

CONFIDENTIAL

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

Attendance	Name	ID for minutes
Present in the Boardroom	Patrick Saunders (Chair)	Chair
	Karen Saunders	KS
	Duncan Vernon	DV
	David Kidney (Chief Executive)	DK
Present by video and telephone	Claire Cotter (Vice Chair)	CC
	Andrew Jones	AJ
	Viv Speller	VS
	Zafar Iqbal (Registrar)	ZI
Apologies	Jenny Douglas Ruth Freeman Ruth Goldstein Bob Hudson Sue Powell Louise Wallace Sue Lloyd (Chair, Registration Panel)	

1.	Welcome, apologies for absence and declaration of interest The Chair welcomed everyone to the meeting. Apologies were received as listed above. There were declarations of interest as follows: Chair - Member of FPH Board; VS - Contractor
2.	Minutes of the meeting held on 25 April 2017 The minutes of the meeting held on 25 April 2017 were agreed to be a true and accurate record.
3.	Review of actions points and matters arising from previous minutes Action points 1-10 were reviewed. There were no other matters arising.
4.	Reports
4.1	A written report of meetings attended and decisions made by the Chair was received. The Chair highlighted his meeting with the Chief Executive of Public Health Wales and their discussion about public health workforce issues in Wales.
4.2	A written record of Board members' attendance at Board and Committee meetings was received.
4.3	A written report of registration activities was received. In discussion the strong performance on renewals of specialists' registrations was noted.
4.4	A written financial report was received. DK said that registration fees income not needed for expenditure immediately had been placed on deposit at the bank. DK said that he had amended the budget to show monthly income and expenditure so that future monthly reports to Directors would more accurately show green for "good" and red for "bad". It was agreed that the written reports be received and that points raised in discussion should be addressed in future reports on these subjects.

	ACTION 1	WHO	WHAT	BY WHEN
		DK	Amend future monthly financial reports to Directors to show monthly performances more accurately.	31 July 2017 and ongoing.
5.	<p>Practitioner registration review task & finish group</p> <p>DK presented his written report and sought approval to issue an ITT for a contractor to help revise practitioner registration standards. The Board satisfied itself that the task & finish group did not have the resources to revise the registration standards itself and asked for amendments to the draft ITT to reflect the narrow focus of the task to be carried out and the breadth of the public health organisations interested. Subject to these points, it was agreed that an ITT should be issued seeking a contractor to help the task & finish group revise the registration standards. In addition, the Board urged that the task & finish group should press on with all three work streams concurrently. The Board agreed that Sue Powell could step down as chair of the task & finish group.</p>			
	ACTION 2	WHO	WHAT	BY WHEN
		DK	Amend and issue ITT for contractor to help the group with revision of practitioner registration standards.	31 July 2017.
	ACTION 3	WHO	WHAT	BY WHEN
		DK	Arrange new chair for the task & finish group in accordance with the Board's discussion.	31 July 2017, subject to group's approval.
6.	<p>Arrangements for Board's AGM and Company's Annual Meeting</p> <p>DK presented his written report and recommendations. It was agreed that UKPHR should advertise now for the recruitment of two new Directors to fill the vacancies that will arise at the AGM. In considering applications for these Directorships, the Board will have regard to the Role and Composition of the Board document that it approved at its February meeting as well as UKPHR's Role of a Director document. The Board noted the draft Annual Report and the Chair asked Directors to submit any comments or suggestions about the Annual Report to DK by the end of this month. The Board approved the arrangements for the Company's Annual Meeting, including the draft programme provided by DK. The Board asked DK to look into whether the Annual Meeting could be live-streamed to a wider audience. The Board agreed that it wished to consider amendments to the Company's Articles of Association at its AGM and at the Company's Annual Meeting which would provide for more flexibility in future appointments of Directors, subject (a) to the Role and Composition of the Board document and (b) clarifying and strengthening the lay representation requirement. The Board approved consultation with the Company Solicitor over the proposed amendment of the Articles of Association. The Board agreed to retain the present number and structure of committees but suggested that after the AGM the new Chair and Vice Chair might want to review both. The Board agreed that UKPHR needed to adopt (1) a scheme of delegation and (2) conditions of registration and asked DK to submit his proposals for both documents to the AGM. The Chair asked Directors to read the early drafts which DK had presented and give their comments and suggestions in relation to both drafts to DK. It was noted that the conditions of registration would need to be consulted upon before adoption.</p>			
	ACTION 4	WHO	WHAT	BY WHEN
		All	Give comments and suggestions to DK about draft Annual Report.	31 July 2017
	ACTION 5	WHO	WHAT	BY WHEN

		DK	Advertise UKPHR's recruitment of two new Directors and arrange for Directors' to shortlist, interview and make recommendations to the full Board.	28 Sept 2017
	ACTION 6	WHO	WHAT	BY WHEN
		DK	Make arrangements for the Company's Annual Meeting on 28 Sept and consider live-streaming the event.	28 Sept 2017
	ACTION 7	WHO	WHAT	BY WHEN
		DK	Draft amendment of the Company's Articles of Association regarding Board composition and check amendment with Company Solicitor.	31 Aug 2017
	ACTION 8	WHO	WHAT	BY WHEN
		All	Give comments and suggestions to DK about draft scheme of delegation and draft conditions of registration.	31 Aug 2017
	ACTION 9	WHO	WHAT	BY WHEN
		DK	Draft scheme of delegation and conditions of registration for consideration by the Board at its AGM.	28 Sept 2017
7.	<p>Risk register for IUHPE-accredited register DK presented his written report. DV suggested that with two registers UKPHR should have an overarching statement of its approach to risk management. It was agreed that the Audit & Risk Committee be asked to draft (1) a risk register for the IUHPE-accredited register and (2) a statement of UKPHR's overarching approach to risk management for the Board's approval and thereafter that the Audit & Risk Committee should oversee the risk register for the IUHPE-accredited register in the same way it oversees the risk matrix for the PSA-accredited register.</p>			
	ACTION 10	WHO	WHAT	BY WHEN
		DK + Audit&Risk	Draft a risk register for the IUHPE-accredited register and an overarching statement of approach to risk management for the Board's approval.	31 Aug 2017.
8.	<p>Registrants taking career breaks DK presented the written report and DK and ZI spoke to this item. The Board discussed the report and decided not to make any change to existing policy but asked that the monthly reports to Directors in future additionally show all instances of registrants asking about career breaks and reduced registration fees and recording actions taken by UKPHR's Registrar and office staff in response. It was agreed that no further action be taken on this matter for the time being.</p>			
	ACTION 11	WHO	WHAT	BY WHEN
		DK	Amend the monthly registration activity statistical report to Directors to include information on requests for career breaks and registration fee reductions.	31 July 2017

9.
9.1

Board approvals

UKPHR's approach to horizon scanning

DK presented his written report and DV spoke to this item. It was agreed that the approach set out in the report, including a standing agenda item for Board meetings, should be adopted. It was further agreed that policy leads should be:

POLICY AREA	BOARD MEMBER(S)
Advanced strategy	Chair
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

Communications	Ruth Goldstein)	<i>Working together with Chief Executive Chair</i>
Horizon scanning	Duncan Vernon)	
Public affairs	Chair)	

In discussing this item, Board members and DK raised the following as examples of matters that should be considered by the Board under horizon scanning:

- > PHE observer of FPH's Board
- > Birmingham University Undergraduate degree
- > PHE's Future DsPH programme
- > Local Government Finance Bill has been dropped
- > FPH's emerging workforce strategy
- > BMJ news report of Robert Francis' call for NHS managers to be regulated
- > PH Apprenticeships
- > Credentialing
- > Support for specialists preparing portfolios
- > HEIs mapping courses to practitioner registration standards
- > IUHPE is moving its HQ from Paris to Montreal.

	WHO	WHAT	BY WHEN
ACTION 12	DK	Incorporate standing agenda item on horizon scanning for all future Board meetings.	28 Sept 2017

9.2

UKPHR's response to PSA's learning points 2017

DK presented his written report and the table prepared by UKPHR's staff containing suggestions for responses to all seven learning points. It was agreed that all seven suggested courses of action should be implemented by DK.

	WHO	WHAT	BY WHEN
ACTION 13	DK	Implement the seven courses of action set out in the paper presented to the Board and notify PSA and the Board of the actions taken.	28 Sept 2017

9.3

Amendment to practitioner registrants' CPD requirement

DK presented his report of responses received to UKPHR's consultation on proposed changes to the practitioner registrants' CPD requirement. ZI spoke to this item. Responses were overwhelmingly in favour of all the amendments being proposed. It was agreed to proceed with the amendments as consulted upon with implementation as follows:

- Amended practitioner registrants' CPD requirement effective from 01 September 2017
- Publicity for the changes in DK's July and August e-bulletins
- Additional publicity in August by news on UKPHR's website and Twitter account
- First audit of new CPD requirement end-2018, not end-2017.

	WHO	WHAT	BY WHEN
ACTION 14	DK	Implement the amendments to the practitioner registrants' CPD requirement from 01 September with the arrangements for publicity and audit as agreed by the Board.	01 Sept 2017

9.4

Amendment to lapse rule

DK presented his report of responses received to UKPHR's consultation on a proposed change to UKPHR's policy on lapse from and restoration to the register in relation to notifying employers of registrants. ZI spoke to this item. Responses were mixed with a range of views presented. Overall, a majority of respondents supported the proposed change. It was agreed to proceed with the amendment as consulted upon with immediate effect but subject to monitoring. The Board asked DK to report to a future Board meeting on the practical application of the amendment and its impact.

	WHO	WHAT	BY WHEN
ACTION 15	DK	Implement the amendment to the lapse policy, monitor implementation and report impact to a future Board meeting.	31 July 2017

10.

Chief Executive's report

DK presented his written report and answered questions from Board members. On revalidation, the Board asked that when the Remuneration Committee meets on 02 August it should consider UKPHR's staffing resource to support implementation of UKPHR's revalidation scheme. The Board asked DK to prepare a written brief outlining the assistance UKPHR needed from partner organisations and to circulate it to key partner organisations including ADPH, LGA and Training Directors. On routes to register, the Board noted that the consultation had recently closed and looked forward to receiving a report of responses received and recommendations for next actions at its September meeting. On auto enrolment, the Board noted that DK had registered UKPHR with Nest. On vision and mission statements, the Board agreed the following amended statements:

VISION

We will protect the public and promote continuous improvement in public health practice by providing a regulatory home for the UK's public health workforce and assuring registrants' competence.

MISSION

To be a self-sustaining and effective regulator for the public health workforce.

	WHO	WHAT	BY WHEN
ACTION 16	DK	(1) Discuss staffing resources and finances with Remuneration Committee on 02 August; (2) Prepare & circulate to partners a written brief about assistance UKPHR needs to introduce revalidation; (3) Prepare a report of the responses	28 Sept 2017

		received to UKPHR's consultation on routes to register for specialists; and (4) Adopt amended vision and mission statements, amend documents containing the statements, for example, the Business Plan, and publicise the statements.	
11.	Minutes of Committees The Board received the following minutes: Registration Panel meetings held 09 May, 13 Jun and 11 July 2017 Registration Approvals Committee 18 May and 22 June 2017 Education & Training Committee meeting held on 26 June 2017 Practitioner registration Coordinators' Group meeting held on 07 June 2017 Practitioner registration review task & finish group meeting held on 11 May 2017 Record of proceedings of Consultative Forum meeting held on 27 April 2017 FPH/UKPHR Fit for the future working party meetings held on 04 May and 26 June 2017.		
12.	Communications None other than the matters already discussed during the meeting at items 9.3 and 10.		
13.	Urgent correspondence A letter received from RoSPA notifying UKPHR of the appointment of Errol Taylor as the new Chief Executive, in succession to Tom Mullarkey MBE. UKPHR had replied with congratulations and expressing willingness to continue working with RoSPA.		
13.	Any other business ZI reported his recent attendance at a meeting of the Specialist Registrars' Committee at which matters discussed included Recommendation 5.1 in PHE's 2016 Fit for the future report and UKPHR's routes to registration for specialists.		
14.	Date of next meeting It was agreed that the next meeting will be held on Thursday 28th September 2017 at 13.00 hrs at UKPHR's Birmingham office for the Board's AGM and an ordinary Board meeting to be followed at 16.00 hrs by the Company's Annual Meeting to be held at the Studio, Cannon Street, Birmingham. The Chair said he was unable to attend the AGM and, this being his final meeting of the Board therefore, the Board unanimously expressed its gratitude for his service as a Director and Chair and looked forward to creating an opportunity to give its thanks to the Chair more formally.		