



Minutes of the UKPHR Board meeting held on 22nd April 2014
at Chadwick House, 15 Hatfields, London SE1 8DJ

Present:

Bryan Stoten (Chair, by telephone), Andrew Corbett-Nolan, Claire Cotter, Fiona Harris, Jeremy Hawker, Selena Gray, Amy Nicholas, Richard Parish, Patrick Saunders and Nairn Wilson (Registrar). David Kidney, CEO, was in attendance.

Apologies:

Claire Barley, Amanda Fletcher, Linda Jones and Sue Lloyd

ACTION

1. Welcome

The Chair welcomed everyone to the meeting. Apologies for absence were received as listed in these minutes. Declarations of interest were received from Richard Parish in relation to his position as a PHE Board member and David Kidney in relation to his employment vis a vis the other paid employees.

2. Minutes of meetings

The minutes of the Board meeting held on 4th February were agreed as a true and accurate record.

It was agreed to accede to one request from David Allen to amend the minutes of the Board's EGM held on 26th March, namely after the words "He proposed a timetable for" to substitute for the next-following words the words "consultation with affected staff". It was not agreed to make further amendments as requested by David Allen. With that amendment, the minutes of the meeting were agreed as a true and accurate record.

DK

3. Matters arising

3.1 RP and the Chair raised matters relating to the scope of the Indemnity Agreement sought by FPH.

3.2 JH sought assurance that the Chair would make representation to FPH about staffing matters (see minute of item 5).

BS

4. Reports

4.1 The Chair gave a verbal report referring to delay in dealings with FPH since the EGM and delight with the achievement of Accredited Voluntary Register (AVR) status. He was looking forward to attending the Consultative Forum event in Friday and he congratulated the CEO on his Honorary Membership of FPH.

4.2 The Registrar presented, and spoke to, his written report and in particular made reference to slow progress in talks with FPH and PHE about revalidation for specialist registrants. The Registrar responded to points made about costs of revalidation for UKPHR and registrants, potential disadvantage of specialist registrants if revalidation continues to lag behind revalidation for medical specialists and the leadership role of PHE. In response to these exchanges the Chair said that the Board should consider revalidation more fully at a future meeting.

4.3 The CEO presented, and spoke to, his written report. After discussion it was agreed that:

- (1) Work should commence on drawing up a template Service Level Agreement for use between UKPHR and local practitioner registration schemes
- (2) The Education & Training Committee's decision to cease Retrospective Recognition of Specialist Training forthwith be endorsed and reference to this option be removed from UKPHR's website
- (3) The Board will hold a session to consider organisational and business risks and related matters including how best to operationalise the monitoring, managing and reporting of risk going forward.

DK

DK

DK

5. Staffing matters, FPH and business plan

6. Budget 2014-15

7. Board considerations

8. Contract of employment, Job Specifications and JDs

Item numbers 5, 6,7 and 8 were confidential to UKPHR and are not published because they refer to commercial matters, financial confidences and individuals.

9. Board approvals

9.1 AVR-led rule changes

The Registrar presented, and spoke to, his written report. The Board approved all the changes referred to in the report.

9.2 CPD scheme for practitioners

The Registrar presented, and spoke to, his written report. The Registrar responded to comments about (a) resource implications, (b) link to revalidation and (c) areas of practice CPD learning might cover in future. The Board approved the CPD policy and first guidance accompanying the report and agreed an implementation date of 1st July.

NW

9.3 Health and Safety and Welfare at Work policy

The Board approved the policy as drafted.

9.4 Business Continuity Plan

The Board approved the plan as drafted.

<p>9.5 Grievance and disciplinary procedures In respect of the draft Grievance Procedure, SG asked that the text be amended to reflect the small scale of UKPHR and state that an “appropriate manager” may in fact be a Director.</p> <p>Subject to this point being addressed, the Board approved both procedures.</p>	<p>DK</p>
<p>9.6 Provisional registration</p> <p>The Registrar presented, and spoke to, his written report. In discussion, the following points were made:</p> <ul style="list-style-type: none"> - Try to set end-date for speciality trainees discussion - Offer specialty trainees voluntary provisional registration now - Consider position of specialty trainees registered with NMC etc - Provisional registrants must sign up to <i>Good Public Health Practice</i> - Practitioners should be supervised e.g. PDP and appraisal - Mentoring would be helpful - Reflective comment should be encouraged/required <p>It was agreed that the Registrar would consider the points raised and report further to the next Board meeting.</p>	<p>NW</p>
<p><u>10. Minutes of meetings received</u></p>	
<p>10.1 Registration Panel meetings 11 Feb, 11 Mar & 08 Apr – SG asked if future minutes can report how long applicants wait for assessment</p> <p>10.2 Registration Approval Committee meetings 25 Feb & 20 Mar</p> <p>10.3 Co-ordinators Group meeting 07 Apr</p> <p>10.4 Education & Training Committee meeting 31 Mar</p> <p>10.5 Remuneration Committee meeting 07 Mar</p> <p>10.6 Audit & Risk Committee meeting 17 Mar</p>	<p>DK</p>
<p>Arising out of consideration of these minutes the Board asked for a report at a future Board meeting on UKPHR’s capacity.</p>	<p>DK</p>
<p><u>11. Communications</u></p>	
<p>The Board asked that its praise be passed on to Andrew for his excellent work on the Newsletters. PS asked for attention to be given to getting into Public Health News and a visible presence at FPH and PHE annual conferences.</p>	<p>DK</p>
<p><u>12. Urgent correspondence</u></p>	
<p>None.</p>	
<p><u>13. Any other business</u></p>	
<p>CC said be clear in asking PHE for more than money, for example, support from PHE’s Centres for local schemes.</p>	
<p><u>14. Next meeting</u></p>	
<p>Tuesday 15 July 2014 at 14.00 hrs, venue to be notified</p>	