

Minutes of the UKPHR Board meeting held on 21 April 2015
at McLaren Building, 46, Priory Queensway, Birmingham B4 7LR

14.00 hrs

Present:

Bryan Stoten (Chair), Claire Barley (by telephone), Fiona Harris, Jeremy Hawker, Selena Gray, Linda Jones, Patrick Saunders, and Anne McMillan (Registrar). David Kidney, Executive Director, and Pav Sull, Administrator, were also in attendance.

Apologies:

Claire Cotter, Amanda Fletcher, Richard Parish and Viv Speller

ACTION

1. Welcome

The Chair welcomed everyone to the meeting. Apologies for absence were received as listed in these minutes. There were no declarations of interest.

2. Minutes of meetings

The minutes of the Board meeting held on 03 February 2015 were agreed as a true and accurate record.

3. Matters arising

- 3.1 Page 2, item 5: There has not yet been further contact from PSA about regulation of HCAs
- 3.2 Page 5, item 7.2: A Director had not attended any UKPHR meeting for over 6 months and the Board agreed to remove the Director, with thanks for past contribution to the Board.
- 3.3 Page 7, item 13: An online Consultative Forum will be held on Friday 24th April.

DK

4. Financial report & Budget 2015-16

The Executive Director presented a written report and accompanying suggested budget for 2015-16.

In discussion the following points were made:

- Regarding the estimate of registered practitioner numbers, the Board wishes to have sooner rather than later more accurate information about practitioner registration activity in local schemes including numbers participating, drop-out rates, speed through the process, completion rates to registration and time taken to achieve registration;
- The End-Year 2014 -15 balance was adequate to cover all contingencies;
- Board members considered whether registration fees should be revised this financial year but decided they should remain unchanged.

DK/PS

The Board agreed to increase the assessment fee for assessing a specialist portfolio from £300 to £500 with effect from 1st May 2015. With the amendment, the Board agreed the budget for 2015-16.

DK

5. FPH curriculum

The changes made by FPH in response to previous representations made by UKPHR made the curriculum acceptable in its present form. It was accepted that the examples given in the draft curriculum were mostly medical but it was acknowledged that the curriculum itself adequately brought out the multidisciplinary nature of public health practice and the breadth of population based interventions encompassed by public health practice.

The Board agreed to approve the curriculum in the form presented to the Board by FPH.

SG pointed out that for entry at ST3 level with support from public funds the applicant is required to be a registered practitioner.

DK

6. Chair's report

The Chair reported verbally that the Department of Health had not secured the Section 60 Order before Parliament was dissolved for the General Election. The Chair had made a second FoI request to the Department for copies of all the representations the Department had received in response to its consultation. He had met representatives of HCPC and RSPH and had met Duncan Selbie. A meeting with FPH was arranged for 23 April.

7. Registrar's report

The Registrar reported verbally that the registration process continues to operate satisfactorily. The Registration Panel and Registration Approvals Committee receive monthly reports of applications for portfolio assessment and progress in assessment together with statistics about numbers of registrants. There were no conduct matters to report. The Registrar and Executive Director have settled the Terms of Reference for the task & finish group which is to review Good Public Health Practice. Key to its success is wide representation on the group from stakeholders. Most invitees have accepted an invitation to participate. The Registrar will write an article for UKPHR's Spring Newsletter. The Registrar said that important to her were: development of e portfolios, development of CPD recording facilities and development of revalidation. There may be potential services UKPHR could offer specialists even if UKPHR's specialist registrants transfer to HCPC, for example in relation to revalidation.

8. Specialty Registrar registration

The Registrar presented her written report and accompanying papers and recommended the creation of a third category of registrant: Specialty Registrar. In discussion, the Registrar confirmed that the same sanctions would be available in the event of malpractice as for all other registrants.

The Board agreed the written report and the Registrar's recommendation and approved the creation of a new category of registrant, Specialty Registrar, with effect from 10 May 2015.

DK/AM

9. Executive Director's report

The Executive Director presented his written report. In subsequent discussion the following points were made:

- The work of the IUHPE task & finish group is slightly behind schedule but its work is continuing
- The Board congratulated the staff on securing the renewal of accreditation of the register by PSA
- The Board accepts the need for UKPHR to engage with employers of the public health workforce and the public in the next 12 months and also wants UKPHR to engage more with registrants and key public health agencies and partners.
- Regarding registration of UKPHR as a charity the Executive Director was asked to ascertain if Gift Aid could apply in respect of registration fees
- The Board agreed to hold its September meeting, including its AGM, in the morning and to hold an Annual Meeting in the afternoon followed by a buffet.

DK/FH/LJ

DK

DK/PS

10. Statutory regulation – Next steps

The Executive Director and Chair presented the written reports they had written respectively. Board members discussed the issues raised in the two papers and made the following decisions:

- It remains the Board's view that the Department of Health policy is not in the best interests of public protection nor would it achieve effective and right touch regulation of the public health workforce and therefore UKPHR should continue to express its opposition
- In due course UKPHR must undertake some market testing of potential services for specialists post-transfer of regulation to HCPC
- As an independent regulator UKPHR must take care not to get so close to one or more bodies as to create risk of conflicts of interest and/or compromising its independence.

DK/PS

BS/DK

11. Appeal Rules and Fitness to Practise Rules

The Executive Director presented the written report including the results of the consultation. The Board agreed to approve both sets of rules and to implement them with effect from 1st July 2015.

DK

12. Practitioner registration

The Executive Director presented the two papers setting out (1) proposed policy representation to England's policy makers and (2) UKPHR's approach to dealing with applications for registration from areas with no local scheme. The Board approved the former and asked for similar papers to be prepared and sent to policy makers in Northern Ireland, Scotland and Wales. The Board approved the latter.

DK

13. Consultative Forum meeting in November 2015

The Executive Director verbally reported an offer from public health colleagues in Northern Ireland to host a meeting of UKPHR's Consultative Forum in Belfast in November 2015. The Board agreed to accept the offer and asked the Executive Director to make arrangements for the meeting with Northern Ireland colleagues including early notification of the date set, arrangements for travel from airports to the venue and IT arrangements for remote participation in the event, for example video conferencing.

DK

14. Executive Director's two papers

14.1 The Executive Director presented his written report on proposals to change the arrangements for appointing the Chair and two Vice Chairs of the Registration Panel. The Board agreed the suggestions made by the Registration Panel and subject to these points agreed the Executive Director's proposals as set out in his paper.

DK

14.2 The Executive Director presented his written report on a proposal to change the way requests for permission to proceed by the RSS route are determined. The Board agreed the proposal including the additional consultation between the Registrar and Moderator requested by the Registration Panel and asked the Registrar to review the eligibility criteria for this route before the new procedure is implemented.

AM/DK

15. Minutes of meetings received

10.1 Registration Panel meetings 10 Feb 2015, 10 Mar 2015 & 14 Apr 2015

10.2 Registration Approval Committee meetings 18 Feb 2015 and 19 Mar 2015

10.3 Co-ordinators Group meeting 04 Feb 2015

10.4 Education & Training Committee meeting 16 Mar 2015

10.5 IUHPE task & finish group meeting 16 Mar 2015

16. Communications

FH reported that she and PS are drafting a vision document for all Directors' approval in response to the call for papers from the Academy of Medical Sciences for its 2040 Vision document.

FH/PS

17. Urgent correspondence

None.

18. Any other business

None

19. Next meeting

A date of 28 April having been proposed the Board instead agreed a date for the next meeting of **14 July 2015 at 2.00pm in Birmingham**

DK

16.30 hrs Meeting closed.