



Minutes of the Annual General Meeting of the UKPHR Board held on 29th September 2016
at Royal Over-Seas League, Park Place, St James's Street, London SW1A 1LR

Present: Bryan Stoten (Chair), Ruth Goldstein (RG), Bob Hudson (BH), Sue Powell (SP), Karen Saunders (KS), Viv Speller (VS), Duncan Vernon (DV), & Anne McMillan (Registrar). Also David Kidney, Executive Director (DK), Pav Sull, Registration Services Manager (PS), and Zaira Ejaz, Administrator (ZE), were in attendance.

Apologies: Claire Cotter, Jeremy Hawker, Linda Jones (Vice Chair), Sue Lloyd, Patrick Saunders, Louise Wallace

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. The Chair proposed and the Board agreed to minute the Board's thanks to Fiona Harris who had retired from the Board most recently.

2. Minutes of AGM 2015

The minutes of the Board's previous Annual General Meeting held on 24 September 2015 were agreed as a true and accurate record.

3. Reports presented for agreement and adoption

3.1 The Chair presented his Annual Report of the Company. He highlighted that the Department of Health's plan for statutory regulation of public health specialists by HCPC had not proceeded. He reported that registration numbers were growing and the Company's finances were strengthening. He referred to the recent publication of a report by the Health Select Committee and confirmed that UKPHR had published a response to the recommendation concerning statutory regulation of public health specialists. It was agreed that the Chair's Report be approved and adopted.

3.2 The Chair presented the Company's Accounts for the Financial Year 01 April 2015 – 31 March 2016. It was agreed that the Financial Accounts be approved and adopted.

4. Confirmation of Directors' terms of office, arrangements for appointment and re-appointment

The Board considered a paper presented by the Executive Director. Arising out of the consideration of this paper it was agreed that the Chair, the Vice Chair, JH and CC were to retire from the Board with only CC seeking re-appointment and for a period of only 1 year. It was agreed that CC be re-appointed to the Board for a period of 1 year.

It was further agreed that the following named persons were to be appointed to the Board with immediate effect for terms of 3 years each:

Jenny Douglas, Ruth Freeman and Andrew Jones.

ACTION

BS

DK

DK

Jenny Douglas (JD) and Andrew Jones (AJ) thereupon joined the meeting. Ruth Freeman's apologies were received.

DK

5. Appointment of Chair

At the Board's request, the retiring Chair continued to occupy the chair for the duration of the meeting. There being one nomination for Chair of Patrick Saunders, it was unanimously agreed that Patrick Saunders be appointed Chair with effect from tomorrow for a term of 1 year.

6. Appointment of Vice Chair

DV proposed and VG seconded that CC be appointed Vice Chair for a term of 1 year. The Board unanimously agreed the appointment.

7. Appointment of Directors

Appointments of Directors having been completed under item 4, there was no further business to conduct under this item.

8. Committees

The Board further considered the paper from the Executive Director and agreed the following actions:

Education & Training Committee – the Board appointed as members for 1 year the following Directors: JD, RG, AJ, SP and KS. The Board agreed to appoint SP to be Chair for a term of 1 year.

Audit & Risk - the Board appointed as members for 1 year the following Directors: BH, Patrick Saunders and DV. The Board agreed to appoint BH to be Chair for a term of 1 year.

Remuneration - the Board appointed as members for 1 year the following Directors: JD, BH and Patrick Saunders. The Board agreed to appoint BH to be Chair for a term of 1 year.

Registration Approvals Committee – The Board appointed Steve Maddern and Paul Southon members for terms of 3 years each.

DK

9. Criteria for Board membership

The Board considered a paper from the Executive Director and agreed to request the Executive Director to produce to the Board's next meeting a more detailed report on criteria for overall Board composition as well as a review of the existing role descriptions and personal specifications for Board members generally and Chair and Vice Chair specifically.

DK

10. Company membership

The Board considered a paper from the Executive Director and decided that there was no need to change the existing arrangements for Company membership at the present time but that the Board intended to continue to be outward-looking and engaging with all stakeholders.

11. UKPHR's Annual Calendar 2017

The Board agreed to receive the Annual Calendar of events for 2017 as drafted and directed that it be published on the Company's website.

DK

12. Any other competent business and conclusion of the meeting

None and the Chair closed the AGM