

February 2017

UK Public Health Register (UKPHR)
TERMS OF REFERENCE:
Practitioner registration task & finish group

The purpose of this task & finish group is:

To examine options, plan and make recommendations to the Education & Training Committee, and through it to UKPHR's Board, for aligning all UKPHR's standards, practices and processes with developments in relation to public health practitioners since the current arrangements were settled (in 2010).

The task & finish group will examine options for alignment, innovation, development and simplification which UKPHR can undertake alone or in partnership with other organisations. It will engage with potential partners and stakeholders and invite proposals from them if and when appropriate.

The group is not reviewing matters relating to specialist registration but may offer comment if it feels that there would be synergies, opportunities or adverse effects on other UKPHR activities arising from the group's considerations.

Time for task and finish

It is envisaged that the task & finish group will start work in in Summer 2016 and run until the middle of 2017. If the group foresees that the timetable may last beyond Summer 2017 it will notify the Education & Training Committee of this fact as soon as possible.

Reporting

The task & finish group is set up under the aegis of the Education & Training Committee and will report to that Committee. The Chair of the Committee will also chair the task & finish group.

The Committee will in turn report the group's recommendations to UKPHR's Board. Three members of the Board are also members of the task & finish group.

Formal reporting will be in writing and the group's reports will be agenda items at meetings of the Committee.

Feedback to the group from the Committee and the Board will also be in writing.

Tasks

- To map current standards, practices and processes, including guidance relating to any and all of these, against those in the wider workforce;
- To receive and consider comments and critiques from group members and stakeholders about their fitness for purpose and to investigate options for change going forward;
- To consult widely on its work and involve public health stakeholders in its work as openly and transparently as possible;
- To make recommendations to UKPHR's Board, through its Education & Training Committee, on any changes needed to the standards, structure and processes, including budgetary consequences in terms of cost and/or income, in order to implement any plans it may recommend for changing existing standards, practices and processes including the development of any new or different ones;
- To consider the implications for UKPHR's activities and functions, existing registrants and current applicants for registration including the timing and phasing of any change programme the group may recommend;
- To consider the implications for UKPHR's involvement in the Public Health Wales pilot of advanced practice (public health) and the West Midlands practitioner registration scheme Part A Tutorial programme and to make recommendations, where appropriate, in relation to co-benefits, conflict of interest, commercial conflict and benefits;
- To take, keep and deliver to UKPHR at the finish all minutes of meetings held by the group, other records made and evidence received and keep copies safe for inspection.
- After making recommendations to UKPHR's Board through its Education & Training Committee, ascertain whether the work of the group is concluded or to be continued

Costs and resources

UKPHR will meet the reasonable costs of the task & finish group including payment for meeting rooms and teleconferencing facilities, reimbursement of members' travel and subsistence and other incidental costs.

UKPHR will provide secretariat support for the group and meeting rooms at UKPHR's Birmingham office if requested by the group.

UKPHR is willing to pay for additional external consultancy support for the group's work but any proposal for such support must be costed and approved by UKPHR's Board before it is procured.

Membership

The following shall be the initial membership of the task & finish group:

NAME	ORGANISATION	ROLE	PERSPECTIVE OF
Susan Powell	Manchester Metropolitan University	Chair	UKPHR
Mark Cortnage	Anglia Ruskin University	Member	HEIs
Claire Cotter	Independent	Member	UKPHR
Janet Flint	HEE	Watching brief	HEE
Louise Holden/Anna Sasiak	PHE	Member	PHE
Brendan Mason	PHW	Member	Faculty of Public Health
Joanne Newton	Portsmouth City Council	Member	English Local Authorities
Em Rahman	Health Education Wessex	Member	Registration schemes coordinators
Cerilan Rogers	UKPHR Lead Moderator	Member	Moderators
Alix Sheppard	East of England registration scheme	Member	Registration schemes coordinators
Viv Speller	Public Health Consultant	Member	UKPHR
Carol Stewart	Scottish Board registration scheme	Member	Scottish Boards
Pav Sull	UKPHR	Secretariat	UKPHR
Anne Whitcombe	Robert Gordon University	Member	HEIs
TBA			PH in Northern Ireland
Kelly McFadyen	PHW	Member	PH in Wales
Jim McManus	Hertfordshire County Council	Member	Employers' HR
Charlotte Jeavons	University of Greenwich	Co-opted	Founding partner

The Group may:

- Extend membership to other persons or organisations on request or at its own initiative;
- Co-opt persons onto the task & finish group for general purposes or for a time-limited period or for a subject-specific task;
- Invite persons and organisations to attend meetings for specific purposes, for example give a presentation or provide advice.

Quorum & decision making

As the task & finish group has no specific powers nor delegated authority, all decisions will normally be reached by consensus and a quorum does not apply except that a decision taken at a meeting shall not be valid unless at least three members of the group are present. If a vote needs to be taken, the outcome of the vote will be persuasive, not binding, and in the event of continuing disagreement the matter in question will be referred to the Education & Training Committee for resolution.

Rules for meetings of the task & finish group

- At least seven days before a date arranged for a meeting of the task & finish group an agenda shall be sent to all members of the group setting out the date, time and venue of the meeting and the business to be transacted at the meeting.
- At the first meeting of the group members of the Group shall elect a Chair. If at any meeting of the group the Chair is not present, members of the group shall elect one of their number to chair the meeting.
- The UKPHR secretariat shall take minutes of meetings of the group.
- The Secretariat shall circulate copies of the minutes to all members of the group and at each meeting of the group the minutes of the previous meeting shall be produced for approval as a true record of that meeting.
- The Secretariat shall keep safe the minutes of all meetings of the group and shall produce them for inspection on the request of any member of the group and any person or organisation acting on behalf of UKPHR.

Dated: February 2017

David Kidney/ToRPRtfg 27 Jul 2016/v2 Nov2016/v3 Feb2017/v4April2017