

Minutes of the meeting of UKPHR's Board held on Tuesday 17 April 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
	Bob Hudson	BH
	Helen King	HK
	Karen Saunders	KS
	Duncan Vernon	DV
	David Kidney (Chief Executive)	DK
	Zaira Ejaz (UKPHR speaker)	ZE
Present by Skype and telephone	Viv Speller (Vice Chair)	VS
	David Evans	DE
	Ruth Freeman	RF
	Louise Wallace	LW
Apologies	Jenny Douglas	
	Ruth Goldstein	
	Sue Powell	
	Zafar Iqbal (Registrar)	
	Sue Lloyd (Chair, Registration Panel)	

1.	Welcome, apologies for absence and declarations of interest The Chair welcomed everyone to the meeting. Apologies were received as listed above. There were declarations of interest as follows: AJ, VS, HK, KS, DV - registrants DE – HEI involvement if HEI qualifications and their recognition by UKPHR were raised. VS declared an interest in item 6.3 as a contractor.				
2.	Minutes of the meetings held on 06 February 2018 The minutes of the meeting held on 06 February 2018 were agreed to be a true and accurate record.				
3.	Review of actions points and matters arising from previous minutes The Board noted that the following actions from the meeting held on 06 February 2018 were completed to the extent shown in the outcome column:				
	ACTION	WHO	WHAT	BY WHEN	OUTCOME
	18/01	DK	Draft an adjournment policy and submit to the Board for approval.	31 Mar 2018.	Achieved in full.
	ACTION	WHO	WHAT	BY WHEN	
	18/02	DK	Thank the Lead Moderator for her news about her availability.	08 Feb 2018.	Achieved in full.
	ACTION	WHO	WHAT	BY WHEN	
	18/03	DK	Draft an allowance policy for reimbursing cyclists and submit to the Board for approval.	31 Mar 2018.	Achieved in full.
	ACTION	WHO	WHAT	BY WHEN	

18/04	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.	Achieved in full.
ACTION 18/05	WHO	WHAT	BY WHEN	OUTCOME
	DK	Amend the Conditions of registration document in paragraph 8.5 and publish the document with the news that it will come into effect on 01 April.	28 Feb 2018.	Achieved in full.
ACTION 18/06	WHO	WHAT	BY WHEN	OUTCOME
	DK	Publicise the Audit & Risk Committee's first Annual Report and publish it within the Company's next Annual Report.	31 Mar 2018.	Achieved in full.
ACTION 18/07	WHO	WHAT	BY WHEN	OUTCOME
	DK	Amend the horizon scanning standing agenda item to include consideration of risks also.	31 Mar 2018.	Achieved in full.
ACTION 18/08	WHO	WHAT	BY WHEN	OUTCOME
	RG & HK	Assist UKPHR's staff in developing a placement strategy and individual project briefs.	31 Mar 2018.	Ongoing, examples of project briefs received from DV.
ACTION 18/09	WHO	WHAT	BY WHEN	OUTCOME
	All	Submit suggestions for taking forward ideas considered at the Strategy Day to DK.	31 Mar 2018.	Ongoing.
ACTION 18/10	WHO	WHAT	BY WHEN	OUTCOME
	DK	Prepare a table of actions which could be undertaken with justification and suggested prioritisation and submit to the Board for approval.	31Mar 2018.	Not yet done.

There were no matters arising.

- 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.
- 4.4** A finance statistics report was received. BH asked DK to advise the Board in due course about the end-of-year financial outturn and how accurate forecasting had been.
- It was agreed that the written reports be received and noted. The Board asked DK to invite the Company's accountant to attend the meeting of the Audit & Risk Committee on 16th May.

	ACTION 18/11	WHO DK	WHAT Invite the Company accountant to attend the meeting of the Audit & Risk Committee on 16 May 2018.	BY WHEN 30 April 2018.
5.	<p>Budget 2018-19 The Board considered the Chief Executive's written report, the results of the consultation and the draft budget provided by the Chief Executive. The Board had regard to existing red risks in the risk matrix. The Board agreed that the draft budget for 2018-19, including the new allowance payable to cyclists, as presented to the Board, be approved and adopted without any further amendment, including therefore an increase in all fees and charges of 2 per cent with effect from 01 July 2018.</p>			
	ACTION 18/12	WHO DK	WHAT Finalise the budget for 2018-19 as approved, and implement and publicise it	BY WHEN 30 April 2018.
	<p>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. The Board accepted that lesser priorities for additional spending in the current Financial Year were costs for work related to implementing the Board's decisions on the new specialist route to registration, the review of practitioner registration and communications generally.</p>			
	ACTION 18/13	WHO DK	WHAT Communicate to UKPHR's audiences that messages contained in responses to its consultation had been received and understood and report further to the Board in due course about an E-portfolio for the new specialist registration route.	BY WHEN 30 April 2018 and ongoing in relation to communications and the E-portfolio.
6.	<p>Progress reports</p>			
6.1	<p>Implementation of Specialist registration by portfolio assessment DK presented his written report. The Board considered issues of equivalence, including on-call and leadership, and communications. DE suggested that UKPHR should collect case studies of registrants' achievements and develop a narrative around equivalence. DK reported his attendance at a meeting of Specialty Registrars. The Chair offered to meet relevant trade unions. DV said that an issue of Quality Assurance also arose. The Board received and noted the report and asked DK to bring to the next meeting a report on Quality Assurance across all aspects of UKPHR's work. The Board thanked the group for its work to date and asked that regard be had to the need for proportionality and the Board's responsibility for the Company's finances.</p>			
	ACTION 18/14	WHO DK	WHAT Bring to the next Board meeting a report about Quality Assurance across all UKPHR's activities.	BY WHEN 03 July 2018.
6.2	<p>Piloting revalidation ZE and DK presented their written report. The Board thanked ZE for her report. DK reported on developments in relation to professional appraisal for practitioner registrants. The Chair raised a governance issue of Board members acting as appraisers and referees in UKPHR's revalidation process. The Board received and noted the report from ZE and DK, agreed that re-registration notices should continue to be sent to registrants 6 months in advance until the Board made its decisions about start dates for revalidation processes, and agreed that Board members could, in appropriate cases, be appraisers and referees but must declare their Board membership when doing so.</p>			
	ACTION 18/15	WHO	WHAT	BY WHEN

		DK	Report to the next Board meeting about progress towards a start date for revalidation.	03 July 2018.
6.3	<p>Practitioner registration review</p> <p>DK presented his written report. VS declared an interest as a contractor. VS said that the Board needed to be aware of the relevance of new standards versus existing standards for all schemes but especially in the context of new schemes currently being set up. AJ said that he had noted the reported views of the Moderators. The Board agreed that the work of the task & finish group was very valuable and thanked its members for the work carried out.</p>			
	ACTION 18/16	WHO DK	WHAT Report the Board's thanks to the task & finish group when it next met.	BY WHEN 28 June 2018.
7.	<p>Approvals</p>			
7.1	<p>Revalidation rules 2018</p> <p>DK presented his written report and the draft Revalidation rules for approval for consultation. He reported that the Company's Solicitor had seen the draft rules and had made suggestions for improvement. The Board agreed to approve the draft rules, subject to the Solicitor's amendments being made, for a 6-week consultation.</p>			
	ACTION 18/17	WHO DK	WHAT Amend the draft Revalidation rules as advised by the Company's Solicitor and publish a consultation on the draft rules for 6 weeks.	BY WHEN 30 May 2018.
7.2	<p>Adjournment policy</p> <p>DK presented his written report and the draft adjournment policy for approval and adoption. The Board agreed to approve the adjournment policy and to adopt it for immediate implementation.</p>			
	ACTION 18/18	WHO DK	WHAT Publish the adjournment policy.	BY WHEN 30 May
8.	<p>Annual Practitioners' Conference and Annual Awards</p> <p>DK presented his written report. Board members suggested that Richard Gleave, Chief Operating Officer of Public Health England, be invited to deliver the keynote address and said that it would aim for variety in choice of speakers for future conferences. DK asked Board members to send him by email any ideas for subjects for workshop sessions as well as presenters and facilitators for them. The Board agreed the proposed arrangements for the 2018 Conference as to date and venue, including the additional cost of booking extra breakout rooms. The Board agreed that the proposals for Annual Awards be further worked up with a view to making the first awards at the 2018 Conference. The Board asked for themes for nomination to be linked to registration objectives, for arrangements for publicising recipients' success and for a veto over sponsors.</p>			
	ACTION 18/19	WHO DK	WHAT Make arrangements for the 2018 Practitioners' Conference, including date, venue, keynote speaker, workshops and awards; report arrangements for awards to the Board's next meeting.	BY WHEN 03 July 2018.
	ACTION 18/20	WHO All	WHAT Email DK with suggestions for workshops' subjects, presenters and facilitators.	BY WHEN 03 July 2018.
9.	<p>Further actions required</p>			

9.1	<p>Board Strategy Day held on 30 January 2018</p> <p>DK verbally reported the actions taken since the Board held its Strategy Day and outlined actions that remained to be carried out. The Board agreed that BH, DE, DV, HK and KS form a working party to work with DK to prepare an action plan for the Board's approval at its next meeting.</p> <table border="1" data-bbox="199 264 1449 470"> <thead> <tr> <th data-bbox="199 264 459 302"></th> <th data-bbox="459 264 630 302">WHO</th> <th data-bbox="630 264 1220 302">WHAT</th> <th data-bbox="1220 264 1449 302">BY WHEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="199 302 459 470">ACTION 18/21</td> <td data-bbox="459 302 630 470">DK</td> <td data-bbox="630 302 1220 470">Convene a working party of BH, DE, DV, HK and KS and himself to work on drawing up an action plan arising out of discussion at the Board's Strategy Day held on 30 January 2018.</td> <td data-bbox="1220 302 1449 470">30 May 2018.</td> </tr> </tbody> </table>		WHO	WHAT	BY WHEN	ACTION 18/21	DK	Convene a working party of BH, DE, DV, HK and KS and himself to work on drawing up an action plan arising out of discussion at the Board's Strategy Day held on 30 January 2018.	30 May 2018.
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9.2	<p>Business Plan and Risk Matrix</p> <p>The Board further agreed that the working group set up under 9.1 should assist the Audit & Risk Committee in drawing up recommendations for the Board's consideration for changes to the Business Plan and the Risk Matrix.</p> <table border="1" data-bbox="199 672 1449 884"> <thead> <tr> <th data-bbox="199 672 459 710"></th> <th data-bbox="459 672 630 710">WHO</th> <th data-bbox="630 672 1220 710">WHAT</th> <th data-bbox="1220 672 1449 710">BY WHEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="199 710 459 884">ACTION 18/21</td> <td data-bbox="459 710 630 884">DK</td> <td data-bbox="630 710 1220 884">Arrange for the working group to cooperate with the Audit & Risk Committee in proposing to the Board changes to the Business Plan and the Risk Matrix.</td> <td data-bbox="1220 710 1449 884">30 May 2018.</td> </tr> </tbody> </table>		WHO	WHAT	BY WHEN	ACTION 18/21	DK	Arrange for the working group to cooperate with the Audit & Risk Committee in proposing to the Board changes to the Business Plan and the Risk Matrix.	30 May 2018.
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9.3	<p>Company's Annual Report and Annual Meeting</p> <p>DK presented his written report.</p> <p>The Board agreed to proceed with preparations for the Company's Annual Report 2018, with the same content as in the 2017 Report with the addition of the Audit & Risk Committee's Annual Report.</p> <p>The Board further agreed to hold the Company's Annual Meeting and its own Annual Meeting on 27 September 2018 at UKPHR's office within an "Open Day" for Company members, registrants, stakeholders and other guests. The Board agreed it would hold its ordinary meeting on the morning of 27 September and start the Open Day from 12 noon. The Board agreed that personal attendance by Board members would be justified and welcome.</p> <table border="1" data-bbox="199 1276 1449 1523"> <thead> <tr> <th data-bbox="199 1276 459 1314"></th> <th data-bbox="459 1276 630 1314">WHO</th> <th data-bbox="630 1276 1220 1314">WHAT</th> <th data-bbox="1220 1276 1449 1314">BY WHEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="199 1314 459 1523">ACTION 18/22</td> <td data-bbox="459 1314 630 1523">DK</td> <td data-bbox="630 1314 1220 1523">Arrange publication of the Company's Annual Report and arrange for an Annual Meeting of the Board and of the Company on 27 September 2018 at UKPHR's office to be followed by an Open Day to which stakeholders would be invited.</td> <td data-bbox="1220 1314 1449 1523">27 September 2018.</td> </tr> </tbody> </table>		WHO	WHAT	BY WHEN	ACTION 18/22	DK	Arrange publication of the Company's Annual Report and arrange for an Annual Meeting of the Board and of the Company on 27 September 2018 at UKPHR's office to be followed by an Open Day to which stakeholders would be invited.	27 September 2018.
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10.	<p>Chief Executive's report</p> <p>DK presented his written report. The Board agreed to delegate authority to the Audit & Risk Committee at its meeting on 16 May 2018 to approve UKPHR's new privacy statement under GDPR. The Board received and noted the report.</p> <table border="1" data-bbox="199 1724 1449 1859"> <thead> <tr> <th data-bbox="199 1724 459 1762"></th> <th data-bbox="459 1724 630 1762">WHO</th> <th data-bbox="630 1724 1220 1762">WHAT</th> <th data-bbox="1220 1724 1449 1762">BY WHEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="199 1762 459 1859">ACTION 18/23</td> <td data-bbox="459 1762 630 1859">Audit & Risk Committee</td> <td data-bbox="630 1762 1220 1859">Approve a privacy statement for use by UKPHR under GDPR.</td> <td data-bbox="1220 1762 1449 1859">16 May 2018.</td> </tr> </tbody> </table>		WHO	WHAT	BY WHEN	ACTION 18/23	Audit & Risk Committee	Approve a privacy statement for use by UKPHR under GDPR.	16 May 2018.
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11.	<p>Receipt of minutes of Committee meetings The Board received the following minutes: Registration Panel meetings held 13 Mar 2018 and 10 Apr 2018 Registration Approvals Committee held 22 Feb 2018 and 22 Mar 2018 Practitioner Registration Coordinators' meetings held 07 Feb 2018 and 11 Apr 2018 Education & Training Committee meeting held 09 Apr 2018 RtR implementation group meeting held 27 Mar 2018 Practitioner registration review task & finish group meeting held 27 Mar 2018</p>
12. 12.1 12.2	<p>Horizon scanning, risk and communications No matters were raised regarding horizon scanning and risk. No matters were raised regarding communications.</p>
13.	<p>Urgent correspondence None.</p>
14.	<p>Any other business HK asked if UKPHR was supporting the campaign being led by the Faculty for a "Do no harm" amendment in the Brexit legislation. DK reported the steps being taken by UKPHR which the Board noted.</p>
15.	<p>Date of next meeting It was noted that the next meeting of the Board will be held at UKPHR's offices on Tuesday 03 July 2018 at 1400hrs.</p>