

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

Present:

In person:

Bryan Stoten (Chair), Jenny Douglas (JD), Ruth Goldstein (RG), Bob Hudson (BH), Andrew Jones (AJ), Sue Powell (SP), Karen Saunders (KS), Viv Speller (VS) and Duncan Vernon (DV), Anne McMillan (Registrar).

David Kidney, Executive Director (DK), Pav Sull, Registration Services Manager (PS) and Zaira Ejaz, Administrator (ZE), were also in attendance.

Apologies:

Claire Cotter, Ruth Freeman, Jeremy Hawker, Linda Jones (Vice Chair), Patrick Saunders and Louise Wallace, Susan Lloyd.

1. Welcome

The Chair welcomed everyone to the meeting. This being their first ordinary meeting, he warmly welcomed JD and AJ. Apologies for absence were received as listed in these minutes. There were no declarations of interest.

2. Minutes of meetings

The minutes of the Board meeting held on 19 July 2016 were agreed as a true and accurate record.

3. Matters arising

None.

4. Revalidation

The Registrar presented and spoke to her written report. UKPHR had consulted widely on the draft revalidation scheme and draft guidance previously approved by the Board for the purpose. There had been a strong response to the consultation and many valuable points had been made by respondents, which included nine organisations' responses out of a total of 75. The revalidation task & finish group had met on 20 September and had agreed to recommend that the Board should make changes to the proposed revalidation scheme as a result of the responses received. The Registrar proposed that she and the Executive Director should make the necessary changes to the draft revalidation scheme and the draft guidance and circulate the new draft to all members of the task & finish group for comment. If consensus were achieved at that point the Registrar would present the amended draft revalidation scheme to the Board at its next meeting for agreement and adoption. The Board agreed this proposed plan of action.

5. Response to PSA's learning point

The Registrar presented and spoke to a written report. When renewing UKPHR's accreditation of its register for 2016-17, the

ACTION

DK

AM, DK

Professional Standards Authority had issued a learning note recommending that UKPHR should have a policy for how long the details of a sanction imposed on a registrant would be publicly displayed on UKPHR's register. The Board agreed the response set out in the written report and agreed to adopt the time limits there set out as UKPHR's policy on this matter.

AM, DK

6. Reduced fees

The Registrar presented and spoke to a written report. The Board agreed the Registrar's policy and approved of the actions that had already been taken by the Registrar and the Executive Director.

7. Board Strategy Day

The Executive Director presented and spoke to his written report. It was agreed that the Board wished to make arrangements for a Strategy Day and agreed also that:

(1) The Date would be 22 November 2016

(2) The venue would be UKPHR's Birmingham office

The Board agreed objectives for the Strategy Day: to tie together the Board's strategy and business plan, to come to a shared view of risks and opportunities, to prioritise future activities and to determine which of those activities required the most immediate action. The Board also wished to have regard to maintaining and enhancing its stakeholder engagement. Outcomes of the Strategy Day should include a clearer, more focused plan of action for the organisation going forward and clear actions and responsibilities.

**Chair, AM,
DK**

8. Practitioner registration review

SP presented and spoke to a written report. The newly-created task & finish group had met once. The group had identified a need for help from a contractor and an invitation to tender had been issued. It was anticipated that a contractor would be engaged shortly to carry out the initial work identified by the group.

The group members were all fully engaged. The group was working to a tight timetable. The Board welcomed the report and agreed the group's approach to its task. The Board looked forward to receiving further reports.

SP

9. Health Promotion Practitioners Register (IUHPE)

The Executive Director presented and spoke to his written report. The Board welcomed the report and the news that agreement with IUHPE had now been reached. The Board noted the work that was needed to develop UKPHR's IT system to create a new parallel register and noted also the cost associated with this work. The Board looked forward to receiving a report of actual take-up of registration in due course.

DK

10. Language controls for registrants

The Executive Director presented and spoke to his written report. The Board noted that a consultation would be commenced shortly

and looked forward to receiving a report of the outcome of the consultation in due course.

DK

11. Executive Director's report

The Executive Director presented his written report and the Board noted and received the report.

12. Minutes of meetings received

The Board received the following minutes:

- 12.1 Registration Panel meetings 09 May & 13 Sep 2016
- 12.2 Registration Approvals Committee 18 Aug & 22 Sep 2016
- 12.3 Practitioner Registration Coordinators meeting 07 Sep 2016
- 12.4 Revalidation task & finish group meeting 20 Sep 2016

13. Communications

There were no matters reported.

14. Urgent correspondence

None.

15. Any other business

None

17. Next meeting

The date of the Board's next meeting was **Tuesday 22 November 2016** in Birmingham and would also be the Board's Strategy Day.

DK