed the existing members of the Audit & Risk Committee and agreed to appoint the Registrar as an additional Committee member with immediate effect. The Board appointed Patrick Saunders to chair the Committee. It was noted that the Committee had a meeting arranged on 28th July.

7. Statutory regulation

The Executive Director spoke to the written report 07/15 – 5 and confirmed that there had been no further developments since the report was written. The Board received the report.

8. Registrar's report

The Registrar spoke to her written report and added to its content as follows:

(1) A telephone conference organised by the Faculty of Public Health to discuss revising Good Public Health Practice was also attended by Selena Gray and Jeremy Hawker and ended with a commitment to learn from other codes such as those of HCPC and NMC and North American ethical codes and produce a new edition of Good Public Health Practice. It was agreed that Good Public Health Practice is an important document for UKPHR and it would be important to keep up the pressure on the Faculty to produce an updated version.

AM/DK

(2) The Registrar sought a volunteer to join with her and the Executive Director to attend to the two learning points contained in the Professional Standards Authority's decision letter confirming the renewal of UKPHR's accreditation (indicative sanctions policy and timetable for steps in complaints policy). Jeremy Hawker volunteered.

AM/DK/JH

(3) The Board agreed that the most suitable title to describe a facility on UKPHR's website that enables registrants to store CPD and other records would be "e-profile". Directors spoke of the need for a facility to produce records held as pdf files and the importance of mutual recognition of CPD requirements and records.

(4) The Board agreed the Registrar's suggestion to create a task & finish group to work on the details of a revalidation scheme for all registrants (and possibly to be offered to specialists if they should later be transferred to HCPC). The Board also agreed that invitations to join the group should be sent to relevant regulators (such as GMC and NMC) and other interested bodies.

AM/DK

(5) The Registrar reported that as a result of correspondence received she had decided that for dual registrants who could show that they had been revalidated by the other regulator there would not be a requirement to undertake UKPHR's full five-yearly re-registration (and revalidation when it is introduced).

9. Retired registrants list

It was agreed not to proceed with setting up a retired registrants' list. The Board noted that it is now possible, following changes to the Company's Articles of Association, for individuals to apply to join UKPHR as members. It would be for the Board at its AGM to set the conditions for membership.

AGM

10. Health promotion practitioners (IUHPE)

The conditions for registration proposed by the task & finish group would, if the Board were to agree them, require IUHPE's approval also. The Board had concerns about some aspects of the task & finish group's recommendations. It was agreed that the task & finish group be asked to consider these points and provide its further advice to the Board.

DK

11. Executive Director's report

Selena Gray added to the report that the meeting convened by the Faculty of Public Health involved representatives of CIEH, FPH, PHE, RSPH and UKPHR and discussed wider issues relating to practitioners as well as the Faculty's proposed new category of Associate Membership. The proposed actions relating to CPD audits, a training session for appeals and fitness to practise panel members and recruitment of new panel members were agreed. The report was received.

DK

12. Staffing and practitioner registration

The Executive Director presented the written report 07/15-10 and Directors were pleased to have met the new member of staff. It was agreed to appoint the existing Administrator to the new post of Registration Services Manager with immediate effect. It was agreed that a key focus of the new post was to improve UKPHR's relationships with existing local practitioner registration scheme and to be proactive in seeking to establish new such schemes in areas where practitioner registration is currently unavailable.

13. Auto enrolment

The Executive Director presented the written report 07/15 – 11. The Board noted the staging date of August 2017 when its new legal obligation for auto enrolment commenced, asked the Executive Director to carry out the requisite reporting and received the report.

DK

14. Consultative Forum

The Executive Director presented the written report 07/15 – 12. The Board noted that the next meeting of the Consultative Forum will take place at Riddel Hall in Belfast on Thursday 5th November. Several Directors expressed their intention to attend. The arrangements and costings were noted and the report was received.

All

15. Minutes of meetings received

The Board received the following minutes:

- 15.1 Registration Panel meetings 12 May 2015 & 09 Jun 2015
- 15.2 Registration Approval Committee meetings 21 May 2015 and 18 Jun 2015
- 15.3 Co-ordinators Group meeting 03 Jun 2015
- 15.4 Education & Training Committee meeting 30 Jun 2015
- 15.5 IUHPE task & finish group meeting 15 May 2015
- 15.6 Remuneration Committee meeting 26 Jun
- 15.7 Appointment Panel held on 26 Jun

Arising out of consideration of the Education & Training Committee's minute number 6 (Routes to register) the Board endorsed the Committee's proposal to review the routes to register and a task & finish group was set up to lead the review. The Executive Director will provide the group's secretariat. Directors were asked to consider what external assistance the group would require to assist it in this work.

DK

16. Communications

There were no matters to bring to the Board's attention.

17. Urgent correspondence

The Executive Director reported an item of correspondence relating to a retiree from the register.

18. Any other business

None

19. Next meeting

The date of the next meeting of the Board is **24 September 2015 at 11.00am in Birmingham and will include the Annual General Meeting**

DK

16.10 hrs Meeting closed.