

## UKPHR policy on transparency and accountability

*First edition*                      *04 February 2014*  
*Review every*                      *3 years*  
*Next review due*                *February 2017*

### **1. Purpose of this document**

This policy fulfils UKPHR’s responsibility to be open and approachable and to manage its public register in a way that is accountable to stakeholders (including registrants and the public). UKPHR also has its own values and standards, as expressed in its key governance documents, and this policy seeks to put these values and standards into practice.

### **2. Scope and Organisational Context**

- 2.1** UKPHR was established in 2003 as a voluntary register of multi-disciplinary public health specialists. In 2011 UKPHR also developed a voluntary register of public health practitioners. Its objective is to promote public confidence in public health professionals’ practice in all four UK countries through independent regulation.
- 2.2** UKPHR is an independent body, a Company limited by guarantee, with its own Board.

### **3. Legal requirements**

- 3.1** UKPHR’s Memorandum of Association states that the objects are “the promotion and the advancement of the multi-disciplinary public health profession by keeping a register of persons practising in the multi-disciplinary public health profession and supervising the behaviour and conduct of the persons for the time being included in the said register in order to better protect the health of the public and the doing of all such other lawful things as are incidental or conducive to the attainment of such objects or any of them...”.
- 3.2** UKPHR’s Articles of Association set out the powers and duties of the Board and require lay involvement in that at least three Directors must be lay persons.

### **4. UKPHR’s governance arrangements**

- 4.1** UKPHR requires its Board members, committee members and assessors to agree to conduct themselves and conduct business in accordance with UKPHR’s approved Code of Practice.
- 4.2** UKPHR’s Standing Orders state that the register must be kept secure and protected from falsification and otherwise its format and its publication are matters for the Board to determine. Entries on the register must distinguish between public and private information.

**4.3** UKPHR's Standing Orders require UKPHR to operate and maintain a Consultative Forum. A new Consultative Forum was established in 2013. Its first meeting was in Edinburgh on 5<sup>th</sup> November 2013. Membership and Terms of Reference have been finalised taking account of the Forum's deliberations. The Forum will convene at least twice each year and between formal meetings, email correspondence will maintain the links between UKPHR and Forum members as a "virtual" forum.

## **5. *Accessibility of the register***

**5.1** UKPHR maintains the register live online and anyone may access the register online and search it to find out if a named individual is registered. The register, or an entry on the register, will be provided in other formats if requested or if otherwise it is obvious that a different format is required. For example, UKPHR will send paper extracts of any of its web-based publications on request and UKPHR will speak to enquirers by telephone to assist with mutual understanding and to help resolve other specific obstacles to open access.

**5.2** UKPHR will provide registrants with access to restricted fields within the online register so that they can keep their own personal details up to date (address, employer and so on). UKPHR will regularly remind registrants to check their registered details and amend them as and when appropriate.

## **6. *UKPHR Board's proceedings***

**6.1** UKPHR will give notice on its website of the dates when it is intended that Board and committee meetings will be held and the venues.

**6.2** When agendas are published for Board and committee meetings, these will be published on UKPHR's website at least five working days before the meetings are due to be held and UKPHR will additionally endeavour to comply with requests from individuals for agendas to be sent to them.

**6.3** Members of the public may apply for free tickets to attend Board meetings held in public (this is not to control who attends but to know numbers for providing papers and ensuring that the meeting room is big enough).

**6.4** Members of the public shall be entitled to attend Board meetings except for when confidential business is under consideration and at the Chair's discretion time may be allocated during the meeting for questions and comments from members of the public.

**6.5** Board members will be sent minutes of Board meetings within ten working days of meetings and if no objections are made by any recipient the minutes shall be published (minus any record of confidential business) on the website within twenty working days of meetings.

**6.6** Members of and attendees at meetings of the Consultative Forum will be sent minutes of Consultative Forum meetings within ten working days of meetings and if no objections are made by any recipient the minutes shall be published (minus any record of confidential business) on the website within twenty working days of meetings.

**6.7** When UKPHR consults external stakeholders about any matter, details of the consultation shall be published on its website and a reasonable time will be allowed for responses.

**6.8** Any exceptions to these rules shall be reported to the Board

## **7. *Regulatory intelligence***

- 7.1** UKPHR receives intelligence from other regulators, registrants, employers, members of the public and other sources (for example media reports and monitoring specialist and social media). UKPHR welcomes and will proactively encourage such contacts (a very wide range of channels of communication exist). UKPHR wants to receive information about registrants' practice – good as well as bad – experiences of practice standards and knowledge about public health practice more widely.
- 7.2** The Francis report of the Public Inquiry into events at Mid Staffordshire NHS Foundation Trust has implications for intelligence gathering and sharing information between regulators. UKPHR has published its policy accepting, adopting and implementing the practices recommended by the Francis report to the extent that they apply to UKPHR and the relevant regulators it interacts with.

## **8. *Contributing to Public Health Outcomes***

- 8.1** In the professional practice, UKPHR's registrants are set demanding targets for achieving public health outcomes by their employers and public policy. It is consistent with UKPHR's role as regulator to support registrants in their work to improve the public's health and reduce health inequalities.
- 8.2** UKPHR will contribute to improving the public's health and reducing health inequalities by sharing knowledge with registrants and others (for example, public health employers) when it comes to UKPHR's attention. Knowledge which will be shared will include:
- Good practice in one area of practice or location
  - New and emerging research findings
  - Other similar evidence and other news that may be helpful to registrants and others engaged in public health planning and practice.

## **9. *Contributing to public health learning***

- 9.1** UKPHR has a legitimate interest in what is being taught to people learning for a career in public health (which career choice may lead those learners to seek registration with UKPHR in the future). UKPHR also promotes continuing learning post-qualification through requirements for Continuing Professional Development and re-registration (which will in due course be superseded by revalidation).
- 9.2** UKPHR will maintain links with the Faculty of Public Health and other organisations which set standards of learning and who may provide teaching and training to the standards which have been set and will express views on curricula and on developments in education and learning.

## **10. *Keeping standards of transparency and accountability under review and reporting on them***

- 10.1** UKPHR will publish this policy.
- 10.2** UKPHR will regularly monitor the implementation of this policy.
- 10.3** UKPHR's Board will periodically review this policy and the results of the monitoring of it and make changes to keep the policy relevant and effective.
- 10.4** UKPHR will report on the application of this policy annually in its Annual Report.