

## CONFIDENTIAL

Minutes of the meeting of UKPHR's Board held on Tuesday 25<sup>th</sup> April 2017 at 14.00hrs  
at 18c McLaren Building, 46, Priory Queensway, Birmingham B4 7LR

**Present:** Patrick Saunders (Chair)  
Claire Cotter (CC) Vice Chair (Skype)  
Ruth Freeman (RF) (Skype)  
Ruth Goldstein (RG)  
Andrew Jones (AJ) (Skype)  
Bob Hudson (BH) (Skype)  
Zafar Iqbal, Registrar (ZI) (Skype)  
Sue Powell (SP)  
Karen Saunders (KS)  
Viv Speller (VS) (Skype)  
Duncan Vernon (DV)  
Louise Wallace (LW) (Skype)

**Apologies:** Jenny Douglas

**In attendance:** David Kidney, Chief Executive (DK)  
and Pav Sull (PSull) (Secretariat)

1.	<p><b>Welcome, apologies for absence and declaration of interest</b> The Chair welcomed everyone to the meeting. Apologies were received as listed above. There were declarations of interest: Chair - Member of FPH Board AJ - UKPHR registrant</p>
2.	<p><b>Minutes of the meeting held on 28 February 2017</b> The minutes of the meeting held on 28 February 2017 were agreed to be a true and accurate record.</p>
3.	<p><b>Review of actions points and matters arising from previous minutes</b> Action points were reviewed and there were no other matters arising.</p>
4.	<p><b>Reports</b></p> <p><b>4.1</b> A written report of meetings attended and decisions made by the Chair was received. The Chair highlighted his meeting with the Chief Executive of the CIEH and in discussion the need for EHOs to demonstrate their professional competence was emphasised.</p> <p><b>4.2</b> A written record of Board members' attendance at Board and Committee meetings was received.</p> <p><b>4.3</b> A written report of registration activities was received. In discussion RG highlighted long waits for allocating portfolios for assessment and urged more activity to recruit assessors and speed up assessments, which led to a general discussion about ways to improve this service.</p> <p><b>4.4</b> A written financial report was received. The end of year position was noted. BH said that members of the Audit &amp; Risk Committee would discuss the accounts with the Company's accountant and that presentationally future reports would consistently show green for "good" and red for "bad". The Board asked for greater attention to controlling expenditure in the new Financial Year.</p> <p><b>The Board agreed that</b> the written reports be received and that points raised in discussion should be addressed in future reports on these subjects.</p>

	<b>WHO</b>	<b>WHAT</b>	<b>BY WHEN</b>																								
<b>ACTION 1</b>	DK	Examine ways to recruit more assessors, speed up assessments and reach more audiences with news of these issues.	30 June 2017																								
<b>5.</b>	<p><b>Chief Executive's verbal reports</b></p> <p><b>5.1</b> Revalidation scheme and guidance published, communications plan was being implemented and volunteers were being sought to pilot revalidation requirements in September. In answer to a question PSull said that registrants were volunteering to pilot the requirements.</p> <p><b>5.2</b> Routes to registration for specialists was currently subject to a consultation. The Board would consider the responses received at its meeting in September. VS suggested that consideration would need to be given to requests from registered defined specialists wishing to convert to registration as generalist specialists.</p> <p><b>5.3</b> Practitioner registration review task &amp; finish group had received a report received from Allison Thorpe. The group would meet on 11 May to consider the report. SP added that the Education &amp; Training Committee will also consider the report at its meeting on 08 May and that she and DK would in due course recommend publication. The group's work, the Committee's deliberations and HEE's proposals in relation to practitioner registration in England would be considered by the Board at its next meeting.</p> <p><b>5.4</b> The joint FPH/UKPHR working party considering Recommendation 5.1 in PHE's Fit for the Future report 2016 will next meet on 04 May. The working party has funding from PHE to commission a report and hold a stakeholder seminar. VS declared her interest as a member of the team commissioned by the working party to produce a report and she asked Board members for suggestions for senior people who might be interested to investigate demand for the course referred to in Recommendation 5.1.</p>																										
<b>6.</b>	<p><b>Budget 2017-18</b></p> <p>DK presented the written report and the recommended budget and updated the Board on his discussions with PHE. The Board approved the budget and agreed to postpone consideration of recruiting a 4th member of paid staff. In discussion Board members and DK raised other ways to recruit additional staff including apprenticeship, internship, secondment and Specialty Registrar. DV suggested that the risk matrix would need to be amended to reflect risks around recruitment and non-recruitment of staff and the potential categories of staff that might be recruited.</p> <p><b>The Board agreed that:</b></p> <ol style="list-style-type: none"> <li>(1) The Budget for 2017-18 be approved and adopted and relevant information about the budget, including the results of the consultation on fees and charges, be published;</li> <li>(2) Consideration of the question whether to recruit a 4<sup>th</sup> member of paid staff be postponed to the Board's July meeting;</li> <li>(3) The risk matrix be amended to reflect risks around recruitment and non-recruitment of staff and the potential categories of staff that might be recruited.</li> </ol> <table border="1" data-bbox="225 1507 1449 1648"> <thead> <tr> <th><b>ACTION 2</b></th> <th><b>WHO</b></th> <th><b>WHAT</b></th> <th><b>BY WHEN</b></th> </tr> </thead> <tbody> <tr> <td></td> <td>DK</td> <td>Publish information about the 2017-18 Budget and outcome of the fees and charges consultation.</td> <td>31 May 2017</td> </tr> </tbody> </table> <table border="1" data-bbox="225 1682 1449 1856"> <thead> <tr> <th><b>ACTION 3</b></th> <th><b>WHO</b></th> <th><b>WHAT</b></th> <th><b>BY WHEN</b></th> </tr> </thead> <tbody> <tr> <td></td> <td>DK</td> <td>Continue discussions with PHE about additional staffing capacity and keep on agenda for next meeting the question of recruiting a 4th member of paid staff.</td> <td>30 June 2017</td> </tr> </tbody> </table> <table border="1" data-bbox="225 1890 1449 2031"> <thead> <tr> <th><b>ACTION 4</b></th> <th><b>WHO</b></th> <th><b>WHAT</b></th> <th><b>BY WHEN</b></th> </tr> </thead> <tbody> <tr> <td></td> <td>DK + Audit &amp; Risk</td> <td>(1) Liaise with accountant on Company accounts 2016-17; and (2) amend risk matrix with regard to staff and other recruitment.</td> <td>18 July 2017</td> </tr> </tbody> </table>			<b>ACTION 2</b>	<b>WHO</b>	<b>WHAT</b>	<b>BY WHEN</b>		DK	Publish information about the 2017-18 Budget and outcome of the fees and charges consultation.	31 May 2017	<b>ACTION 3</b>	<b>WHO</b>	<b>WHAT</b>	<b>BY WHEN</b>		DK	Continue discussions with PHE about additional staffing capacity and keep on agenda for next meeting the question of recruiting a 4th member of paid staff.	30 June 2017	<b>ACTION 4</b>	<b>WHO</b>	<b>WHAT</b>	<b>BY WHEN</b>		DK + Audit & Risk	(1) Liaise with accountant on Company accounts 2016-17; and (2) amend risk matrix with regard to staff and other recruitment.	18 July 2017
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7. **Policy leads and horizon scanning**  
 DK presented the written report. As regards policy leads the Board agreed the following:

POLICY AREA	BOARD MEMBER(S)
Advanced strategy	Chair, Patrick Saunders
Communications	Ruth Goldstein, Duncan Vernon
Employer engagement	Claire Cotter, Andrew Jones
Finance	Bob Hudson
Higher Education Institutions	Sue Powell
People working for UKPHR including volunteers	Ruth Goldstein, Karen Saunders
Practitioner registration	Vice-chair, Claire Cotter
Public affairs	Deal with under horizon scanning

The Chair and DV presented their initial thinking regarding horizon scanning. On process, they recommended an agenda standing item for Directors to raise current and emerging issues of potential significance for UKPHR which the Board would consider and action appropriately. On strategy it was suggested that 3 issues needed to be addressed: (1) How to broaden the appeal of registration; (2) How UKPHR could most effectively contribute to public protection; and (3) How to develop the prestige of UKPHR to a level where registrants and partners are proud to be associated with us. The Board was recommended to think also about issues that might arise to be addressed in the next 3 years and in the next 10 years and the Chair and DV referred to examples of such issues set out in the written report.

**The Board agreed that:**

- (1) Details of the policy leads and their policy areas be published;
- (2) Horizon scanning be considered as an agenda item, informed by a written report containing the Chair's and DV's recommendations together with input from Board members, at the Board's July meeting with amendment of the suggestion about future issues so as to focus on "3 years ahead" and "more than 3 years ahead";

ACTION 5	WHO	WHAT	BY WHEN
	DK	Publish details of Board's policy leads and areas of policy covered.	30 May 2017

ACTION 6	WHO	WHAT	BY WHEN
	Chair + DV + DK	Produce written report on horizon scanning strategy for consideration by the Board at its July meeting.	18 July 2017
	All Board members	Contribute suggestions for inclusion in report	1 <sup>st</sup> JULY 2017

8. **Board approvals**

8.1 DK presented the written report and the draft policy on sustainable development for approval and adoption. The Board discussed the report and requested an amendment to the policy as drafted to incorporate text on UKPHR's role as an influencer of others, including registrants.

**The Board agreed that**, with amendment to the policy to incorporate text relating to UKPHR's influencing role, the Sustainable Development policy be approved and adopted and shall take effect from 01 June 2017.

ACTION 7	WHO	WHAT	BY WHEN
	DK	Amend and publish UKPHR's approved Sustainable Development policy and publicise the policy, including to the FPH's Sustainable Development Group.	01 June 2017

8.2 DK presented the written report and a draft of the proposed revised policy on lapse and

restoration to the register after lapse. In discussion Board members agreed the proposed revision of the existing policy but queried whether UKPHR should additionally have a policy on registrants who wished to take a career break. The Board tasked DK with researching other regulators' practice in relation to career breaks and to bring a report on this issue to a future Board meeting. BH recommended that the Board agree to consult on the proposed revision of the lapse policy.

**The Board agreed that:**

- (1) The revised policy on lapse and restoration to the register after lapse be approved for consultation;
- (2) The Chief Executive report to a future Board meeting on options for treatment of registrants wishing to take a career break.

**8.3** The revised communications strategy presented by RG and DV was agreed. RG agreed to attend the next teleconference meeting of the practitioner registration scheme coordinators. AJ said that a cascade approach to disseminating UKPHR's messages was achievable, and alternative communication routes should be considered for people who may not be accessible by email, for example texting and Whats app messenger and attendance at team meetings. BH said that the new strategy and the Business Plan should be reviewed to eliminate overlap and to ensure usage of consistent language. DK and DV said that they would further consider UKPHR's statements of vision and mission and consult Board members.

**The Board agreed that** with the proviso that the strategy should be amended to ensure compatibility with the Business Plan, avoiding overlap and using consistent language and acknowledge UKPHR's influencing role, the revised Communications Strategy be approved and published.

	WHO	WHAT	BY WHEN
<b>ACTION 8</b>	DK	Amend the draft Communications Strategy as necessary to eliminate overlap and use language consistent with the Business Plan and publish the revised Communications Strategy.	30 May 2017
	WHO	WHAT	BY WHEN
<b>ACTION 9</b>	RG	Attend the next teleconference meeting of the practitioner registration scheme coordinators.	07 June 2017
	WHO	WHAT	BY WHEN
<b>ACTION 10</b>	DK	Review the vision and mission statements and consider additional media for communicating including social media.	18 July 2017

**9. Chief Executive's report**  
DK presented his written report and drew the attention of the Board to its legal duty in relation to auto enrolment of staff into a pension scheme by 01 August 2017.  
**The Board agreed that** the Chief Executive's report be received.

**10. Minutes of Committees**  
The Board received the following minutes:  
Registration Panel meetings held 14 March and 11 April 2017  
Registration Approvals Committee 23 March and 20 April 2017  
Audit & Risk Committee meeting held on 21 April 2017  
Practitioner registration Coordinators' Group meeting held on 05 April 2017  
Practitioner registration review task & finish group meeting held on 02 March 2017

**11. Communications**  
None not already discussed during the meeting.

**12. Urgent correspondence – None**

**13. Any other business - None**

**14. Date of next meeting -** It was agreed that the next meeting will be held on Tuesday 18th July 2017 at 14.00hrs at UKPHR's Birmingham office.