

Minutes of the UKPHR Board held on Tuesday 4th February 2014
at Chadwick Court, 15, Hatfields, London SE1 8DJ

Present: Bryan Stoten (Chair), Claire Barley, Andrew Corbett-Nolan, Claire Cotter, Amanda Fletcher, Selena Gray, Linda Jones, Amy Nicholas (by telephone), Richard Parish, Patrick Saunders and Nairn Wilson (Registrar). Also in attendance David Kidney, CEO.

Apologies Fiona Harris, Jeremy Hawker and Sue Lloyd

ACTION

1. Welcome

The Chair welcomed everyone to the meeting. Apologies for absence were received as listed in these minutes. There were no general declarations of interest but declarations of interest were made and recorded in respect of specific agenda items.

2. Minutes of meeting held on 14th November 2013

The minutes were agreed as a true and accurate record.

3. Matters arising

There were no matters arising.

4. Budget 2014-15 (item number 5 on the agenda but taken here)

[A number of confidential and commercially sensitive matters were discussed]

The CEO declared an interest as a paid employee and offered to leave the meeting. The Board asked the CEO to stay and to speak.

5. Reports

5.1 The Chair gave a verbal report referring to the continuation of good relations between UKPHR and its public health partners.

5.2 The Registrar spoke to his written a report which included items on revalidation, CPD and provisional registration among other items. The Board noted the Registrar's proposed immediate actions in response to the audit by the Professional Standards Authority. The Board noted the revisions made by the Registrar to the annual declaration in support of renewal of registration and made one suggestion for improvement.

5.3 The CEO presented, and spoke to, his written report. After discussion it was agreed that the Board wishes to approach Public Health England and ascertain if a new Business Case would be acceptable based on the strategy agreed by the Board as recorded in item 4 above. The Board agreed the appointment of AN as an additional member of the Remuneration Committee.

DK

6. Responses consequent on the decision made at item 4

6.1 Public Health England – RP declared an interest as a member of PHE's Advisory Board but was not required to leave the meeting. The Board wishes to make a constructive response to PHE and investigate whether a new Business Case would be received on the basis of the strategy agreed by the Board at item 4. [Confidential and commercially sensitive matters were discussed]

7. Approvals

The Board approved:

- 7.1 The policy on transparency and accountability.
- 7.2 The policy on intelligence gathering and sharing and related matters arising out of the Francis Report.
- 7.3 The draft CPD scheme for practitioners for consultation.

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8. Consideration of items for further decision

- 8.1 A draft policy on comments, complaints and compliments – The Board approved the policy as drafted for implementation.
- 8.2 Charitable status, VAT registration and tax relief on payment of registration fees – the Board noted the CEO's written report and decided to take no action for the time being on charitable status or VAT registration. The Board authorised the Registrar and the CEO to continue to seek a ruling from HMRC that payment of registration fees should attract tax relief.
- 8.3 Education and Training Committee – the Chair of the Committee (SG) spoke to the written report from the CEO and the Board agreed the CEO should invite representation by way of co-option onto the Committee from local government, the UK Faculty of Public Health and the Royal Society for Public Health.

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9. Consultative Forum meetings 2014

The CEO presented and spoke to his written report. The Board agreed the recommendation to hold two meetings in 2014, in April in England week commencing 21 April and Cardiff on 22 October.

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10. Communications issues

No matters were raised for discussion.

11. Minutes of Committees and Panels.

The Board received the minutes of the following meetings:

- 11.1 Registration Panel meetings held on 15 Nov and 10 Dec
- 11.2 Registration Approval Committee meetings held on 21 Nov and 19 Dec
- 11.3 Practitioner Registration National Co-ordinators Group meetings held on 26 Nov and 9 Dec
- 11.4 Practitioner Registration Working Group held on 9 Dec
- 11.5 Education & Training Committee held on 13 Jan
- 11.6 Remuneration Committee held on 17 Jan

12. Correspondence

There was no urgent correspondence

13. Any other business

- 13.1 CC reported that the most recent meeting of the Co-ordinators Group took place yesterday.
- 13.2 CC commented on the potential impact on career progress for practitioners if routes to becoming a specialist should become more restrictive in the future.
- 13.2 CB reported that the design stage of the Advanced Practitioner pilot in Wales is now completed.

14. Date of next meeting

The next programmed meeting of the Board will be on 22nd April