

July 2015

**UK Public Health Register (UKPHR)**  
**TERMS OF REFERENCE: Revalidation task & finish group**

**The purpose of this task & finish group is:**

To develop a revalidation model for UKPHR to operate in respect of all registrants and make recommendations to UKPHR's Board for its implementation including manner, timing and relationship to CPD and other requirements of maintaining registration.

**Tasks**

- To examine current revalidation models as operated by other regulators and also the work previously carried out by the revalidation working group jointly run by UKPHR and FPH with a view to identifying good practice in revalidation and relevant requirements for UKPHR's revalidation model
- To consult widely on its work and involve public health stakeholders, including coordinators of practitioner registration schemes, in its work as openly and transparently as possible
- To make recommendations to UKPHR on the structure and process, including:
  - One model for all registrants or more than one;
  - Professional standards, for example UKPHR's Code of Conduct and Good Public Health Practice
  - Appraisal expectation, for example place of work and/or external professional appraisal
  - Reflection on professional practice
  - Confirmation that revalidation requirements have been met
  - Audit - verification checks
  - Capacity, budget, fees and charges;
- To consider the implications for UKPHR's existing registrants and current applicants for registration including the timing and phasing of any model the group may recommend
- To take, keep and deliver to UKPHR at the finish all minutes of meetings held by the task group, other records made and evidence received and keep copies safe for inspection.

### **Time for task and finish**

It is envisaged that the group will meet for the first time in September 2015. A draft, tentative timetable for subsequent stages of the group's work is attached for the group's guidance but without limiting the group if it feels that different timescales are required. If the group wishes or foresees that the timetable may last beyond Summer 2016 it will notify UKPHR's Board of this fact as soon as possible.

### **Reporting**

The task group is set up under the aegis of the Registrar who will in turn report the group's recommendations to UKPHR's Board.

### **Costs and resources**

UKPHR will meet the reasonable costs of the task and finish group including payment for meeting rooms and teleconferencing facilities, reimbursement of members' travel and subsistence and other incidental costs.

UKPHR will provide secretariat support for the group and meeting rooms at UKPHR's Birmingham office if requested by the group.

UKPHR is willing to pay for additional external consultancy support for the group's work but any proposal for such support must be costed and approved by UKPHR's Board before it is procured.

### **Membership**

The following shall be members of the task group:

Anne McMillan (Chair)

Sara Kovac Clark (GMC)

Jeremy Hawker

Sally James (Practitioner Registration coordinator)

Helen Kirk (PHE Nursing & Midwifery)

Sue Lloyd

Em Rahman (Practitioner Registration coordinator)

Viv Speller

Angela Townsend (UK Faculty of Public Health)

David Kidney (secretariat)

The Group may agree to extend membership to other persons or organisations on request or at its own initiative and is expected to work closely with representatives of regulators who operate revalidation and/or are planning to introduce revalidation.

### **Quorum**

As the task group has no specific powers nor delegated authority, all decisions will normally be reached by consensus and a quorum does not apply except that a decision taken at a meeting shall not be valid unless at least three members of the group are present

### **Decision Making**

Voting at meetings of the task group on matters relating to management, for example, election of the Registrar as Chair, shall be taken by show of hands. In the event that progress on any issue of substance is deadlocked by disagreement, an indicative vote may be taken. In such circumstances the outcome of the vote will be persuasive, not binding, and in the event of continuing disagreement the matter in question will be referred to the Education & Training Committee for resolution.

### **Rules for meetings of the task group**

At least seven days before a date arranged for a meeting of the group an agenda shall be sent to all members of the group setting out the date, time and venue of the meeting and the business to be transacted at the meeting

At the first meeting of the group members of the Group shall elect a Chair. If at any meeting of the group the Chair is not present, members of the group shall elect one of their number to chair the meeting

The UKPHR secretariat shall take minutes of meetings of the group.

The Secretariat shall circulate copies of the minutes to all members of the group and at each meeting of the group the minutes of the previous meeting shall be produced for approval as a true record of that meeting.

The Secretariat shall keep safe the minutes of all meetings of the group and shall produce them for inspection on the request of any member of the group and any person or organisation acting on behalf of UKPHR.

**Dated:** July 2015