

CONFIDENTIAL

Minutes of the meeting of UKPHR's Board held on Thursday 28th July 2017 shortly after 1300hrs at 18c McLaren Building, 46, Priory Queensway, Birmingham B4 7LR

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

1.	<p>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 – UKPHR registrant liable to revalidation Vice Chair – UKPHR registrant liable to revalidation, past contractor and potential contractor SP – HEI involvement if HEI qualifications and their recognition by UKPHR were raised.</p>																						
2.	<p>Minutes of the meeting held on 18 July 2017 The minutes of the meeting held on 18 July 2017 were agreed to be a true and accurate record.</p>																						
3.	<p>Review of actions points and matters arising from previous minutes The Board noted that the following actions were all completed:</p> <table border="1"> <thead> <tr> <th>ACTION</th> <th>WHO</th> <th>WHAT</th> <th>BY WHEN</th> </tr> </thead> <tbody> <tr> <td>ACTION 1</td> <td>DK</td> <td>Amend future monthly financial reports to Directors to show monthly performances more accurately.</td> <td>31 July 2017 and ongoing.</td> </tr> <tr> <td>ACTION 2</td> <td>DK</td> <td>Amend and issue ITT for contractor to help the group with revision of practitioner registration standards.</td> <td>31 July 2017.</td> </tr> <tr> <td>ACTION 3</td> <td>DK</td> <td>Arrange new chair for the task & finish group in accordance with the Board's discussion.</td> <td>31 July 2017, subject to group's approval.</td> </tr> <tr> <td>ACTION 4</td> <td>All</td> <td>Give comments and suggestions to DK about draft Annual Report.</td> <td>31 July 2017</td> </tr> </tbody> </table>			ACTION	WHO	WHAT	BY WHEN	ACTION 1	DK	Amend future monthly financial reports to Directors to show monthly performances more accurately.	31 July 2017 and ongoing.	ACTION 2	DK	Amend and issue ITT for contractor to help the group with revision of practitioner registration standards.	31 July 2017.	ACTION 3	DK	Arrange new chair for the task & finish group in accordance with the Board's discussion.	31 July 2017, subject to group's approval.	ACTION 4	All	Give comments and suggestions to DK about draft Annual Report.	31 July 2017
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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
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.
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
ACTION 12	WHO	WHAT	BY WHEN
	DK	Incorporate standing agenda item on horizon scanning for all future Board meetings.	28 Sept 2017
ACTION 13	WHO	WHAT	BY WHEN
	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
ACTION 14	WHO	WHAT	BY WHEN
	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
ACTION 15	WHO	WHAT	BY WHEN
	DK	Implement the amendment to the lapse policy, monitor implementation and report impact to a future Board meeting.	31 July 2017
ACTION 16	WHO	WHAT	BY WHEN

		DK	<p>(1) Discuss staffing resources and finances with Remuneration Committee on 02 August;</p> <p>(2) Prepare & circulate to partners a written brief about assistance UKPHR needs to introduce revalidation;</p> <p>(3) Prepare a report of the responses received to UKPHR's consultation on routes to register for specialists; and</p> <p>(4) Adopt amended vision and mission statements, amend documents containing the statements, for example, the Business Plan, and publicise the statements.</p>	28 Sept 2017
There were no other matters arising.				
<p>4.</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p>	<p>Reports</p> <p>A written report of meetings attended and decisions made by Patrick Saunders while he was Chair was received.</p> <p>A written record of Board members' attendance at Board and Committee meetings was received.</p> <p>A written report of registration activities was received.</p> <p>A written financial report was received. SP praised PS for the clarity of the presentation of these financial statistics. The Board resolved that bank authorities were Chair, Vice Chair, DV and DK, any one of four.</p> <p>It was agreed that the written reports be received and noted.</p>			
<p>5.</p>	<p>Routes to register</p> <p>VS declared an interest as a past contractor who carried out work on this project. The Board noted the interest and agreed that VS did not have to leave the room and could take part in the discussion because the work she had done as a contractor was concluded, was in the past and the knowledge VS had acquired as a result of that work was useful to the Board.</p> <p>DK presented his written report. The Chair invited discussion.</p> <p>Board members accepted that a great deal of preparatory work would be required before a new portfolio assessment route could be introduced but also emphasised that the public health community was already familiar with much of what was proposed to be introduced, for example, the 2015 curriculum. The Board was unanimous in its desire to involve assessors and Moderators in preparations for changes to routes to register for specialists. It was noted that if existing portfolio assessment routes were to be closed, assessments of portfolios under these routes would continue for some time, for example as clarification and resubmissions were resolved. For assessors and Moderators, there would be a difficult period of "double running". The Board felt that there would be an onus on the public health system as a whole to support people who might wish to complete a portfolio and submit it for assessment. For UKPHR, there was a need to explain the purpose of a portfolio assessment route alongside the Training Programme, for example stressing the need to reach out to people beyond those who might undertake Specialty Training. Board members were agreed that in making announcements about changes to routes to register, UKPHR would need to have a clear narrative for its actions and take care and time to communicate to all stakeholders its actions and the reasons for them.</p> <p>The Board agreed:</p> <p>(1) There will be a new portfolio assessment registration route for specialists, called "Specialist registration by portfolio", which will in due course be the only portfolio assessment route available to specialists;</p> <p>(2) The target date for opening of this route will be 01 September 2018;</p> <p>(3) The target date for closing the RSS and defined specialist portfolio assessment routes will be 31 August 2019; UKPHR will not receive portfolios for these routes after that date</p>			

(including in any cases where portfolios were returned as unassessable or a complete return or discontinued by applicants before the closing date), but will complete the assessment process for all those portfolios received under these routes before that date;

- (4) UKPHR should communicate these decisions next week with a carefully composed narrative;
- (5) The setting up of an implementation group to oversee implementation of the Board's decisions in relation to routes to register.

The Board noted that DK's written report raised a number of further issues for decision by the Board in connection with this item. In relation to those matters set out in paragraph 4.3 of the report, the Board instructed DK to bring a further report to the Board's next meeting dealing with these matters but at this stage the Board was minded to:

- (a) Agree that passes of the Part A exams will be an optional means of proving knowledge;
- (b) Set a currency rule for evidence, potentially 50 per cent of evidence within 5 years of submission;
- (c) Set eligibility criteria for a length of time of public health practice; and
- (d) Require submission additionally of references and testimonials.

ACTION	WHO	WHAT	BY WHEN
ACTION 1	DK	Publish the Board's decisions together with a narrative agreed by the Chair, Vice Chair, RG and DV and circulated to all Directors.	06 Oct 2017 and ongoing.
ACTION 2	DK	Begin preparations for formation of an implementation group to implement Board's decisions on routes to register.	21 Nov 2017 and ongoing.
ACTION 3	DK	Submit a further report to the Board's next meeting on work needed to be done to implement the Board's decisions on routes to register.	21 Nov 2017.

6. Practitioner registration review progress report
 VS declared an interest in this item and left the room, taking no part in the item. DK presented his written report and reported the decision by Patrick Saunders as Chair to accept the one bid received in response to the ITT published by UKPHR for a contractor to help revise practitioner registration standards subject the successful bidder agreeing to meet the task & finish group's standards sub-group to agree the work to be carried out under the contract which UKPHR would subsequently sign with the contractor. The Board noted the report including the outcome of the ITT process.

7. IUHPE-accredited register progress report
 DK presented his written report. The Board noted the report and agreed that there was a need for marketing of the register. It was agreed that DK would work with VS, RG and DV to develop a marketing plan, including research into the potential size of the market.

ACTION	WHO	WHAT	BY WHEN
ACTION 4	DK, VS, RG, DV	Develop a marketing plan for the IUHPE-accredited register.	21 Nov 2017 and ongoing.

8.	<p>Revalidation progress report</p> <p>DK presented his written report. DV suggested that with two registers The Board noted the report and comments were made about the need to have regard to capacity in UKPHR and in the public health system and the need, in the light of the report to GMC by Sir Keith Pearson, for flexibility.</p>																								
9.	<p>Approvals</p> <p>The Board approved for adoption and publication (1) UKPHR's risk management statement; (2) UKPHR's reserves and investment policy and (3) The Board's scheme of delegation. In addition, the Board agreed for consultation conditions of registration, noting that DK intended to make some amendments prior to publication for consultation.</p> <table border="1" data-bbox="201 510 1449 719"> <thead> <tr> <th data-bbox="201 510 400 546"></th> <th data-bbox="400 510 571 546">WHO</th> <th data-bbox="571 510 1166 546">WHAT</th> <th data-bbox="1166 510 1449 546">BY WHEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="201 546 400 719">ACTION 5</td> <td data-bbox="400 546 571 719">DK</td> <td data-bbox="571 546 1166 719">Publish (1) UKPHR's risk management statement; (2) UKPHR's reserves and investment policy; (3) The Board's scheme of delegation; and (4) conditions of registration after minor amendment.</td> <td data-bbox="1166 546 1449 719">31 Oct 2017 and, in respect of (4), ongoing.</td> </tr> </tbody> </table>		WHO	WHAT	BY WHEN	ACTION 5	DK	Publish (1) UKPHR's risk management statement; (2) UKPHR's reserves and investment policy; (3) The Board's scheme of delegation; and (4) conditions of registration after minor amendment.	31 Oct 2017 and, in respect of (4), ongoing.																
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10.	<p>Chief Executive's report</p> <p>DK presented his written Chief Executive's report. The Board noted the report. Arising out of discussion about contents of the report, the Board agreed:</p> <ol style="list-style-type: none"> (1) The appointment of Zaira Ejaz as Revalidation & Registration Services Officer; (2) UKPHR needed to raise within the public health system the status and value of Advanced Practice (Public Health); (3) The Chair and DK should offer to meet the Public Health Agency of Northern Ireland and other stakeholders there to discuss assistance for achieving registration of NI's public health practitioners; (4) The Board would welcome holding a further Strategy Day and asked the Chair and DK to agree the arrangements, and would wish to discuss payment of assessors as an issue at the Strategy Day alongside other issues to be proposed by the Chair and DK; (5) PSA's consultation on renewal fees for accreditation raised a new risk for the risk register; and (6) DK's proposal to bring a report to the Board's next meeting about the operating of the Registration Approvals Committee and the Fitness to Practice and Appeals Panels. <table border="1" data-bbox="201 1361 1449 1850"> <thead> <tr> <th data-bbox="201 1361 400 1397"></th> <th data-bbox="400 1361 571 1397">WHO</th> <th data-bbox="571 1361 1166 1397">WHAT</th> <th data-bbox="1166 1361 1449 1397">BY WHEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="201 1397 400 1503">ACTION 6</td> <td data-bbox="400 1397 571 1503">DK</td> <td data-bbox="571 1397 1166 1503">Complete the requirements for Zaira Ejaz's appointment and commence recruitment of a new Administrator.</td> <td data-bbox="1166 1397 1449 1503">31 Oct</td> </tr> <tr> <th data-bbox="201 1503 400 1538"></th> <th data-bbox="400 1503 571 1538">WHO</th> <th data-bbox="571 1503 1166 1538">WHAT</th> <th data-bbox="1166 1503 1449 1538">BY WHEN</th> </tr> <tr> <td data-bbox="201 1538 400 1675">ACTION 7</td> <td data-bbox="400 1538 571 1675">DK</td> <td data-bbox="571 1538 1166 1675">Raise with People in UK Public Health, Standing Group on Local PH Teams and other stakeholders issues relating to Advanced Practice (Public Health).</td> <td data-bbox="1166 1538 1449 1675">31 Oct 2017 and ongoing.</td> </tr> <tr> <th data-bbox="201 1675 400 1711"></th> <th data-bbox="400 1675 571 1711">WHO</th> <th data-bbox="571 1675 1166 1711">WHAT</th> <th data-bbox="1166 1675 1449 1711">BY WHEN</th> </tr> <tr> <td data-bbox="201 1711 400 1850">ACTION 8</td> <td data-bbox="400 1711 571 1850">Chair and DK</td> <td data-bbox="571 1711 1166 1850">Arrange to visit Northern Ireland and in particular engage with PHA and other stakeholders in respect of practitioner registration.</td> <td data-bbox="1166 1711 1449 1850">21 Nov 2017.</td> </tr> </tbody> </table>		WHO	WHAT	BY WHEN	ACTION 6	DK	Complete the requirements for Zaira Ejaz's appointment and commence recruitment of a new Administrator.	31 Oct		WHO	WHAT	BY WHEN	ACTION 7	DK	Raise with People in UK Public Health, Standing Group on Local PH Teams and other stakeholders issues relating to Advanced Practice (Public Health).	31 Oct 2017 and ongoing.		WHO	WHAT	BY WHEN	ACTION 8	Chair and DK	Arrange to visit Northern Ireland and in particular engage with PHA and other stakeholders in respect of practitioner registration.	21 Nov 2017.
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		Chair and DK	Make arrangements for a Strategy Day for the Board and invitees.	21 Nov 2017 for making preparations; 31 Jan 2018 for holding of event.
	ACTION 10	WHO	WHAT	BY WHEN
		DK	Bring to next Board meeting a report on operating the Registration Approvals Committee and the FtP and Appeals Panels.	21 Nov 2017.
11.	Minutes of Committees The Board received the following minutes: Registration Panel meetings held 08 Aug and 12 Sep 2017 Registration Approvals Committee 17 Aug and 21 Sep 2017 Practitioner registration Coordinators' Group meeting held on 06 Sep 2017 Board's revalidation sub-group meeting held 22 Aug Practitioner registration review task & finish group meeting held on 14 Sep 2017			
12.	Communications and horizon scanning No communications issues, other than the matters already discussed during the meeting at item 5, were raised. On horizon scanning: DV referred to a US report on "Public Health 3.0" and said he would send a link to DK; BH said a report from the Welsh Assembly on health and social care was due in December; and AJ said Board members might be interested in a cross-cutting governmental approach to prosperity in Wales, details of which should be published next week.			
	ACTION 11	WHO	WHAT	BY WHEN
		DV	Send DK link to Public Health 3.0.	06 Oct 2017.
13.	Urgent correspondence None.			
14.	Any other business None.			
15.	Date of next meeting It was noted that the next meeting will be held on Tuesday 21 November 2017 at 14.00 hrs at UKPHR's Birmingham offices.			