

Minutes of the UKPHR Board meeting held on 19 July 2016  
at McLaren Building, 46, Priory Queensway, Birmingham B4 7LR

**Present:**

*In person:*

Bryan Stoten (Chair), Claire Cotter (CC), Ruth Goldstein (RG), Selena Gray (SG), Linda Jones (Vice Chair)(LJ), Anne McMillan (Registrar) (AM), Duncan Vernon (DV)

*By telephone:*

Karen Saunders (KS), Viv Speller (VS) and Louise Wallace (LW)

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

**Apologies:**

Fiona Harris Jeremy Hawker, Susan Lloyd and Patrick Saunders

**ACTION**

1. Welcome

The Chair welcomed everyone to the meeting. This being their first meeting, he warmly welcomed RG, KS and DV. Apologies for absence were received as listed in these minutes. There were declarations of interest as follows:

- (1) KS and Patrick Saunders are spouses and this general declaration will suffice for future meetings, although any specific interests arising out of discussion of future items will still need to be declared in the usual way;
- (2) VS declared an interest in item 6.

2. Minutes of meetings

The minutes of the Board meeting held on 26 April 2016 were agreed as a true and accurate record.

**DK**

3. Matters arising

Item 7 The Invitation to Tender had been issued and the process had been completed, including the appointment of a contractor.

Item 12 The Faculty's CEO and President had been invited to attend the Board meeting but were unable to attend.

4. Reports

4.1 The Chair reported verbally on:

- (1) his attendance at a meeting of the UK Public Health Network on 23 May when there had been two useful presentations about influencing governments;
- (2) his attendance at a meeting convened by the Department of Health in connection with the Department's intended refresh of the public health workforce strategy;
- (3) his involvement in interviews of candidates for Directorship appointments; and

(4) it had come to his attention that at least one practitioner who had been preparing for registration had decided to become a practitioner member of the Faculty and abandoned an application for registration.

He also observed that the number of public health specialists on the register had risen from 500 when he became Chair in 2012 to 700.

4.2 The Registrar presented a written report which had been circulated with the agenda and responded to questions from CC, RG, SG, LJ, VS and BS. The Registrar additionally commented on the issue of duty of candour (to be raised later in the meeting in the Executive Director's report). The Registrar was of the view that this matter was adequately covered by the content of *Good Public Health Practice* (2<sup>nd</sup> edition) and UKPHR's Code of Conduct.

4.3 The Executive Director presented a written finance report which had been circulated with the agenda and responded to questions from CC, SG and VS:

- (1) Currently, UKPHR's financial expertise was that provided by the Company's accountants;
- (2) Registrants could pay fees by direct debit and by instalments; and
- (3) Future financial reports will report income and expenditure by budget lines and indicate performance against budget.

DK & PSull

The Board agreed to ask the Audit & Risk Committee to consider what evidence the Board would require in order to develop an investment strategy for the Company's reserves.

DK

#### 5. Revalidation: professional appraisal

The Executive Director presented a written report which had been circulated with the agenda and responded to questions from CC, AM and VS. The Board agreed to note the report and further noted that this issue would be considered further at the Board's meeting in September when the results of the consultation on the draft revalidation scheme and draft guidance would be presented to the Board by the Registrar and the Executive Director.

AM & DK

#### 6. Review of standards: assessment route for specialists

The Executive Director presented a written report which had been circulated with the agenda and responded to questions from CC, LJ and VS. The Board agreed to note the report and looked forward to receiving progress reports from the Executive Director.

VS declared an interest in this item and took no part in the discussion except when asked by the Board to provide information.

DK

#### 7. Practitioner registration task & finish group

The Executive Director presented a written report which had been circulated with the agenda and responded to questions from CC, LJ and VS. The Board agreed to note the report and instructed the

Executive Director to liaise with VS in identifying a suitable local government appointee to the task & finish group.	DK & VS
<p><u>8. Health Promotion Practitioners Register (IUHPE)</u>  The Executive Director presented a written report which had been circulated with the agenda and the Board noted that a response from IUHPE was awaited. VS undertook to make enquiry of IUHPE.</p>	VS
<p><u>9. Oral health promoters</u>  The Executive Director presented a written report which had been circulated with the agenda and the Board welcomed the approach from the National Oral Health Practitioner Group and agreed that registration by UKPHR of oral health promoters as public health practitioners should be pursued.</p>	DK
<p><u>10. Directorship appointments</u>  The Executive Director presented a written report which had been circulated with the agenda and the Board agreed the retirement from the Board of SG and Fiona Harris and agreed the appointment of Bob Hudson and Susan Powell. The Board noted that further interviews of candidates for Directorship appointment at the Board's AGM in September were intended to be arranged.  The Board further agreed that the Executive Director should draw up a timetable for interviews of candidates for Chair and Vice Chair in advance of the AGM and that the contingency plan, if no suitable candidates were identified, would be for an existing Director to be appointed Chair for the time being.</p>	DK
<p><u>11. Approvals</u></p>	
<p>11.1 The Board approved the arrangements for September's AGM and Annual Meeting in accordance with the written report from the Executive Director which was circulated with the agenda.</p>	DK
<p>11.2 The Board approved amended Terms of Reference for the Registration Panel in the form which had been circulated with the agenda.</p>	DK
<p>11.3 The Board approved, subject to an amendment proposed by SG and agreed by the Board to include a requirement for rail travel expenses to be reimbursed at standard fare rates only, the Financial Standing Orders in the form which had been circulated with the agenda.</p>	DK
<p>11.4 The Board approved the communications strategy in the form which had been circulated with the agenda but the Board asked for further work to be done on this strategy in relation to success criteria and implementation.</p>	DK
<p>Arising out of the discussion in relation to 11.1 the Board instructed the Executive Director to bring forward to the Board's September meeting a report on membership of the Company.</p>	DK

12. Executive Director's report

The Executive Director presented his written report which had been circulated with the agenda and the Board noted and received the report.

13. Minutes of meetings received

The Board received the following minutes:

- 13.1 Registration Panel meetings 10 May & 14 Jun 2016
- 13.2 Registration Approval Committee meetings 19 May & 23 Jun 2016
- 13.3 Co-ordinators Group meeting 29 June 2016
- 13.4 Education & Training Committee meeting 11 July 2016
- 13.5 Tender Panel meeting held on 17 June 2016.

14. Communications

There were no matters reported.

15. Urgent correspondence

None.

16. Any other business

DV asked if the Board would consider drawing up an organisational strategy and the Chair responded that this would be a suitable issue for discussion at a future Board Strategy Day meeting.

DK

17. Next meeting

The date of the Board's next meeting was **Thursday 29 September 2016 at 12.00hrs in London** comprising the Board's AGM, the Board's ordinary meeting and the Company's Annual Meeting.

DK