UKPHR
Public Health Register

Protecting the public – improving practice

Minutes of the meeting of UKPHR's Board held on Tuesday 28th February 2017 at 14.00hrs
at 18c Mclaren Building, 46, Priory Queensway, Birmingham B4 7LR

Present:	Patrick Saunders (Chair)	**Apologies:**	Jenny Douglas
	Claire Cotter (CC) Vice Chair		
	Ruth Freeman (RF)		
	Ruth Goldstein (RG)(telephone at 3pm)		
	Andrew Jones (AJ) (Skype)		
	Bob Hudson (BH) (telephone)		
	Sue Powell (SP)		
	Karen Saunders (KS)		
	Viv Speller (VS)		
	Duncan Vernon (DV)		
	Louise Wallace (LW) (telephone)		

In attendance: David Kidney (DK) and Pav Sull (PS)
(Secretariat)

1.	**Welcome, apologies for absence and declaration of interest**
	The Chair welcomed everyone to the meeting. Apologies were received as listed above. There were declarations of interest:
	PS - Member of FPH Board
	RF - Academia interests
	AJ - UKPHR registrant
	SP - Academia interests
	VS - Contractor interest
2.	**Minutes to the meeting held on 22 November 2016**
	The minutes of the meeting held on 22 November 2016 were agreed true and accurate record.
3.	**Review of actions points and matters arising from previous minutes**

WHO	WHAT	REVIEW
DK	External funding for revalidation	Agenda item for discussion
All	Comments on role descriptors	Agenda item for discussion

There were no other matters arising.

4.	**Revalidation**
	DK presented the written report and gave an update on preparations for introducing a revalidation scheme. The Board discussed the report and the draft scheme and guidance attached to the report. BH agreed with the proposal for piloting revalidation for 6 months from September 2017 and pointed out that the subsequent timetable may have to change depending on evaluation of piloting. CC, RF, VS and DV raised the issue of availability of professional appraisal and multi-source feedback tools.
	The Board agreed that:
	(1) The revalidation scheme before the Board be approved and adopted for implementation; the guidance be edited so as not to be confused with the policy;

(2) A steering group of three Directors, namely the Chair, AJ and VS and the Executive Director be established to oversee the implementation of revalidation;

(3) The timetable for implementation set out in the report be approved;

(4) The communications plan set out in the report be approved;

(5) UKPHR's risk matrix be amended to separate out the various risks relating to implementation of revalidation and to reflect the risk pointed out by BH relating to evaluation of piloting;

(6) The Executive Director should continue to seek resources and assistance from external sources.

ACTION 1	WHO	WHAT	BY WHEN
	DK	Launch UKPHR's revalidation scheme	03 March 2017

ACTION 2	WHO	WHAT	BY WHEN
	Board + DK	Set up steering group	31 March 2017

ACTION 3	WHO	WHAT	BY WHEN
	A&R Committee + DK	Amend UKPHR's risk matrix	25 April 2017

ACTION 4	WHO	WHAT	BY WHEN
	DK	Seek external resources to support revalidation	25 April 2017

5.	**Budget 2017-18**

DK presented the written report and the draft budget and updated the Board on his discussions with PHE. The Board discussed the report and the draft budget attached to the report.

DK and PS left the room while the Board discussed staff salaries for the FY 2017-18.

The Board agreed that:
Subject to resolving issues concerning staffing and registration fee increases between now and April, the proposed budget for the FY 2017-18 be approved.

ACTION 5	WHO	WHAT	BY WHEN
	DV + DK	Confidential	31 March 2017

ACTION 6	WHO	WHAT	BY WHEN
	Board + DK	Consult on registration fees increases	03 Mar – 06 Apr 2017

ACTION 7	WHO	WHAT	BY WHEN
	DK	Confidential	14 March 2017

6.	**Role descriptors**
	DK presented the written report. The Board discussed the report and the draft role descriptors attached to the report. **The Board agreed that** the role descriptors for a Director, the Board's Chair, the Board's Vice Chair and for the Board as a whole be approved and adopted for use in connection with all future appointments to the Board. **The Board also agreed** to ask DK to make preparations for amendment to the Company's Memorandum and Articles of Association in order to amend and clarify the composition of the Board in future.

	WHO	**WHAT**	**BY WHEN**
ACTION 8	Board + DK	Use the approved role descriptors for future recruitment to the Board and publish them now.	Publish by 31 March 2017

	WHO	**WHAT**	**BY WHEN**
ACTION 9	DK	Make preparations for amending governance documents as to Board composition	28 Sept 2017

7.	**Policy leads and horizon scanning**
	DK presented the written report. The Board discussed the report. RG, KS and DV discussed the communications strategy's relevance; the Chair emphasised the importance of horizon scanning and SP volunteered to be the Board's policy lead for relations with HEIs. **The Board agreed that:** (1) RG and DV be appointed joint lead for communications and SP be appointed lead for HEIs; (2) The Chair and DV will lead for the Board on preparations for a discussion at its July meeting about horizon scanning, with an interim report to be given to the Board's April meeting; (3) Other policy leads will be determined within the discussion about horizon scanning.

	WHO	**WHAT**	**BY WHEN**
ACTION 10	DK	Publish leads for communications and HEIs	31 March 2017

	WHO	**WHAT**	**BY WHEN**
ACTION 11	Chair + DV	Start work on horizon scanning strategy and interim report	Interim report 04 April 2017

8.	**Language controls**
	DK presented the written report and the draft rule and guidance recommended for approval and adoption and updated the Board on amendments that were made as a result of responses to the consultation received. The Board discussed the report and the draft rule and guidance attached to the report. **The Board agreed that** the rule and guidance as now drafted be approved and adopted and shall take effect from 01 April 2017.

9.	**Progress reports**
	9.1 SP updated the Board on the work of the practitioner registration review task & finish group including the appointment of a contractor and the holding of the third meeting of the group which will be on 02 March 2017. 9.2 VS, as UKPHR's contractor, presented a draft of the content for a new portfolio assessment route for specialists mapped to the 2015 PH Training Programme Curriculum. **The Board agreed that** UKPHR will consult on the proposed new route to registration for specialists by retrospective portfolio assessment. 9.3 DK reported that the new register for health promotion practitioners was now open. VS commented that it would be worthwhile to talk to HEIs about IUHPE's accreditation of HEIs and their courses.

		WHO	WHAT	BY WHEN
	ACTION 12	Board + DV	Consult on a proposed new route to registration for specialists	April – June 2017

10.	**Business Plan and risk matrix**

DK presented the written report and the draft amended Business Plan and risk matrix recommended for approval and adoption. BH presented the views and recommendations of the Audit & Risk Committee, noting that DK had added a suggested wording for a Vision and a Mission Statement at the front of the amended Business Plan. RG said that the risk matrix needed dates for entry onto the matrix and amendments of risk entries; SP said that the Board would need a mechanism for receiving reports on progress as to objectives and risks; DV said that Board members should send comments to DK if they wanted to suggest changes to the proposed wording of the Vision and Mission Statement.

The Board agreed that:
(1) The amendments to the Business Plan and risk matrix be approved and adopted;
(2) The Audit & Risk Committee be asked to consider the points made by Directors in the discussion and make recommendation to the Board as to future reporting arrangements.

		WHO	WHAT	BY WHEN
	ACTION 13	Board	Send comments to DK about Vision and Mission Statement	25 April 2017

		WHO	WHAT	BY WHEN
	ACTION 14	A&R Committee	Consider points made by Directors and report to Board arrangements for reporting progress	19 June 2017

11.	**Executive Director's report**

DK presented his written report and updated the Board on the outcome of the Board interview panel for the Registrar's post. **The Board agreed that** Zafar Iqbal be appointed UKPHR's Registrar for a term of 3 years with effect from 01 April 2017.
DK sought the Board's approval of the information sharing protocol attached to his report. **The Board agreed that** UKPHR will sign the information sharing protocol and attach its logo to the signed document.
DK reported progress in responding to PSA's queries in connection with the annual renewal of UKPHR's accreditation; DK reported his meetings since the previous Board meeting and DV asked that future reports show the link between meetings attended and UKPHR's business objectives. DK was also asked to arrange for the Board to receive reports of the Registration Services Manager's activities also.

		WHO	WHAT	BY WHEN
	ACTION 15	DK	Action the Board's decision to appoint the new Registrar, publicise the appointment and arrange induction.	01 April 2017

		WHO	WHAT	BY WHEN
	ACTION 16	DK	Action the Board's decision to sign the information sharing protocol and publicise it.	25 April 2017

		WHO	WHAT	BY WHEN
	ACTION 17	DK	Amend reporting of meetings to show additionally the link with business plan objectives and introduce reporting of the Registration Services Manager's activities also.	25 April 2017

12.	**Education & Training Committee co-option**

DK presented the written report and SP presented the views and recommendation of the

	Education & Training Committee. **The Board agreed that** Somen Banerjee be co-opted onto the Education & Training Committee with immediate effect initially until September 2017 but with a view to renewing the co-option at the Board's AGM. **The Board also agreed** to ask the Executive Director to report to the Board's AGM his proposal for a scheme of delegation.
13.	**Minutes of Committees** The Board received the following minutes: Registration Panel meetings held 06 Dec 2016, 10 Jan 2017 & 14 Feb 2017 Registration Approvals Committee 15 Dec 2016, 19 Jan 2017 & 23 Feb 2017 Education & Training Committee meeting held on 16 Jan 2017 Routes to register task & finish group held on 16 Jan 2017 Audit & Risk Committee meeting held on 20 Jan 2017 Remuneration Committee held on 20 Jan 2017 Joint FPH/UKPHR working party meeting 26 Jan 2017 Coordinators' meeting held on 15 Feb 2017 Arising out of the minutes of the RAC on 15 December, **the Board agreed** to ask the Executive Director to draft an amended policy on lapse and restoration to the register for consideration by the RAC and by the Board.

	WHO	WHAT	BY WHEN
ACTION 18	DK	Draft an amended policy on lapse and restoration to the register for the attention of the RAC and the Board	25 April 2017

14.	**Communications** None not already discussed during the meeting.
15.	**Urgent correspondence** None
16.	**Any other business** None
17.	**Date of next meeting** It was agreed that the next meeting will be held on Tuesday 25th April 2017 at 14.00hrs at UKPHR's Birmingham office.