

Minutes of the meeting of UKPHR's Board held on Tuesday 06 February 2018 at 1400hrs at 18c McLaren Building, 46, Priory Queensway, Birmingham B4 7LR

Attendance	Name	ID for minutes
Present in the Boardroom	Andrew Jones (Chair)	Chair
	Helen King	HK
	Sue Powell	SP
	Karen Saunders	KS
	Duncan Vernon	DV
	David Kidney (Chief Executive)	DK
	Pav Sull (Secretariat)	PS
Present by Skype and telephone	Viv Speller (Vice Chair)	VS
	David Evans	DE
	Ruth Freeman	RF
	Ruth Goldstein	RG
	Louise Wallace	LW
Apologies	Jenny Douglas	
	Bob Hudson	
	Zafar Iqbal (Registrar)	
	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: AJ, VS, RG, HK, KS, DV - registrants DE, SP – HEI involvement if HEI qualifications and their recognition by UKPHR were raised. DK, PS – employees if staff salaries were to be discussed.</p>																							
2.	<p>Minutes of the meetings held on 21 November 2017 and 30 January 2018 The minutes of the meetings held on 21 November 2017 and 30 January 2018 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 from the meeting held on 21 November 2017 were completed to the extent shown in the outcome column:</p> <table border="1"> <thead> <tr> <th></th> <th>WHO</th> <th>WHAT</th> <th>BY WHEN</th> <th>OUTCOME</th> </tr> </thead> <tbody> <tr> <td>ACTION 1</td> <td>DK</td> <td>Ensure programme for Strategy Day includes discussion of paid staff's capacity, succession-planning and Board Directors' contributions.</td> <td>30 Jan 2018.</td> <td>Achieved in full.</td> </tr> <tr> <td>ACTION 2</td> <td>DK</td> <td>Amend future registration statistical reports to show information over longer timeframes.</td> <td>30 Jan 2018.</td> <td>From now on monthly reports will do this.</td> </tr> <tr> <td>ACTION 3</td> <td>WHO</td> <td>WHAT</td> <td>BY WHEN</td> <td></td> </tr> </tbody> </table>					WHO	WHAT	BY WHEN	OUTCOME	ACTION 1	DK	Ensure programme for Strategy Day includes discussion of paid staff's capacity, succession-planning and Board Directors' contributions.	30 Jan 2018.	Achieved in full.	ACTION 2	DK	Amend future registration statistical reports to show information over longer timeframes.	30 Jan 2018.	From now on monthly reports will do this.	ACTION 3	WHO	WHAT	BY WHEN	
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	DK	Arrange for Audit & Risk Committee's annual reports to the Board to include detailed registrations statistics.	30 Jan 2018.	Report completed and on agenda for consideration.
ACTION 4	WHO	WHAT	BY WHEN	
	DK	Amend future financial statistical reports to show FY projected outturn.	30 Jan 2018.	From now on monthly reports will do this.
ACTION 5	WHO	WHAT	BY WHEN	OUTCOME
	DK	Convene the first meeting of the implementation group with the membership agreed by the Board and arrange for the group's adoption of terms of reference and a timescale for completing its work.	30 Nov 2017 and ongoing.	First meeting convened and took place on 31 Jan 2018..
ACTION 6	WHO	WHAT	BY WHEN	OUTCOME
	DK	Report any financial implications in relation to the routes to register project to the Board's budget-setting meeting in February 2018.	30 Jan 2018.	Report on Budget 2018-19 (on agenda) contains these details.
ACTION 7	WHO	WHAT	BY WHEN	OUTCOME
	DK	Arrange communication of the decisions taken by the Board and a communications plan for future work on the routes to register project.	30 Jan 2018 and ongoing.	Work underway and ongoing.
ACTION 8	WHO	WHAT	BY WHEN	OUTCOME
	DK	Seek external funding for evaluation of the piloting of UKPHR's revalidation requirements.	31 Mar 2018.	Ongoing, acknowledge information received from DV.
ACTION 9	WHO	WHAT	BY WHEN	OUTCOME
	DK	Draft an adjournment policy and submit to the Board for approval.	31 Jan 2018.	Not done.
ACTION 10	WHO	WHAT	BY WHEN	OUTCOME
	DK	Complete the requirements for appointment of a Moderator for a term of 3 years.	31Jan 2018.	Achieved in full.
ACTION 11	WHO	WHAT	BY WHEN	OUTCOME
	DK	Ensure programme for Strategy Day includes discussion of RAC.	30 Jan 2018	Achieved in full.
ACTION 12	WHO	WHAT	BY WHEN	OUTCOME
	DK	Complete the arrangements for the Strategy Day and circulate all Directors with finalised arrangements and programme	21 Dec 2017.	Achieved in full.
ACTION 13	WHO	WHAT	BY WHEN	OUTCOME

	DK	Await approval from FPH and in the event of agreement, submit the report and action plan to PHE and commence consultation with those named in the action plan about its implementation.	21 Dec 2017.	Ongoing.
ACTION 14	WHO	WHAT	BY WHEN	OUTCOME
	DK	Submit UKPHR's response to PSA regarding PSA's consultation on fee increases.	22 Nov 2017.	Achieved in full.
ACTION 15	WHO	WHAT	BY WHEN	OUTCOME
	DK	Circulate to all Board members a suggested response to the Department of Health's consultation paper on regulatory reform.	08 Jan 2018.	Achieved and UKPHR's response was submitted on time.

There were matters arising as follows:

3.1 Arising out of Action 9, it was agreed to extend the time for drafting an adjournment policy to 31 Mar 2018.

3.2 Arising out of VS's question on Action 13, DK reported that David Chappell was leading for PHE in responding to the joint FPH/UKPHR Fit for the future report on Recommendation 5.1 and DK was due to meet him on 08 Feb.

3.3 The Chair reported on his meeting earlier today with representatives of the Professional Standards Authority.

ACTION 18/01	WHO	WHAT	BY WHEN
	DK	Draft an adjournment policy and submit to the Board for approval.	31 Mar 2018.

- 4. Reports**
- 4.1** A written report of meetings attended and decisions made by the Chair was received.
- 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.
- It was agreed that the written reports be received and noted.

5.

Budget 2018-19

DK presented his written report. The Chair invited comments, questions and discussion.

The Board had regard to existing red risks in the risk matrix and also additional risk around recruitment of the fourth employee. The Board identified additional potential in-year expenditure needs regarding communications and implementation of the new specialist portfolio assessment route. The Board noted: (1) HEE's stated intention to procure an E-portfolio for use by all practitioners in England; (2) the strategy it adopted last year for sustained modest increases in fees and charges to recover, over time, the additional costs incurred in introducing revalidation; and (3) the recommendation of the Remuneration Committee of an increase in all fees and charges of 2 per cent.

Having regard to the recommendation of the Remuneration Committee, it was proposed by DE and seconded by RG that fees and charges should be increased by 2 per cent for the Financial Year 2018-19. The Board agreed to increase all fees and charges by 2 per cent with effect from 01 July 2018, subject to prior consultation prior to implementation.

Regarding staff salaries, DK and PS declared their interest and left the room.

ACTION 18/02	WHO	WHAT	BY WHEN
	DK	Thank the Lead Moderator for her news about her availability.	08 Feb 2018.

The Board agreed not to change existing rates of reimbursement of expenses and agreed that an allowance should be introduced to reimburse cyclists for their travel by cycle.

ACTION 18/03	WHO	WHAT	BY WHEN
	DK	Draft an allowance policy for reimbursing cyclists and submit to the Board for approval.	31 Mar 2018.

The Board agreed that its highest priority for additional expenditure in 2018-19 if the finances permitted it was for development of an E-portfolio for use by specialists.

For other potential expenditure needs in-year, DK was asked to prepare a report for the Board's consideration with details of costings and justification for each item.

The Board particularly wanted more detail about communications, implementation of the new specialist portfolio assessment route and implementation of the recommendations arising out of the review of practitioner registration.

ACTION 18/04	WHO	WHAT	BY WHEN
	DK	Draft a report on potential in-year expenditure needs during 2018-19 with costings and justification and suggested prioritisation and submit to the Board for approval.	31 Mar 2018.

6. Conditions of registration 2018
 DK presented his written report and an amended version of the proposed document containing suggested changes to meet points raised in consultation responses. DE was pleased to see the proposed relaxation in the conditions as they related to registrants working overseas. KS asked for an amendment in paragraph 8.5. With this amendment, it was agreed that the Conditions of Registration be agreed, adopted and published and that they will come into effect on 01 April 2018. It was further agreed that the document will be kept under regular review.

	WHO	WHAT	BY WHEN
ACTION 18/05	DK	Amend the draft Conditions of registration document in paragraph 8.5 and publish the document with the news that it will come into effect on 01 April. Keep the document under regular review going forward.	28 Feb 2018.

7. Audit & Risk Annual Report
 In the absence of the Chair of the Audit & Risk Committee, DE and DV presented the first Annual Report of the Committee for the Board to receive. The Board thanked the Chair of the Committee and all the Committee members and agreed to receive the report. Arising out of the Annual Report, SJ asked how the Board should assure itself that it was capturing new risks arising out of new projects. It was agreed that the standing agenda item on horizon scanning should be extended to include consideration of new risks at every meeting. DK said that the report would be publicised and would be published in this year's Annual Report of the Company. DK also said that he had drawn the attention of Professional Standards Authority to the Committee's Annual Report as evidence of good practice.

	WHO	WHAT	BY WHEN
ACTION 18/06	DK	Publicise the Audit & Risk Committee's first Annual Report and publish it within the Company's next Annual Report.	31 Mar 2018.

	WHO	WHAT	BY WHEN
ACTION 18/07	DK	Amend the horizon scanning standing agenda item to include consideration of new risks also.	31 Mar 2018.

8. Chief Executive's report
 The Chief Executive presented his written report. DK updated the Board with regard to section 3: the three Academy of Public Health projects had been the subject of Invitations to Quote and as a provider had been selected to proceed with two of the projects (an online Induction learning course and an online infographic about competency frameworks) and the third project (an online self-assessment tool) had been deferred. As the new products were to be hosted on UKPHR's website, the Academy had also agreed to an upgrade of UKPHR's website.
 DK also updated his report with verbal accounts of (1) planning for annual awards' presentations at the Practitioners' Annual Conference; and (2) the most recent meeting of Health Education England's steering group for practitioner development.
 Arising out of the report, VS commended the proposal for Awards and asked what arose at the meeting between the Chair and Duncan Selbie on 22 January. The Chair reported that he and DK had met Duncan Selbie and PHE's Head of Workforce, Deborah McKenzie and they were very supportive of UKPHR. The greatest challenge identified for both organisations was the provision of annual professional appraisal for UKPHR's specialist registrants. Duncan Selbie asked UKPHR to respond to the NHS England consultation on workforce development. The Board agreed to receive the Chief Executive's report.

9. Verbal progress reports

DK reported verbally on:

9.1 Preparations for revalidation have reached the piloting stage and currently six specialists and one practitioner are assisting. Evaluation is planned after March and the Board will then receive a further report.

9.2 The Implementation Group for the new Specialist registration by portfolio assessment route met on 31 January and has immediately begun to address all the implementation issues identified by the Board. The Group will meet again before the end of March.

9.3 The task & finish group working on the review of practitioner registration will meet during March and it is intended that its recommendations will be considered by the Education & Training Committee and by the Board during April.

The Board received the verbal reports.

10. **Board's Strategy Day 30 January**

The Chair invited reflections from Board members on the matters to take forward from the findings of participants during the Strategy Day. Matters identified for attention included:

- (1) How to expand capacity without increasing costs, for example through placements;
- (2) Engagement with StRs;
- (3) Engagement with employers;
- (4) Improved communications;
- (5) Digitise more, for example E-portfolios and improved website online services;
- (6) Application processes which incorporate screening.

It was agreed that RG and HK will lead for the Board on development of a placement strategy and supporting documentation, for example project briefs.

It was agreed that all Board members will be asked to submit their suggestions for how to take forward these matters and their views on prioritisation of them to DK who will prepare a table reflecting Board members' views for consideration by the Board.

	WHO	WHAT	BY WHEN
ACTION 18/08	RG & HK	Assist UKPHR's staff in developing a placement strategy and individual project briefs.	31 Mar 2018.

	WHO	WHAT	BY WHEN
ACTION 18/09	All	Submit suggestions for taking forward ideas considered at the Strategy Day and under this agenda item to DK.	31 Mar 2018.

	WHO	WHAT	BY WHEN
ACTION 18/10	DK	Prepare a table of actions which could be undertaken with justification and suggested prioritisation and submit to the Board for approval.	31 Mar 2018.

11.	<p>Receipt of minutes of Committee meetings</p> <p>The Board received the following minutes: Registration Panel meetings held 05 Dec 2017 and 06 Jan 2018 Registration Approvals Committee held 14 Dec 2017 and 15 Jan 2018 Audit & Risk Committee meeting held 24 Jan 2018 Remuneration Committee held 24 Jan 2018</p>
12. 12.1 12.2	<p>Communications and horizon scanning</p> <p>Regarding horizon scanning DV mentioned the concerns being expressed about the GMC case of Dr Bawa-Garba.</p> <p>DK said that MECC was a growing strength of how the core public health workforce was engaging with the wider workforce.</p> <p>Regarding communications, the Board asked for communication of decisions taken at this meeting in relation to (1) budget; (2) Conditions of registration 2018; and (3) Audit & Risk Committee's Annual Report.</p>
13.	<p>Urgent correspondence</p> <p>None.</p>
14.	<p>Any other business</p> <p>DK confirmed that a joint FPH/UKPHR letter had been sent to DsPH in England (and copied to DsPH in Northern Ireland, Scotland and Wales) drawing attention to the Employer Standards published by the LGA last week.</p>
15.	<p>Date of next meeting</p> <p>It was noted that the next meeting of the Board will be held at UKPHR's offices on Tuesday 17 April 2018 at 1400hrs.</p>