

Minutes of the UKPHR Board held on Thursday 14<sup>th</sup> November 2013  
at Chadwick Court, 15, Hatfields, London SE1 8DJ

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**Present:** Bryan Stoten (Chair), Claire Cotter, Amanda Fletcher, Selena Gray, Fiona Harris, Jeremy Hawker, Linda Jones, Amy Nicholas and Patrick Saunders.  
Also in attendance UKPHR paid staff including David Kidney, CEO.

**Apologies** Claire Barley, Sue Lloyd, Andrew Corbett-Nolan, Richard Parish and Nairn Wilson (Registrar).

**ACTION**

**1. Welcome**

The Chair welcomed everyone to the meeting. Apologies for absence were received as listed in these minutes. There were no declarations of interest.

**2. Minutes of meeting held on 3<sup>rd</sup> September 2013**

The minutes were agreed as a true and accurate record.

**3. Matters arising**

There were no matters arising.

**4. Reports**

4.1 The Chair gave a verbal report referring to the further delay in the Department of Health publishing its Consultation Paper, no contact from HCPC, successful first Consultative Forum, some approaches from specialists with concerns about political pressures in some local authorities, his involvement in ADPH master classes for DsPH, his presentation at an event organised by ASH today and the FPH's election for Vice President (Standards) contested by two registrants.

4.2 The Registrar was not present but had written a report which the CEO spoke to. In discussion Board members supported work to develop a CPD scheme for practitioner registrants and asked for an earlier implementation date than 1<sup>st</sup> January 2015. On revalidation, they supported the Registrar in his talks with PHE and FPH and opined that the latter should give UKPHR more support for revalidation.

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

- (a) The CEO should pursue with HEE agreement on the latter's level of support for local practitioner registration schemes;
- (b) The Board is content with three members minimum for the Audit & Risk and the Remuneration Committees and the quorum for meetings of these committees shall be two;
- (c) The CEO is asked to raise at meetings of PHE's steering group on the development of a skills passport (1) Advanced Practitioner status (2) the relationship between registration and career pathways and (3) the need to align PHSKF and curricula with skills passport requirements;
- (d) The continued engagement with Consultative Forum members between formal meetings is supported; the CEO is asked to report

**DK/HEE**

**DK notify**

**DK raise**

suggested dates for 2 meetings of the Forum in 2014 to the February Board meeting.

#### 4.4 Finance report

The Board received a half-year statement of profit and loss.

#### 5. Regulation of public health specialists

The Board was disappointed to learn yesterday that yet again the Department of Health has postponed the publication of its Consultation Paper on this subject. It was agreed that UKPHR should devise a “front foot” strategy, elements of which will include: a letter to the Public Health Minister requesting a meeting, engagement with registrants on this subject in the time before the Consultation Paper is published, similar engagement with public health partners and others and start to focus on what statutory regulation by UKPHR would look like. As communication will be key to this strategy, the Board asked Fiona Harris and the CEO to meet to discuss what would be required. UKPHR wishes to be clear about its messages, including the benefits of a multi-disciplinary workforce and all the workforce in one place as a community of interest. In general, Board members felt the delay offered UKPHR a window of opportunity in which to demonstrate its value and make its case. In the meantime, the Board emphasises that existing processes are still in operation.

#### 6. Budget, fees and charges

The CEO presented, and spoke to, his written report and tables of figures. The Board noted the profit and Loss Account as at 30 September, 2013. He said that at this stage the Budget for 2014/15, the Fees and Charges and the Estimated Balance Sheet were stated for illustrative purposes as much may change before the Board is asked to settle a budget for 2014-15 at its February meeting. [A commercially sensitive matter of fees and charges was discussed]. The CEO was asked to renew talks with HMRC about tax relief on registration fees.

#### 7. Approvals

The Board approved:

- 7.1 The CEO’s written report on transparency and accountability.  
The CEO was asked to draft and submit to the Board for approval a policy statement containing all those elements set out in the written report, making clear that members of the public are entitled to attend “Board meetings held in public”, not “public Board meetings”;
- 7.2 The CEO’s written report on responding to the relevant recommendations of the Francis Report. The CEO was asked to draft and submit to the Board for approval the necessary policy and practice statements containing all those elements set out in the written report. It was noted that some recommendations (for example monitoring media reports) presented UKPHR with practical challenges and it was suggested that the CEO should discuss this aspect with PSA;
- 7.4 The CEO’s written report on publication of Annual Reports. The CEO was asked to make arrangements each Autumn

DK

DK&FH meet

DK oversee

DK draft

DK drafts

- for publication of an Annual Report and the holding of an accompanying event at which to launch the Annual Report;
- 7.5 Selena Gray's written report including the recommendation that UKPHR should in due course respond to FPH's consultation in connection with its review of its curriculum. Claire Cotter, Amanda Fletcher and Linda Jones agreed to join Selena Gray on a sub-group (task and finish) to help draw up the response [But see the Education and Training Committee minute below]

**DK act on**

The Board considered and discussed:

- 7.6 [A number of confidential and commercially sensitive matters]

#### 8. Education and Training Committee

The CEO presented, and spoke to, a written report. The Board agreed to appoint an Education and Training Committee with a meeting to be convened by Selena Gray and to involve in addition Claire Cotter, Amanda Fletcher, Jeremy Hawker and Linda Jones. Linda Jones asked that consideration be given to providing a home for the Practitioner Registration Working Group under the auspices of this Committee. It was noted that the Committee had a sufficient work programme for the immediate future as set out in the CEO's written report and the FPH's consultation on the review of its curriculum.

**SG convene**

#### 9. Minutes of Committees and Panels.

The Board received the minutes of the following meetings:

- 9.1 Registration Panel meetings held on 3 Sept & 8 Oct  
9.2 Registration Approval Committee meetings held on 12 Sept & 17 Oct  
9.3 Practitioner Registration National Co-ordinators Group meeting held on 2 Sept

#### 10. Correspondence

The CEO reported correspondence from FPH about [a confidential and commercially sensitive matter].

**DK**

#### 11. Any other business

Board members accepted the suggestion from Fiona Harris that the Board should take overall responsibility for communications and include a standing item on communications in future agendas.

**DK**

#### 12. Date of next meeting

The next meeting of the Board will be on 4<sup>th</sup> February 2014.

The Board noted future dates of 29<sup>th</sup> April, 15<sup>th</sup> July and 30<sup>th</sup> September.