

Minutes of the UKPHR Board meeting held on 26 April 2016
at McLaren Building, 46, Priory Queensway, Birmingham B4 7LR

Present:

In person:

Bryan Stoten (Chair), Selena Gray (SG), Jeremy Hawker, Linda Jones (Vice Chair)(LJ), Richard Parish (RP), Patrick Saunders (PSaunders) and Viv Speller (VS)

By telephone:

Claire Cotter (CC), and Louise Wallace (LW)

David Kidney, Executive Director, and Pav Sull (PSull) were in attendance.

Apologies:

Amanda Fletcher, Fiona Harris and Anne McMillan (Registrar),

ACTION

1. Welcome

The Chair welcomed everyone to the meeting. This being RP's last meeting, the Chair proposed and the Board agreed unanimously a vote of thanks to RP for his wise and dedicated service on UKPHR's Board. Apologies for absence were received as listed in these minutes. There were no declarations of interest except as shown in item 5.

2. Minutes of meetings

The minutes of the Board meeting held on 16 February 2016 were, with the addition of JH's name to the list of apologies, agreed as a true and accurate record.

DK

3. Matters arising

None

4. Reports

4.1 The Chair reported verbally on (1) the publication of a second edition of *Good Public Health Practice*; (2) his meeting, together with the Executive Director, with Anne Godfrey, the new CEO of the CIEH; (3) renewal of accreditation of the register by PSA; (4) latest edition of UKPHR's newsletter; and interviews, together with LJ, for Directorships.

4.2 The Registrar was unable to attend due to illness and so there was no verbal report.

4.3 The Executive Director presented the draft 2016-17 Budget and the result of consultation with regard to proposed increases in fees and charges. After considering the consultation responses, the Board approved the 2016-17 Budget as drafted, including the increases in fees and charges as proposed.

DK

5. Board's Directorship appointments

The Chair spoke to the Executive Director's written report and reported the shortlisting and interviews he and LJ had carried out. He reported that there were three persons who had been interviewed and who were appointable. The Board noted that there was currently one vacancy and two Directors wished to step down

from the Board with immediate effect. It was therefore agreed that all three of the successful interviewees be appointed Directors.

DK

6. Revalidation

The Executive Director presented the Registrar's written report including the draft proposed revalidation policy and draft suggested guidance. The Board thanked the Registrar for the report and praised the quality and detail of the papers. JH offered to contribute some additional wording on third party confirmation. Subject to this, the Board agreed that the policy and guidance were approved for consultation. The Board agreed that consultation should be extensive and that 12 weeks should be allowed for responses. The Board agreed that until the revalidation scheme was implemented, 5-yearly re-registration should continue, including, it was noted, for practitioner registrants from June 2016 onwards.

Registrar

7. Routes to registration

SG presented her written report including the draft proposed routes to register and guidance for specialists and draft suggested guidance and commented that consensus had been achieved on most issues. One area where there was not consensus, requiring a policy decision from the Board, was whether it should be a requirement for the new portfolio assessment route that all applicants must have passed the Part A examination. The Board thanked SG for the report and praised the quality and detail of the papers. The Board agreed the recommendations set out in the report and the Board agreed both the proposed new policy and the proposed guidance. With regard to the Part A examination, the Board agreed that the passing of the examination should be encouraged but should not be mandatory. The Board agreed that revised guidance for applicants and assessors should include the outcome of a mapping of the new route's standards against the 2015 curriculum and the Part A examination's requirements. The Board agreed that there must be a thorough consultation process for the proposed new routes to registration for specialists in due course, and in the interim the Board directed that the Executive Director should tender for a contractor to review the standards and the guidance to applicants and assessors in preparation for the introduction of a new portfolio assessment route to succeed both the RSS and defined specialist routes.

DK

8. Language controls

The Executive Director presented his written report and the Board approved the proposed policy as drafted for consultation. The Board agreed to delay consultation until after the revalidation consultation had been completed.

DK

9. Health Promotion Practitioners Register (IUHPE)

The Executive Director presented his written report and the Board agreed to make the amendments to its previously proposed scheme to satisfy IUHPE.

DK

10. Higher Education Institutions

SG presented her written report and the Board agreed that a task & finish group should be set up. The Board agreed that current developments necessitated a broad consideration of UKPHR's approach and processes relating to practitioner registration. Engagement with HEIs and consideration of qualifications which may assist practitioners in satisfying UKPHR's registration standards, regulation, personal development and employers' needs should all be under consideration. The Board agreed to the setting up of a task & finish group with appropriate terms of reference, to report to the Board through the Education & Training Committee.

DK

11. Approvals

11.1 The Board approved a policy statement on the giving and receiving of notices in accordance with the draft presented to the meeting by the Executive Director for immediate implementation.

DK

11.2 The Board agreed to defer approval of the proposed revised communications policy to the next meeting.

DK

12. Executive Director's report

The Executive Director presented his written report and the Board noted and received the report and asked the Executive Director to invite the Faculty's CEO and President to attend the next meeting.

DK

13. Minutes of meetings received

The Board received the following minutes:

13.1 Registration Panel meetings 9 Feb, 8 Mar & 12 Apr 2016

13.2 Registration Approval Committee meetings 18 Feb & 17 Mar 2016

13.3 Co-ordinators Group meeting 20 April 2016

13.4 Education & Training Committee meeting 11 April 2016

13.5 Revalidation task & finish group meeting 15 March 2016

13.6 Routes to register task & finish group meeting 16 March 2016.

DK

14. Communications

There were no matters reported.

15. Urgent correspondence

None.

16. Any other business

The Chair asked Board members to consider the most recent draft of the Faculty's proposed scheme for practitioner membership. Directors were asked to send any comments to PSull who would collate them and submit UKPHR's response to the Faculty.

PSull

17. Next meeting

The date of the Board's next meeting was **Tuesday 19 July 2016 at 14.00hrs in Birmingham.**

DK