

## CONFIDENTIAL

Minutes of the meeting of UKPHR's Board held on Thursday 27 September 2018 at 1135hrs  
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
	Viv Speller (Vice Chair)	VS
	Ruth Freeman	RF
	Bob Hudson	BH
	Zafar Iqbal (Registrar)	ZI
	Helen King	HK
	Duncan Vernon	DV
<b>Also in attendance</b>	Kathy Elliott (Vice Chair of RP)	KE
	David Kidney (Chief Executive)	DK
	Carole Wood (Moderator)	CW
<b>Present by Skype and telephone</b>	David Evans	DE
	Ruth Goldstein	RG
	Sue Lloyd (Chair of RP)	SL
	Sue Powell	SP
<b>Apologies</b>	Jenny Douglas	
	Louise Wallace	
	Karen Saunders	

- 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, RG, DV - registrants  
VS- items 5 and 6 as a contractor  
DE and SP – any matters concerning provision of education and training.
- Minutes of the meetings held on 03 July 2018**  
With the addition of SP's apologies, the minutes of the meeting held on 03 July 2018 were agreed to be a true and accurate record. RF thanked fellow Directors for the good wishes they sent her during her illness.
- Review of action points and matters arising from previous minutes**  
The Board noted that the following actions from the meeting held on 03 July 2018 were completed to the extent shown in the outcome column:

ACTION	WHO	WHAT	BY WHEN	OUTCOME
18/25	Board	Forward any intelligence in relation to the new specialist portfolio route to DK or PS.	Ongoing.	Ongoing.
18/26	PS	Incorporate financial forecasting into the financial statistics report	27 Sep 2018.	Achieved

<b>ACTION 18/27</b>	<b>WHO</b>	<b>WHAT</b>	<b>BY WHEN</b>	
	DK & PS	Seek clarity on recommendation relating to new currency rule for practitioner registration.	27 Sep2018.	Deadline is date of application for registration.
<b>ACTION 18/28</b>	<b>WHO</b>	<b>WHAT</b>	<b>BY WHEN</b>	
	DK & PS	Write to Chairs of Task & Finish group and subgroups to thank them.	ASAP.	Fully achieved.
<b>ACTION 18/29</b>	<b>WHO</b>	<b>WHAT</b>	<b>BY WHEN</b>	
	DK & PS	Thank members of the Task & Finish group and subgroups for their participation	ASAP.	Fully achieved.
<b>ACTION 18/30</b>	DK & PS	Set up Implementation Group to implement recommendations, including consultation on new standards as a priority.	ASAP.	Done, both, 1 <sup>st</sup> meeting was 11 Sep
<b>ACTION 18/31</b>	DK & PS	Strengthen the timetable for implementation.	ASAP.	Done by IG
<b>ACTION 18/32</b>	<b>WHO</b>	<b>WHAT</b>	<b>BY WHEN</b>	
	DK & PS	Change requirement of Masters to postgraduate qualification in pre-application form.	ASAP.	Fully achieved.
<b>ACTION 18/33</b>	<b>WHO</b>	<b>WHAT</b>	<b>BY WHEN</b>	
	DK & PS	Remove use of acronyms and yes in checklist in pre-application form.	ASAP.	Fully achieved.
<b>ACTION 18/34</b>	<b>WHO</b>	<b>WHAT</b>	<b>BY WHEN</b>	
	DK & PS	Define senior organisational levels in guidance for pre-application.	ASAP.	Done.
<b>ACTION 18/35</b>	<b>WHO</b>	<b>WHAT</b>	<b>BY WHEN</b>	
	DK & PS	Devise process to check refusal status of GMC CESR applications.	01 Sep 2018.	Amended question in application form.
<b>ACTION 18/36</b>	<b>WHO</b>	<b>WHAT</b>	<b>BY WHEN</b>	
	DK & ZE	Set up a group to work on the professional appraisal arrangements for practitioners.	ASAP.	Done, 1 <sup>st</sup> meeting was 17 Sep
<b>ACTION 18/37</b>	<b>WHO</b>	<b>WHAT</b>	<b>BY WHEN</b>	
	DK & ZE	Communicate the start date for revalidation.	ASAP.	Achieved.
<b>ACTION 18/38</b>	<b>WHO</b>	<b>WHAT</b>	<b>BY WHEN</b>	
	DK & PS	Publish approved Revalidation Rules 2018.	ASAP.	Fully achieved.

	<b>WHO</b>	<b>WHAT</b>	<b>BY WHEN</b>	
<b>ACTION 18/39</b>	DK & PS	Amend Specialist Registration by Portfolio Assessment rules 2018 to include outcomes if not successful.	ASAP.	Done.
<b>ACTION 18/40</b>	DK & PS	Publish consultation on Specialist Registration by Portfolio Assessment rules 2018.	ASAP.	Published 20 Aug, closes 19 Oct.
<b>ACTION 18/41</b>	DK & PS	Check caveat for evidence in 9.2 and adopt the amended rules.	01 Sep 2018.	Fully achieved.
<b>ACTION 18/42</b>	Board	Share views on new Business Plan with Bob Hudson.	30 Jul 2018.	Done.
<b>ACTION 18/43</b>	Chair & DK	Discuss how an holistic approach can be taken towards QA and report back to next Board meeting.	ASAP.	In progress.
<b>ACTION 18/44</b>	DK & PS	Advertise for new Vice Chair of Registration Panel and confirm re-appointments.	ASAP.	In progress.
<b>ACTION 18/45</b>	Chair, DK & PS	Respond to Unite's PH committee letter.	ASAP.	Letter sent, meeting offered.

There were no matters arising.

#### 4. Reports

- 4.1** A written report of meetings attended and decisions made by the Chair was received. The Chair welcomed back DK after his sickness absence and recorded the Board's thanks to Pav Sull for standing in for DK during his absence.
- 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. DV noted that growth in practitioner registration numbers to date this year suggested new registrations for the full year of just over 70. VS said it would be helpful to note trends in lapsed registrations.
- 4.4** A finance statistics report was received. The Board resolved to apply to Lloyds Bank plc for a Corporate debit card for payment of office expenses. The Board instructed DK to arrange for the Audit & Risk Committee to receive: (a) details of expenses paid by debit card; and (b) a report at its next meeting on payment of registration fees by direct debit.

	<b>WHO</b>	<b>WHAT</b>	<b>BY WHEN</b>
<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

**5. To receive reports of the Specialist Registration by Portfolio Assessment (SRbPA) route**

*5.1 Progress of the work of the implementation group*

DK presented his written report and responded to questions. The Board recorded its thanks to all members of the implementation group for all the intense work it had carried out to date. The Board approved the documents relating to proof of knowledge, proof of understanding and application (Shows How) and mapping for publication immediately. The Board considered and noted the current position regarding Learning Outcome 6.9 (out of hours' health protection working). The Chair said that employers should have an interest in their employees' developmental needs with a focus on competence.

*5.2 Changes to registration processes*

DK presented his written report and responded to questions. The Board approved the changes to procedures that had been agreed by the Registrar, Registration Panel and Registration Approvals Committee, noting the new process for practitioner registration applications and the ability of Moderators to refer individual applications to the Registration Panel where appropriate. The Board looked forward to seeing guidance to local schemes and Moderators about the new arrangements.

*5.3 Consultation on SRbPA rules 2018*

DK presented his written report together with a written addendum setting out his report of the consultation responses received. The Board agreed that the rationale for the continued existence of portfolio assessment routes was that successful applicants by these routes added to the richness of the multidisciplinary workforce but that UKPHR was cognisant of criticisms and was prepared to act on criticisms that proved to be well founded.

The Board agreed that roadshows should be arranged to explain the SRbPA route to appropriate audiences.

The Board agreed that it would not be appropriate for UKPHR to organise developmental opportunities for potential applicants by this route, as the route was not intended to be a developmental route.

The Board noted that the Chair, ZI and DK had an appointment to meet members of the joint medical public health consultative meeting on 13 November. DK reported that representatives of Unite the Union would additionally be present at that meeting. DV said that UKPHR should consider how to engage more effectively with the Faculty's Specialty Registrars Committee going forward.

The Board agreed that the Chair, VS and ZI should work with DK to develop a narrative which reflected the Board's view of the SRbPA route and to submit the completed document to all Board members for approval. DE and SL said that the narrative should draw on experiences of registrants who had achieved registration by retrospective portfolio assessment routes previously.

The Board agreed that, having considered the consultation responses received, the draft rules would need to be amended as follows:

- (a) Reference the guidance in the rules themselves;
- (b) Require disclosure of previous unsuccessful pre-applications together with actions subsequently taken to address reasons for refusal;
- (c) Review date for the rules every three years.

	<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

	WHO	WHAT	BY WHEN
<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
	WHO	WHAT	BY WHEN
<b>ACTION 18/49</b>	DK	Arrange roadshows to explain the new SRbPA route to appropriate audiences.	20 Nov 2018
	WHO	WHAT	BY WHEN
<b>ACTION 18/50</b>	Chair, VS, ZI and DK	Draft UKPHR's narrative to support the new SRbPA route and share with all Directors for their approval.	20 Nov 2018
	WHO	WHAT	BY WHEN
<b>ACTION 18/51</b>	DK	Amend the draft SRbPA rules as to referencing guidance, previous pre-applications and a review date.	ASAP

**6. To receive a progress report on practitioner registration review (implementation)**

DK presented his written report and responded to questions. The Board agreed the arrangements proposed by the new implementation group to pilot the new registration standards after the consultation had closed, including the arrangement to engage a contractor to support the small number of practitioners who participate in the pilot programme. VS declared an interest in this matter and took no part in it. The Board noted the report and welcomed DK's suggestion of arranging a launch event for UK-wide practitioner registration during 2019.

	WHO	WHAT	BY WHEN
<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 and ongoing thereafter.
	WHO	WHAT	BY WHEN
<b>ACTION 18/53</b>	DK	Report to the next Board meeting proposals for a practitioner registration launch event during 2019.	20 Nov 2018

**7. Introducing Revalidation**

DK presented his written report and responded to questions. The Board noted that the first 6-monthly notices of revalidation due dates would be sent in October to specialist registrants whose first revalidation would be due in April 2019. The Board noted the progress of its working party in relation to revalidation of practitioner registrants. The Chair asked DK to ask the Faculty about its offer of professional appraisal. The Board noted the report and the current position with regard to UKPHR's preparations for revalidation.

	WHO	WHAT	BY WHEN
<b>ACTION 18/54</b>	DK	Ask the Faculty about its offer of professional appraisal.	ASAP

**8. To receive a progress report on the IUHPE-accredited register**

DK presented his written report and responded to questions. The Board noted the report, acknowledged the low interest in registration to date and agreed to review the situation again during 2019.

	WHO	WHAT	BY WHEN
<b>ACTION 18/55</b>	DK	Ask IUHPE and investigate any other sources of financial support.	20 Nov 2018

To approve:

### 9.1 Specialist Registration by Portfolio Assessment (SRbPA) rules 2018

The Board approved for publication, with immediate effect, these rules after amendment of the draft rules in accordance with the Board's decisions recorded at item 5.3.

9.

ACTION 18/56	WHO	WHAT	BY WHEN
	DK	Publish the approved SRbPA Rules 2018	ASAP

### 9.2 UKPHR's data management strategy

Directors had received by email and as an attachment to the papers for this meeting, UKPHR's proposed data management strategy. The Board approved the data management strategy and adopted it with immediate effect.

ACTION 18/57	WHO	WHAT	BY WHEN
	DK	Publish UKPHR's data management strategy.	ASAP

### 10. Chief Executive's report

The Board received and noted DK's written report.

### 11. Receipt of minutes of Committee meetings

The Board received the following minutes:

Registration Panel meetings held 10 July 2018, 14 August 2018 and 11 September 2018.

Registration Approvals Committee held 19 July 2018, 23 August 2018 and 20 September 2018.

Board's Strategy Working Party meeting held on 30 July 2018.

Audit & Risk Committee meeting held on 30 July 2018.

Practitioner Registration Coordinators' meetings held on 05 September 2018.

Practitioner registration implementation group meeting held 11 September 2018.

Board's practitioner registration appraisal working party meeting held 17 September 2018.

### 12. Consideration of horizon scanning and communications issues

#### 12.1 Horizon scanning issues

12.1.1 DV raised the Williams report of its review of the law relating to criminal manslaughter following the case of Dr Bawa-Garba – the Board asked DK to write Directors a note on the treatment of reflective notes.

12.1.2 DV asked if the Board would be assessing how the register would be affected by Brexit.

12.1.3 DV asked if Directors should consider what the situation would be when the ring fence around the public health grant in England was removed, to which BH added the broader issue of lack of funding for public health services.

12.1.4 BH asked for news of the setting up of Public Health Scotland.

In response to these issues raised by Directors, the Board instructed DK to write to all Directors about the treatment of reflective notes and to add an agenda item for the next meeting of the Audit & Risk Committee on Brexit.

ACTION 18/58	WHO	WHAT	BY WHEN
	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

#### 12.2 Communications

The Board had nothing to add to the point made during the AGM about communicating the Annual Report to stakeholders.

### 13. Urgent correspondence

The Board received a letter from the British Medical Association with regards to the Specialist Registration by Portfolio Assessment route and approved for sending to BMA the letter of reply

drafted by the Chair and DK, which DK had emailed to all Directors before the meeting.

	WHO	WHAT	BY WHEN
<b>ACTION 18/59</b>	DK	Respond to BMA's letter by sending the approved reply.	ASAP

**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 20 November 2018.**

The Chair closed the meeting at 13.20hrs.