

## CONFIDENTIAL

Minutes of the meeting of UKPHR's Board held on Tuesday 20 November 2018 at 14.00hrs  
at 18c McLaren Building, 46, Priory Queensway, Birmingham B4 7LR

Attendance	Name	ID for minutes
<b>Present in the Boardroom</b>	Andrew Jones (Chair)	Chair
	Helen King	HK
	Duncan Vernon	DV
<b>Also in attendance</b>	David Kidney (Chief Executive)	DK
	Zafar Iqbal (Registrar)	ZI
<b>Present by Skype and telephone</b>	David Evans	DE
	Ruth Freeman	RF
	Bob Hudson	BH
	Sue Powell	SP
	Karen Saunders	KS
	Viv Speller (Vice Chair)	VS
	Louise Wallace	LW
<b>Apologies</b>	Jenny Douglas	
	Kathy Elliott (Chair of RP)	
	Ruth Goldstein	

- 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:  
Chair, VS, HK, DV - registrants  
VS- as a contractor  
DE and SP – any matters concerning provision of education and training.
- Minutes of the ordinary meeting of the Board held on 27 September 2018**  
The minutes of the ordinary meeting held on 27 September 2018 were agreed to be a true and accurate record. The Board noted that Board members had received draft minutes of the Board's AGM held on the same date and also a note of the Annual Meeting of the Company held on the same date.
- Review of action points and matters arising from previous minutes**  
The Board noted that the following actions from the meeting held on 27 September 2018 were completed to the extent shown in the outcome column:

	WHO	WHAT	BY WHEN	OUTCOME
<b>ACTION 18/46</b>	DK	Report to next meeting of Audit & Risk Committee on (i) trends in growth of registration numbers; (ii) trends in lapsed registrations; (iii) debit card payments made; and (iv) payment of registration fees by direct debit.	17 Oct 2018	Achieved

<b>ACTION</b>	<b>WHO</b>	<b>WHAT</b>	<b>BY WHEN</b>	
<b>ACTION 18/47</b>	DK	Send members of the implementation group the Board's thanks for their work to date.	ASAP	Achieved
<b>ACTION 18/48</b>	DK	Send Board members a copy of the guidance for local practitioner registration schemes and Moderators regarding the new procedure for practitioner registration applications.	ASAP.	Achieved
<b>ACTION 18/49</b>	DK	Arrange roadshows to explain the new SRbPA route to appropriate audiences.	20 Nov 2018	Ongoing
<b>ACTION 18/50</b>	Chair, VS, ZI & DK	Draft UKPHR's narrative to support the new SRbPA route and share with all Directors for their approval.	20 Nov 2018	Not achieved yet
<b>ACTION 18/51</b>	DK	Amend the draft SRbPA rules as to referencing guidance, previous pre-applications and a review date.	ASAP.	Achieved
<b>ACTION 18/52</b>	DK	Assist the implementation group in piloting the new registration standards, including by commissioning support for the practitioners who participate in the pilot.	Commence by 01 Nov 2018	Achieved
<b>ACTION 18/53</b>	DK	Report to the next Board meeting proposals for a practitioner registration launch event during 2019.	20 Nov 2018	Achieved
<b>ACTION 18/54</b>	DK	Ask the Faculty about its offer of professional appraisal.	ASAP.	Discussion in progress
<b>ACTION 18/55</b>	DK	Ask IUHPE and investigate any other sources of financial support.	20 Nov 2018	Contact identified – in progress
<b>ACTION 18/56</b>	DK	Publish the approved SRbPA Rules 2018.	ASAP	Achieved

<b>ACTION</b>	<b>WHO</b>	<b>WHAT</b>	<b>BY WHEN</b>	
<b>18/57</b>	DK	Publish UKPHR's data management strategy.	ASAP.	Achieved
<b>18/58</b>	DK	(1) Write to all Directors about the treatment of reflective notes; and (2) Add an item on the agenda of the next Audit & Risk Committee meeting on Brexit.	ASAP.	Both actions achieved
<b>18/59</b>	DK	Respond to BMA's letter by sending the approved reply.	ASAP.	Achieved

The Board noted the actions that had been completed and further noted that action still needed to be taken under 18/50, 18/54 and 18/55. The Board asked for these actions to be completed by the time of the Board's next meeting.

<b>ACTION</b>	<b>WHO</b>	<b>WHAT</b>	<b>BY WHEN</b>
<b>18/60</b>	Chair, VS, ZI & DK	Draft UKPHR's narrative to support the new SRbPA route and share with all Directors for their approval.	19 Feb 2019
<b>18/61</b>	DK	Ask the Faculty about its offer of professional appraisal.	19 Feb 2019
<b>18/62</b>	DK	Ask IUHPE if it would contribute to the cost of UKPHR's IT licence and investigate any other sources of financial support.	19 Feb 2019

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 reported verbally on the two meetings he had attended:

13.11.2018 - PH Medical Consultative Committee  
(accompanied by DK in the meeting and ZI by telephone).

14.11.2018 – UKPHR's Annual Practitioners' Conference

The Board asked DK to pass on to all staff the Board's appreciation of all the skill and time that had gone into organising this ninth Annual Practitioners' Conference.

**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. The Board agreed that there was a need to improve further the detail of and the narrative around the financial reports received by Board members. The Board wanted to receive clear details of income, expenditure and performance against budget together with an end-year forecast. The Board was seeking greater ability to identify if performance seemed to be going off track so that the Board could take timely action to address matters.

<b>ACTION 18/63</b>	<b>WHO</b>	<b>WHAT</b>	<b>BY WHEN</b>
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	DK	Report to the next meeting of Audit & Risk Committee on further improvements to the detail and narrative in relation to financial reports.	24 Jan 2019
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**5. To receive a report of the Practitioner Registration Implementation Group**

DK presented his written report and tabled the draft, unconfirmed minutes of the second meeting of the practitioner registration implementation group (the group) held the day before the Board’s meeting. The Board received a report of the responses received to UKPHR’s consultation in amending the standards for registration. Board members had before them a tracked changes document which showed where there were recommendations to change the proposed amended Standards in response to specific points made in consultation responses received. The recommendations were made by the Lead Moderator, other Moderators, DK and VS. It was reported to the Board that the group had agreed with all the changes recommended. DK additionally reported that, in preparing his report on the consultation, he had omitted to include representations received by him from the London practitioner registration scheme. As a result, the Board additionally considered three representations as follows:

Standard 1.1

It was represented that the draft wording “Comply with statutory legislation and practice requirements in your area of work, including mandatory training” should be amended by deleting the final three words “including mandatory training” and explaining the significance of mandatory training (that was not a statutory requirement) in the Supporting Information. The group had considered this representation and decided not to agree it. After a discussion, the Board agreed that the three words “including mandatory training” should be removed from the Standard and be addressed in the Supporting Information.

Standard 4.1

It was represented that the draft wording “Demonstrate how risks to health and wellbeing are identified, prevented or controlled” should be amended by replacing the “or” with “and/or”. The group had agreed to let the Lead Moderator, DK and VS decide how to respond to this representation. The Board agreed to delegate a decision as to how to respond to this point to the Lead Moderator, DK and VS.

Standard 8.3

It was represented that the draft wording “Demonstrate awareness of the effect the media can have on public perception of health and wellbeing” should be amended by replacing the word “can” with “may”.

The group had agreed to let the Lead Moderator, DK and VS decide how to respond to this representation. The Board agreed to delegate a decision as to how to respond to this point to the Lead Moderator, DK and VS.

Subject to finalising the wording of Standards 4.1 and 8.3, the Board approved the amended Standards for publication. The Board agreed that the amended Standards should be published and agreed with the group that:

- (1) The Go Live date for the amended Standards will be 01 April 2019
- (2) Schemes can decide when during 2019 they will start using the amended Standards; and
- (3) Any scheme that decides to use the amended Standards earlier than April 2019 will be doing so at its own risk.

The Board approved the arrangements made by the group for piloting the amended Standards.

The Board considered whether to hold a launch event for practitioner registration during 2019. Noting that the next Annual Practitioners’ Conference would be the tenth such event, the Board agreed that the focus should be to make the tenth Annual Practitioners’ Conference a special occasion, including in making a connection with the first such event held a decade earlier at the Oval in London. VS and BH said that they had attended that first event.

<b>ACTION</b>	<b>WHO</b>	<b>WHAT</b>	<b>BY WHEN</b>
<b>ACTION 18/64</b>	DK	Finalise the amended Standards and publish them.	20 Dec 2018
<b>ACTION 18/65</b>	DK	Publicise the Board's decisions on approving the amended Standards and on timing for implementation, especially to key stakeholders including scheme coordinators, assessors, verifiers and all Moderators.	20 Dec 2018
<b>ACTION 18/66</b>	DK	Commence planning for the next Annual Practitioners' Conference and report an outline proposal to the Board at its next meeting.	19 Feb 2019

6.

### **Specialist Registration by Portfolio Assessment (SRbPA) route**

DK presented his written report to update the Board on the introduction of the new route and report progress on implementing the new route. The Board noted that DK was in the process of arranging information sessions around the UK, having agreed a date for an event in the South West of England of 23 January 2019 and in discussion to arrange events in East Midlands, London and Scotland. Judith Hooper, had agreed to present at events in North West England and Yorkshire & Humber. The Chair said he would speak to DK about an event in Wales. HK recommended that the events should be supplemented with a webinar.

The Board approved the arrangements made to date and looked forward to receiving news of dates arranged for information sessions and feedback from the events.

The Board noted the progress made by the implementation group and agreed that it had arrived at a natural break in its work. The Board agreed that UKPHR should publish a report of the work of the implementation group during 2018.

Regarding the implementation group's intention to return to the issue of evaluation during 2019, DV suggested that the Board should consider what will be evaluated and what information needed to be collected to aid the evaluation. VS agreed and suggested that Board members consider these matters and email their comments to DK and consider whether they would wish to be involved in the evaluation

ZI said that consideration should be given as to what were the outcomes that the Board wanted to be evaluated.

The Board received a report from DK about his engagement with Public Health England regarding whether specialists in England had the opportunity to experience out of hours' health protection work. For capacity reasons, PHE was unable to assist. The situation was different in Scotland and Wales.

ZI said that it was important for the Board to complete the outstanding work to develop a narrative which reflected the Board's view of the SRbPA route.

<b>ACTION</b>	<b>WHO</b>	<b>WHAT</b>	<b>BY WHEN</b>
<b>ACTION 18/67</b>	All Board members	Send DK their comments on evaluation of the SRbPA route by the implementation group in 2019.	20 Dec 2018
<b>ACTION 18/68</b>	DK	Continue to arrange information events about the SRbPA route around the UK.	19 Feb 2019
<b>ACTION 18/69</b>	DK	Publish a report of the work of the SRbPA implementation group during 2018.	19 Feb 2019

<b>ACTION 18/70</b>	Chair	Discuss with ZI and Judith Hooper the	20 Dec 2018
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		situation regarding out of hours health protection work.	
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7.

**Revalidation**

DK presented his written report and the Board noted the progress on implementation that had been made. HK asked for UKPHR to give more consideration to the situation of specialist registrants in England who were not eligible to be registered on Public Health England’s SARD system for their professional appraisals. The outstanding action in relation to discussion with the Faculty was relevant to this issue. The Chair reported on the first two meetings of the Board’s working party on revalidation. Membership had been broadened and three options for addressing appraisal had been developed. Views on the relevant issues had been canvassed at the Annual Practitioners’ Conference. The Board noted the reports by DK and the Chair.

	WHO	WHAT	BY WHEN
<b>ACTION 18/71</b>	DK	Keep under review the situation regarding annual professional appraisal for specialist registrants.	19 Feb 2019

8.

**Quality Assurance**

DK presented his written report and the draft documentation he had prepared with assistance from ZI and the Registration Approvals Committee, office staff and Moderator Carole Wood and the SRbPA implementation group. SP said that where responsibility sat with the Board, this should be more centrally presented in the documentation. SP said that initial consultation should be undertaken with Chairs of Committees.

ZI thanked DK for pulling together all the work on QA and said the documentation was very comprehensive. ZI said that the papers were good on structure and process, but the difficulty would be in measuring outcomes, in respect of which ZI had some thoughts. HK suggested that in the section on QA post-registration, professional appraisal was also relevant and the SARD system in England (SOAR in Scotland and MARS in Wales). DV said that he liked the statements of some of the outcomes.

The Board agreed that the documentation was a good basis to begin conversations with stakeholders and that as a first step the views of Committee Chairs should be sought.

	WHO	WHAT	BY WHEN
<b>ACTION 18/72</b>	DK	Send the QA documentation to Committee Chairs, seek their views and then consider next steps for consultation.	19 Feb 2019

The Board considered DK’s written report in relation to recruitment of Moderators. The Board agreed that DK should advertise for applications for up to two Moderator posts. The Board discussed eligibility requirements for Moderator posts.

The Board agreed to delegate to the Chair, in consultation with ZI and the Lead Moderator, and having ascertained the views of the Faculty, the eligibility criteria to be applied going forward and to be included in the advertisement for the recruitment approved by the Board. The Board set parameters for the eligibility criteria as follows:

- (1) A registration requirement;
- (2) A level of experience; and
- (3) A commitment to undertake appropriate training.

<b>ACTION 18/73</b>	WHO	WHAT	BY WHEN
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	Chair	Consult with ZI, Lead Moderator and the Faculty and set eligibility criteria for Moderator posts.	20 Dec 2018
<b>ACTION 18/74</b>	DK	Advertise for applications for up to two Moderator posts and make arrangements for shortlisting, interviews and appointment.	19 Feb 2019

9.

**To consider an application for Company membership**

The Board considered the application for Company membership reported by DK in his written report. The Board agreed to approve the application.

	WHO	WHAT	BY WHEN
<b>ACTION 18/75</b>	DK	Send the applicant for Company membership a decision letter and welcome the applicant into membership.	ASAP

10.

**Chief Executive's report**

The Board received and noted DK's written report. On the matter of the lease of UKPHR's office, the Board gave permission and authority for DK to negotiate a renewal of the lease with the landlord.

	WHO	WHAT	BY WHEN
<b>ACTION 18/76</b>	DK	Open negotiations with the landlord for a renewal of the lease of 18c McLaren Buildings.	20 Dec 2018

11.

**Receipt of minutes of Committee meetings**

The Board received the following minutes:

Registration Panel meetings held 09 October and 13 November 2018.

Registration Approvals Committee held 18 October 2018.

Board's Strategy Working Party meeting held on 17 October 2018.

Audit & Risk Committee meeting held on 17 October 2018.

SRbPA implementation group meeting held on 29 October 2018.

Practitioner registration implementation group meeting held 19 November 2018.

Board's practitioner registration appraisal working party meeting held 15 October 2018.

In relation to the minutes of the Audit & Risk Committee, the Board noted the work that had been done on the next Business Plan and the risk matrix and approved both documents. The Board asked DK and the Committee to commence work on the action plan to underpin the Business Plan 2019-2021.

	WHO	WHAT	BY WHEN
<b>ACTION 18/77</b>	DK	Finalise the Business Plan 2019-2021 and work with the Audit & Risk Committee to develop the underpinning action plan.	19 Feb 2019
<b>ACTION 18/78</b>	DK	Finalise the amended risk matrix and work with the Audit & Risk Committee to monitor and manage risks.	Ongoing
<b>ACTION 18/79</b>	DK	Notify the Professional Standards Authority that the Board has approved an amended risk matrix (accreditation condition).	30 Nov 2018

12.

**Consideration of horizon scanning and communications issues**

*12.1 Horizon scanning issues*

BH noted the announcement about Directors of Public Health appointed to regional boards of NHSE and NHS Improvement in England and said that UKPHR ought to monitor its implementation.

#### 12.2 Communications

The Board had nothing to add to the points on communications made during the meeting.

#### 13. Urgent correspondence

The Board had received a second letter from the British Medical Association with regards to the Specialist Registration by Portfolio Assessment route, which had been discussed at the meeting of the Public Health Medicine Consultative Committee held on 13 November. The Chair asked DK to send all Board members copies of the BMA's letter and the reply sent by UKPHR.

<b>ACTION 18/80</b>	<b>WHO</b>	<b>WHAT</b>	<b>BY WHEN</b>
	DK	Send all Board members copies of the BMA's second letter and UKPHR's reply.	30 Nov 2018

#### 14. Any other business

There was no other business.

#### 15. Date of next meeting

It was noted that the next meeting of the Board will be held at UKPHR's offices on **Tuesday 19 February 2019.**