

UK Public Health Register Standing Orders

Chapter 1 **DEFINITIONS**

1. In these Standing Orders, the following expressions shall have the following meanings:

“the Appeals Panel”	means the independent panel tasked with hearing appeals under the Fitness to Practise Rules and appeals against refusal to grant or renew registration.
“Assessors”	means the individuals or organisations appointed by the Public Health Register to assess the suitability of prospective registrants for entry on the register.
“the Board”	means the Board of the Public Health Register (Company number 4776439) as constituted in accordance with Articles [28] and [29] of the Articles of Association.
“the Chair”	means the Chair of the Board.
“Secretary”	means the Secretary of the Company or any other person appointed to perform the duties of Secretary of the Company, including a joint, assistant or deputy secretary.
“Fitness to Practise Panels”	means the independent panels tasked with hearing complaints under the Fitness to Practise Rules
“Fitness to Practise Rules”	means the Fitness to Practise Rules of the Public Health Register from time to time as supplemented by the Fitness to Practise Standing Orders.
“Forum”	means the Consultative Forum established in accordance with Standing Orders 48-50 below.
“the Register”	means the register of those assessed to be competent in public health practice maintained by the Public Health Register.
“registrant”	means a person registered in the Register.
“the Registrar”	means the individual appointed by the Board under Chapter 5 of these Standing Orders.
“Standing Committees”	means those committees of the Board appointed under Chapter 6 of these Standing Orders.

Chapter 2
OBJECTIVES, FUNCTIONS AND POWERS

Objective

2. The objective of the Public Health Register in exercising its function is, for the public benefit, the advancement of the health and wellbeing of all people in the United Kingdom by: keeping a register of persons practising in the multi-disciplinary public health profession in the United Kingdom; supervising the behaviour and conduct of the persons for the time being included in the register of persons practising in the multi-disciplinary public health profession in the United Kingdom; and protecting the public from harm, promoting improved health and wellbeing and reducing health inequalities between and within communities.

Functions

3. The functions of the Public Health Register are to:
 - 3.1. Maintain and publish the Register and assess the suitability of applicants for entry on the Register
 - 3.2. Ensure through periodic revalidation that registrants keep up to date and maintain competence
 - 3.3. Deal with registrants whose fitness to practise may be impaired for any reason.

Powers

4. For the purpose of achieving these objectives the Public Health Register may exercise the following powers:
 - 4.1. to advise on and promote education and training schemes in public health for the public benefit;
 - 4.2. to conduct assessments of competence and award certificates of registration;
 - 4.3. to conduct a revalidation procedure;
 - 4.4. to remove or suspend the name of a registrant from the Register where:
 - the registrant fails to pay any fees or subscriptions due;
 - the Board has determined that an entry in the Register was fraudulently, or mistakenly, obtained;
 - a Fitness to Practise Panel has made a finding that the registrant has in any respect acted dishonourably, or unprofessionally, or has violated any Standing Order, or regulation of the Public Health Register;
 - the registrant has failed or refused to demonstrate continuing competence under the Public Health Register's revalidation procedure;

- 4.5. to restore the name of a former registrant to the Register following payment of any fees which apply, or following a period of suspension by a Fitness to Practise Panel , or in any other circumstances which the Board may determine from time to time;
- 4.6. to employ and remunerate appropriately such officers as are necessary to perform its functions and to delegate to those officers or such others as it deems appropriate the performance of its functions;
- 4.7. to disseminate, in any appropriate way, information on matters affecting the registration of registrants, and to hold such meetings as may be desirable in order to achieve its objective and functions;
- 4.8. to borrow and raise monies and hold property for the purposes of the Public Health Register.

Chapter 3 **THE REGISTER**

The form and keeping of the Register

5. The Register will be kept secure and protected against falsification. The Register will be maintained in such a format as the Board may decide.
6. The Board may prescribe from time to time the form of entry on the Register. Such entry will clearly distinguish between the information to be made publicly available and that which will be kept private. The Register will be published in such a format as the Board deem appropriate.

Period of registration

7. A registrant's registration will be valid for such period (not less than 12 months in duration) as the Board shall from time to time determine and publish, provided that the registrant pays the fees or subscriptions prescribed under the Standing Orders.
8. Before the end of any period of registration, the Board may require a registrant to demonstrate continuing competence by requiring the registrant to complete successfully such revalidation procedures as the Board deem appropriate before renewing the registrant's registration for a further period.
9. Where a registrant is subject to a complaint under the Fitness to Practise Rules at the same time as he or she is due to undergo revalidation in accordance with paragraph 8 above, the Registrar may decide to postpone the revalidation procedures pending the outcome of the complaint. In the meantime, unless the Fitness to Practise Panel has made an interim order for the suspension of the registrant's registration, the registrant's name will remain on the Register.

Issue of Certificates

10. The Public Health Register will issue a certificate of registration to every registrant in the form specified by the Board.

Removal of a name from the Register

11. If the Board is satisfied after due enquiry that any of the circumstances set out in paragraph 4.4 have occurred, they may remove or suspend the name of the registrant from the Register, as they see fit.
12. Where a registrant has been removed or suspended from the Register, the Registrar will write to confirm to or inform that person and any employer where appropriate, that their name has been removed.

Restoration of a name to the Register

13. The Board shall determine and oversee the process for applying for restoration to the Register under paragraph 4.5.

Chapter 4 THE BOARD

Constitution

14. The Board's constitution is as set out in Articles 27 to 29 of the Articles of Association, with related provisions in Articles 46 and 47.

Code of Practice for Board members

15. All members of the Board are required to confirm their agreement to the Code of Practice for Board members, Committee members and Assessors.

Functions of the Board

16. The members of the Board are the directors of the Public Health Register. They shall be responsible for managing the business of the Public Health Register and for ensuring that its objective and functions are carried out in accordance with these Standing Orders. To this end the Board shall:

16.1. determine the policies of the Public Health Register, having regard to the views of the Consultative Forum and other relevant organisations and individuals, and monitor the implementation of those policies; specifically

- To secure the fitness for purpose of the Public Health Register; and to decide policy on its content and publication and on access to it.
- To maintain a policy framework, on the advice of its Education and Training Committee, setting the standard of competence required for registration as a registrant.
- To appoint assessors, ensure that they are trained, and monitor their performance through a quality assurance strategy or to contract with appropriate external organisations to assess applications for registration on behalf of the Public Health Register.
- To oversee the processes of assessment and revalidation and keep them under review, ensure that they are applied rigorously and consistently, and approve any adjustments considered necessary.
- To set guidelines for Public Health Register staff on handling individual applications for registration including a policy on the handling of complaints and other adverse information received concerning applicants prior to or during the application process; amending entries; removal from the Register; or restoration to it.
- To keep under review guidance on standards of practice and ethics and, in liaison with the Consultative Forum and such other bodies as it deems appropriate, adopt new or adjusted guidance.

- To decide policy and procedural matters in relation to fitness to practise procedures and to monitor their operation, including approving the form of the Fitness to Practise Rules as contained within the Fitness to Practise Standing Orders.
- To secure, with the recommendation of the Registrar, the appointment and maintenance of a pool of independent panellists from which will be drawn the members of the Fitness to Practise Panel and the Appeals Panel.
- To decide and develop strategy on external affairs and communications.
- To secure effective control of Public Health Register expenditure by scrutinising and authorising annual budgets and reviewing final out-turn.
- To decide on fees for entry to, retention on and restoration to the Register; and to determine other fees and charges.

16.2. appoint committees in accordance with Chapter 5

16.3. monitor the actions of committees, officers or employees from time to time of the Public Health Register, or others to whom functions have been ascribed or delegated under these Standing Orders

16.4. perform those functions specifically ascribed to the Board elsewhere in these Standing Orders.

Regulation of meetings and voting

17. The Board may conduct meetings in such a manner and regulate its meetings as it thinks fit. Questions arising at any meeting shall be decided by a majority of votes. Subject to Articles 31 and 42 of the Articles, all Board members shall be eligible to vote. In the event of a tied vote, the Chair or other person chairing the meeting shall have a second or casting vote. The votes of the members present at a meeting of the Board shall be taken as decided by the Chair or other person chairing the meeting.

Actions with reduced numbers and without quorum

18. The quorum of the Board shall be one third of the voting members (rounded up to the nearest whole number), provided that at least one lay member is present. No vacancies in the membership of the Board shall prevent either body from acting, provided a quorum is present. Should vacancies in the membership prevent the Board from forming a quorum, they may still act for the purpose of filling vacancies in their membership but not for any other purpose. When a quorum is not present no vote shall be taken, but the Board may discuss matters, make recommendations and propose resolutions which shall then be circulated for approval under paragraph 23 of these Standing Orders or reported to the full meeting of the Board for decision.

Convening Board meetings

19. The Chair of the Board may convene a meeting at any time and the Secretary shall upon a requisition in writing from the Chair or from any four members of the Board stating the purposes for which the meeting is to be convened, convene a meeting of the Board. A clear seven days' notice stating the purpose(s) of the meeting shall be sent to each member of the Board at their address as last notified to the Company Secretary.

Chair of the Board

20. The Chair of the Board shall take the Chair at every meeting of the Board. In the absence of the Chair the Vice Chair shall take the Chair. In the absence of both the Chair and the Vice Chair another member of the Board, chosen by the Board, shall take the Chair.

Acts done in good faith

21. All acts done in good faith by any meeting of the Board or by any person acting as a member of the Board shall, notwithstanding it be afterwards discovered that there was some defect in the appointment, election or continuance in office of any person or of some one or more of the members of the Board acting as aforesaid or that they or any of them were disqualified, be as valid as if all relevant persons had been duly appointed or elected or had duly continued in office and were qualified to be members of the Board.

Minutes

22. The Secretary shall cause proper minutes to be made of the proceedings of all meetings of the Board which shall be signed by the Chair of the meeting, or the Chair of the following meeting. When signed, the minutes will be sufficient evidence without further proof of the decisions of the Board.

Resolution in writing validity

23. A resolution in writing signed by a majority of voting members for the time being of the Board shall be as valid and effectual as if it had been passed at a meeting of the Board duly convened and constituted. For the avoidance of doubt, a resolution circulated by e-mail and approved by e-mail by a majority of voting members for the time being of the Board shall be considered valid for the purposes of this paragraph.

Chapter 5
REGISTRAR

24. The Board shall appoint the Registrar, who is the Officer accountable to the Board for the integrity of the register.
25. The Registrar is responsible for the quality assurance of the processes for the assessment, registration, fitness to practise, revalidation and restoration of individuals.
26. The Registrar:
 - 26.1 attends meetings of the Board but is not a Company Director and is not entitled to vote
 - 26.2 chairs the Registration Approvals Committee.
27. The Registrar is responsible for investigating complaints and deciding whether to make a referral to a Fitness to Practise Panel, in accordance with the Fitness to Practise Rules, and may engage one or more persons to assist in making investigation on such terms, including as to remuneration and payment of expenses as is reasonable in the circumstances.

Chapter 6
COMMITTEES OF THE BOARD

Standing Committees

28. The following Standing Committees of the Board shall be appointed under this Standing Order to assist the Board in managing the business of the Public Health Register: Education and Training Committee, Registration Panel and Registration Approvals Committee. The Board may appoint any other Standing Committee it deems desirable.

*Education and Training Committee
Constitution*

29. The membership of the Education and Training Committee shall be decided by the Board, but will consist of some members of the Board itself and others co-opted from appropriate related organisations. The Committee shall be chaired by a person appointed by the Board.

Functions

30. The Education and Training Committee shall have the functions set out in the Terms of Reference from time to time agreed by the Board.

*Registration Panel
Constitution*

31. The membership of the Registration Panel shall be decided by the Board. It shall include some or all of the assessors. The Board shall appoint a person to chair the Panel.

Functions

32. The Registration Panel shall have the functions described in Article 2 and delegated to it by virtue of Article 46 of the Articles of Association.

*Registration Approvals Committee
Constitution*

33. The Registration Approvals Committee shall consist of the Registrar, the Chair of the Registration Panel and one further person appointed by the Board to bring an external perspective and ensure proper process.

Functions

34. The Registration Approvals Committee shall have the functions described in Article 2 and delegated to it by virtue of Article 46 of the Articles of Association.

Period of service on Standing Committees

35. Any person appointed to be a member of a Standing Committee shall cease to be such after three years. Thereafter such a person may be appointed for a further three-year period of service. Any member of a Standing Committee who has served for two consecutive three-year periods shall be ineligible for re-appointment to that Standing Committee until a period of three years has elapsed. If, for exceptional reasons, a Committee member is required to remain in their position without a break, this may be agreed by the Board for a further determined period.
36. The Board shall determine a process for appointing members to the Standing Committees.

Special Committees

37. The Board may at any time appoint a special committee to enquire into any matter on its behalf. The appointment of a special committee shall be specified by the Board as for a certain period until the purpose of its appointment has been fulfilled. Members of such a committee need not be members of the Board.

Co-opted members

38. Any committee of the Board may add to its number with the approval of the Chair of the Board. Co-opted members of committees shall be reported to the next convenient meeting of the Board. Co-opted members shall be eligible to vote at committee meetings.

Appointment of persons to chair committees

39. The Board shall where appropriate appoint persons to chair committees, having regard to the purpose of each committee. Any person so appointed shall take the chair at every meeting of that committee. If that person is not present, the chair shall be taken by a deputy appointed by the Board for that purpose, or by another member of the committee as the committee shall decide.

Casual vacancies on committees

40. The Board may at any time appoint a member to a committee to fill a casual vacancy. Any person so appointed shall retire at the next meeting at which committee members are appointed for the next three years, but shall be eligible for re-appointment.

Removal of committee members

41. The Board may at any time remove an individual member from a committee or reconstitute a committee as it sees fit.

Powers delegated by the Board

42. The Board may delegate such powers as it thinks fit to Standing Committees or to named officers. The Board shall record in its minutes the terms of the delegated authority. The meetings and proceedings of the Standing Committees shall be governed by the provisions of the Standing Orders. The actions of any committee of the Board or of any officer to whom the powers or functions of the board have been delegated shall be reported to the Board in such a manner and at such intervals as the Board shall determine. The Board may at any time revoke any powers delegated by it to any body.

Sub-committees and working parties or groups – meeting and proceedings

43. Any Standing Committee of the Board may appoint sub-committees and working groups for specified purposes and for a period not exceeding the term of the appointing committees. The person appointed to chair a sub-committee, working party or group shall be a member of the committee which appoints it, but the remaining members need not be drawn from the appointing committee. The Board shall once a year review the membership and purposes of each sub-committee and working group, and the Board or appointing committee may at any time disband, alter or amend the membership and purposes of any sub-committee, working party or group at its discretion. A Standing Committee may delegate to a sub-committee or working group such powers as are within its jurisdiction. The meetings and proceedings of any such sub-committee or working group shall be governed by the provisions of these Standing Orders for regulating the meetings and proceedings of committees, so far as applicable.

Regulation of committee meetings and voting

44. Subject to any instructions by the Board, a committee may meet for the dispatch of business, adjourn and otherwise regulate its meetings as the person chairing the committee shall determine. Questions arising at any meeting shall be decided by a majority of votes. Committee members who are appointed, elected or co-opted shall be able to vote, but observer members of committees shall not be eligible to vote. The method of voting shall be at the discretion of the person taking the chair, who in the case of a tied vote shall have a second/casting vote.

Authority to act with reduced number - quorum

45. The members for the time being of a committee of the Board may act notwithstanding any vacancy in their number providing that there is a quorum present. The quorum of a committee shall be one third of its number appointed by the Board rounded up to the nearest whole number.

Acts done in good faith

46. All acts done in good faith by any meeting of a committee of the Board or by any person acting as a member of a committee shall, notwithstanding it be afterwards discovered that there was some defect in the appointment, election or continuance in office of any person or act of one or more of the members of the

committee or that they or any of them were disqualified, be as valid as if all relevant persons had been duly appointed or elected or had duly continued in office and were qualified to be a member of the committee.

Minutes

47. The Executive Director shall cause proper minutes to be made of the proceedings of all meetings of the Standing Committees which shall be approved by the Chair of the meeting, or the Chair of the following meeting. When approved, the minutes will be sufficient evidence without further proof of the decisions of the Standing Committees.

Consultative Forum

48. The Board shall establish a Consultative Forum and shall have regard to its advice. The Forum shall not be a committee of the Board, but shall be independent of it. Its membership shall be open to all related employer, patient-representative, professional and regulatory organisations in the field of multidisciplinary public health. It shall in particular include representation of public health leadership in all four countries of the United Kingdom. The main functions of the Consultative Forum shall be to ensure that:
- the Board, in exercising its regulatory function, is aware of and understands the different perspectives of public health practice in the four countries of the UK;
 - working links are maintained between the Public Health Register and relevant professional organisations;
 - a wide range of views on the development of the public health workforce are represented to the Board and that the Board remains up to date on thinking and practice in public health;
 - the Board receives timely advice on the development of policy frameworks for standards of competence, assessment and revalidation in public health practice.
49. The nominees of the public health agencies in the four countries of the United Kingdom shall be invited to chair the Forum in rotation. The Chair for each meeting shall be responsible, in consultation with the Chair of the Board, for drawing up the agenda for meetings of the Forum. There shall be at least two meetings of the Forum each year. Administrative support for the Forum shall be provided under the supervision of the head of paid staff of the Public Health Register.
50. All members of the Board, the Registrar and the Chair of the Registration Panel shall be entitled to attend meetings of the Forum, but shall not be entitled to vote.

Chapter 7
FITNESS TO PRACTISE & APPEAL PANELS

Constitution

51. The members of the Fitness to Practise Panel shall be appointed in accordance with the following requirements. All members shall serve for an initial period of three years, which is renewable for one further term of up to three years.
52. The Registrar will invite lay and professional members to join the Fitness to Practise and Appeals Panels, selecting them for their relevant experience in a fair and transparent process. For this purpose lay members must be people who are not registrants or eligible for entry on the Register or who have a close professional association with such a person. Their function is to represent the public interest. Professional members may include registrants or persons who would be eligible for entry on the Register.
53. Members of the Board are not eligible for appointment.
54. A Fitness to Practise Panel may consist of up to five members and shall have a quorum of three, comprising a chair (who may be a lay or professional member) and at least one professional and one lay member.
55. The staff of the Company shall provide administrative support to the Fitness to Practise and Appeals Panels as necessary before, during and after hearings and may attend all of a hearing (including any discussion held in private), but shall not play any part in any panel's decision-making and may not vote or adjudicate.
56. A panel will have the power, at the discretion of its chair, to arrange for a specialist adviser to be present to advise on technical issues. Such a situation might arise, for example, when the evidence suggests a registrant is suffering from a physical or mental condition that requires medical supervision or treatment, or where a particular technical issue requires specialised scrutiny. Such advisers may attend all of the hearing, including any discussion the panel may have in private; but may not vote or adjudicate on the case.
57. An Appeals Panel shall be composed of a chair (who may be a lay or professional member), one lay member and one professional member.

Functions

58. The functions and procedures of the Fitness to Practise Panel are to investigate and adjudicate upon, in accordance with the Fitness to Practise Rules, information about registrants whose alleged conduct, professional competence or state of health calls into question whether they should remain registered; the functions and procedures of the Appeals Panel are to hear and adjudicate upon appeals, in accordance with the Appeals Rules, in relation to a decision made by UKPHR under the Fitness to Practise Rules or UKPHR's refusal to admit to the register of UKPHR and/or rejection of a portfolio after assessment.

Chapter 8
ASSESSMENT AND ASSESSORS

Appointment

59. The assessors, who shall be appropriately qualified individuals as determined by the Board from time to time, shall be appointed by the Board. They shall be required to undergo training as determined by the Board. The Board may contract with appropriate external organisations for the assessment of applications for registration and the term 'assessors' shall be understood to include such organisations and their employees.
60. No member of the Board may be an assessor.

Code of Practice

61. On being appointed, assessors shall subscribe to the Code of Practice for Board members, Committee members and Assessors. They shall also undertake to comply with any quality assurance strategy approved by the Board to ensure the integrity of the assessment process.

Duties

62. The assessors shall enquire into and assess the competence of all applicants for registration, in accordance with the policies and procedures laid down from time to time by the Board, and make recommendations to the Registration Panel. The Registration Approvals Committee will formally ratify admissions to the Register.

Chapter 9
FEES AND SUBSCRIPTIONS

Assessment fees

63. The fees to be paid before assessment for consideration for entry to the Public Health Register shall be such as may be determined from time to time by the Board.

Fees and subscriptions

64. All registrants shall pay such registration and other fees and such annual and other subscriptions as shall be determined by the Board. No applicant may be registered until such fees and subscriptions have been paid.

Annual subscription date and method of payment

65. The annual subscription shall be paid by any method approved by the Board on the first day of July each year or on such other date or dates as shall be determined by the Board.

Reduction and remission of fees by the Board

66. The Board may at any time remit or reduce the registration fee and the annual or other subscription of a member or it may authorise the Chair or Registrar to do so.

Fees and subscriptions in arrears

67. The Registrar may remove from the Register any registrant who is more than six months in arrears with payment of any fee or subscription.

Reinstatement fee

68. Former registrants who seek reinstatement to the Register shall be reinstated only after having:

- supplied such information about their current standing, health and professional competence as the Registrar considers appropriate; and
- paid such fee as the Registrar considers appropriate, including the cost of administration and fees and subscriptions that such registrants would have paid had they remained on the Register.

Chapter 10
ALTERATION OF GOVERNANCE ARRANGEMENTS

Proposals for deletions or amendments

69. The Board may of its own motion or on the written proposal of any member make proposals for amendments to these Standing Orders.

Notice of alterations

70. Not less than three months' notice must be given to all members of proposals to alter these Standing Orders.

Review of governance arrangements

71. The Board shall review the governance arrangements of the Public Health Register one year after the implementation of any substantive change; and every second year thereafter.

Interpretation of Standing Orders

72. Any question concerning the interpretation of these Standing Orders shall be referred to the Board whose decision shall be binding.

[Amended December 2012]

[Amended October 2013]

[Amended September 2014]

[Amended November 2015]