

Minutes of the ordinary meeting of UKPHR's Board held on 22 November 2016  
at 18c McLaren Building, 46, Priory Queensway, Birmingham B4 7LR

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**Present:**

*In person:*

Patrick Saunders (Chair), Claire Cotter (Vice Chair), Jenny Douglas (JD), Ruth Freeman (RF), Ruth Goldstein (RG), Karen Saunders (KS), Viv Speller (VS) and Duncan Vernon (DV),

*Also in attendance:*

Kathy Elliott (KE), Vice Chair of Registration Panel representing the Chair, Tim Sims and David Kidney, Executive Director.

**Apologies:**

Bob Hudson (BH), Andrew Jones (AJ), Sue Powell (SP), Louise Wallace, Anne McMillan (Registrar) and Susan Lloyd (Chair of Registration Panel).

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 except the Chair reminded the Board that he was also a member of the Board of the Faculty of Public Health.

2. Minutes of meetings

The minutes of the Board meeting held on 29 September 2016 were agreed as a true and accurate record.

3. Matters arising

The Chair reported to the Board that he had received a letter of resignation from the Registrar. The Board agreed a vote of thanks to the Registrar for her service to UKPHR. In response to the Registrar's resignation it was agreed that UKPHR will advertise the post as soon as possible. The Executive Director was asked to review the role description and ensure that it contained a realistic assessment of the time demand of the post.

4. Revalidation

The Executive Director presented and spoke to the Registrar's written report. It was agreed to approve the Registrar's proposals and to ask the task & finish group also to approve them. In due course when guidance was also drafted, the Board wished the guidance to be clear on CPD requirements (including where registrants had breaks in practise) and audit arrangements. On timescale the Board was willing to agree a pilot of revalidation at end-2017 and a phased introduction of revalidation over the following three years after 2017.

**ACTION**

**DK**

**DK**

#### 5. Role descriptors for Board, Director, Chair and Vice Chair

The Executive Director presented and spoke to his written report. It was agreed that Directors should send written comments on the drafting of any of the role descriptor documents to the Executive Director before the end of January 2017.

#### 6. Board Strategy Day

The Chair asked the Board to reflect on the discussions between Directors and others which had taken place earlier in the day and to consider whether any urgent actions were required as a result of those discussions. The Chair also invited Tim Sims to speak in his capacity as the facilitator for the strategy session. The Board agreed that the Executive Director should circulate to all Directors a record of proceedings, especially summarising what was agreed as regards priorities for 2017, and a revised Business Plan would be considered for approval and adoption at the Board's next scheduled meeting in February 2017.

In addition, the Board agreed that horizon scanning was an important function for the Board to carry out and that at a subsequent meeting in 2017 the Board should consider how best to carry out this function, guided by a presentation by 2 Directors who might volunteer to do some preparatory work and present a paper to that meeting to aid the discussion.

#### 7. Progress reports

The Executive Director reported verbally that:

- 7.1 The Practitioner Registration Review task & finish group had met once and was due to meet for a second time on Friday 25 November. The group had commissioned a researcher to do work on a literature review and some initial stakeholder engagement. HEE would attend Friday's meeting of the group to discuss HEE's response to the deep dive study report.
- 7.2 The Routes to register task & finish group had commissioned a contractor to map UKPHR's defined specialist standards to the 2015 Specialty Training Curriculum and to propose ways of aligning the standards for a new portfolio assessment route. The contractor had circulated her initial mapping and asked for responses from task & finish group members and also members of the Education & Training Committee. She would be meeting with both the task & finish group and the Committee on 16 January 2017.
- 7.3 IUHPE had now approved the scheme proposed by UKPHR and the next task was to launch the new register for health promotion practitioners and communicate that UKPHR was now ready to receive applications.

8 Executive Director's report

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

9. Minutes of meetings received

The Board received the following minutes:

- 9.1 Registration Panel meetings 11 Oct & 08 Nov 2016
- 9.2 Registration Approvals Committee 20 Oct & 11 Nov 2016
- 9.3 Education & Training Committee meeting held 17 Oct 2016
- 9.4 Audit & Risk Committee meeting held on 04 Nov 2016
- 9.5 Practitioner Registration Coordinators meeting 09 Nov 2016
- 9.6 Joint FPH/UKPHR working party meeting 30 Sep 2016

10 Consultative Forum

The Board received and noted the record of proceedings of the Consultative Forum held on 03 November 2016.

11. Communications

There were no matters reported.

12. Urgent correspondence

None other than the Registrar's letter referred to earlier.

13. Any other business

- 13.1 Arising out of the Audit & Risk Committee's minutes the Board asked for all members to be sent the risk matrix and for the Committee to keep the Board informed of its consideration of changes to risks regularly.
- 13.2 Arising out of the discussion about Moderators during the strategy session, the Executive Director reported that he would provide a note to the Board covering update of the role description and advert for recruitment of one or more new Moderators.

14. Next meeting

The date of the Board's next meeting was **Tuesday 28 February 2017** in Birmingham.

DK