

**CONFIDENTIAL**

**Present:** Andrew Jones (Chair)  
David Evans  
Duncan Vernon  
Helen King (items 1-7)  
James Sandy  
Jenny Douglas (items 1-4)  
Joanna Dowd  
Kathy Elliott  
Louise Wallace (items 5-14)  
Ruth Freeman (items 1-7)  
Viv Speller  
Gill Jones (Registrar)  
Marcial Boo (CEO)

**Apologies:** Ranjit Khutan

**Welcome, apologies and declarations of interest (item 1)**

1. Apologies were noted. The new Chief Executive was welcomed to his first formal UKPHR Board meeting.
2. The Chair referred to declarations of interest made at previous meetings and asked if there were new declarations of interest to make for this meeting. There were none.

**Minutes and actions (items 2 & 3)**

3. The minutes of the meeting on 16 February were approved as a correct record.
4. The actions were reviewed. It was noted that 14 actions had been achieved. Of the remaining actions, it was agreed that:
  - a. Action 6, relating to the ongoing support being provided by the former Chief Executive on equality and diversity issues, had been achieved. The Chair asked for a general discussion on potential 'affiliate' UKPHR membership at the next Board meeting. James Sandy offered to consider this with the Chief Executive and Chair.
  - b. Action 7, relating to a matter for discussion at the Board Strategy Day in April, would be deleted as it had been superseded by the discussion there.
  - c. On Action 16, the Registrar reported that there were 35 practitioners who are still working towards registration under the original standards. She offered to provide an update to the Board at its next meeting.
  - d. Action 19, relating to the implementation of the 2021-24 UKPHR Business Plan, would be brought to the June Board meeting following consideration of the output of the Board's Strategy Day later at this meeting.

#### **UKPHR Strategy Day (item 4)**

5. Board members agreed that the discussion at the Board's strategy day in April had been very helpful, and they were content with the way that it had been written up.
6. Of the potential issues arising, Board members noted particularly the resource pressures on UKPHR and the need to reduce risk by bringing in additional staff, potentially through secondments or placement. The importance of working with key stakeholders, including other registers, was also noted.
7. It was agreed that the Board should discuss further actions in a workplan to be brought to the Board's June meeting.

#### **UKPHR Governance (item 5)**

8. The Chief Executive presented the paper which suggested how the governance of UKPHR might be streamlined in order to improve the clarity of accountability and decision-making. This would involve the three Board sub-committees focusing on (a) audit, risk, remuneration and finance, (b) registration, and (c) education and standards.
9. Board members welcomed the paper and the clarity it would bring, including in the induction of new Board members. The Board agreed that the Chairs of the Board sub-committees would take this forward within their areas of responsibility. This would include formalising the membership and remit of Fitness to Practice and Appeals Panels. Louise Wallace offered to support this latter process.
10. The Board agreed to publish the minutes of its meetings, following Board approval, starting from this meeting.
11. The Chief Executive would contact new Board members to invite them to join a sub-committee and provide advice to the Board on establishing reviews of Board effectiveness every two years.

#### **Public Consultations (item 6)**

12. The Chief Executive reported that three public consultations were currently open, and suggested that UKPHR should respond to each:
  - a. The UK government's "Regulating healthcare professionals, protecting the public".
  - b. The Professional Standards Authority's "Strategic review of the Accredited Registers programme".
  - c. The Advisory Committee on Clinical Excellence Awards (ACCEA)'s "Reforming the national Clinical Excellence Awards scheme".
13. Board members agreed that UKPHR should respond to each consultation along the lines suggested and publish the response on the UKPHR website. The final wording of the UKPHR response would be agreed between the Chief Executive and the Chair.

14. It was suggested that UKPHR should also respond to the UK Department of Health and Social Care policy paper “Transforming the Public Health System: reforming the public health system for the challenges of our times”.

### **Revalidation (item 7)**

15. The Registrar presented the paper with recommendations about the management of revalidation for specialist registrants during the Covid-19 pandemic. She noted the importance of revalidation as an important factor in maintaining the credibility and validity of the UKPHR register, while acknowledging the pressures on individual public health registrants. This pressure had prompted many requests for extensions from registrants. She also drew the Board’s attention to the approach being taken to revalidation by the General Medical and Dental Councils, the Faculty of Public Health and the Nursing and Midwifery Council.
16. The Board acknowledged the pressures on those working in public health, including illness, bereavement, redeployment and the burn-out associated with over a year working in a pandemic. This argued for not introducing new burdens. Board members also noted the importance of being aligned, where appropriate, with the approach being taken by the, GMC and others, including Faculty of Public Health, but that the UKPHR should not be bound by their approach if an alternative is more appropriate for public health registrants.
17. Following discussion, the Board agreed:
  - a. To reinstate the pre-pandemic rules for revalidation.
  - b. That we should produce guidance on the extenuating circumstances that would allow deferrals in revalidation, in addition to the 12-month deferral agreed in 2020, distinguishing between a first deferral for 3 months and a second deferrals for a further 9 months.
  - c. To amend the rules relating to the kinds of continuous professional development (CPD) that are acceptable, to include workplace learning, in line with the approach taken by the Faculty of Public Health, and to continue to suspend the CPD requirement through the period of the pandemic.
  - d. To suspend CPD requirements during extended periods of parental (including maternity) leave.
  - e. To accept fewer multi-source feedback (MSF) raters if revalidation takes place during the pandemic period.
  - f. To explore the establishment of an MSF 360-degree option specific to UKPHR and its registrants.
  - g. To ensure that appraisal requirements mirror those of the GMC, including with a focus on the wellbeing of registrants such as by utilising a simplified employer testimonial or work-based appraisal, using a defined template.

### **Temporary Registrants (item 8)**

18. The Registrar introduced the paper on the ongoing management of the temporary register which the UKPHR had established in 2020 at the beginning of the Covid-19 pandemic.
19. The Board welcomed the paper and agreed to maintain the temporary register until the government declares the pandemic over. This is in line with the approach being adopted by the GMC.
20. The Board also agreed that those on the temporary register should provide an annual update on their experience, relevant CPD and a testimonial from their employer to support their fitness to practice. They would be able to request a transfer to the main register after one year on the temporary register, subject to achieving agreed standards, in line with all those already on the main register.

### **Chief Executive's Report (item 9)**

21. The Chief Executive introduced his report which recorded recent meetings and other issues, including the PSA's letter confirming UKPHR accreditation until April 2022.
22. The Board welcomed the report and confirmed that he should be the new Company Secretary for the Public Health Register, to replace the former chief executive.
23. The Board noted and approved the one decision made by the Chair outside the Board meeting: namely, to approve a pay increase for UKPHR staff (excluding the chief executive) following the recommendation made by the Audit, Risk and Remuneration Committee. The Board asked that any such decisions by the UKPHR Chair be clearly marked in future reports from the Chief Executive.
24. The Board supported the three recommendations made to UKPHR by the PSA in their accreditation report. These are to put more information about our governance on the UKPHR website; to seek feedback from registrants on our safeguarding and whistleblowing guidance; and to consider whether the pandemic has exposed any matters to be addressed within UKPHR rules, guidance and education standards.
25. The Board asked that, in any changes to the UKPHR website, the needs of those with visual or hearing impairments should be considered, so that the website is fully accessible.

### **Registration report (item 10)**

26. The Board noted with approval the minutes of the Registration Approvals Committee, as presented by the Registrar.
27. The Board agreed with the proposed approach to collating and presenting data on UKPHR registrations. This should include data about UKPHR performance, such as the time taken to process applications, renewals and revalidations. It might be helpful to present the data graphically.

### **Audit, Risk and Remuneration report (item 11)**

28. The Chair of the Committee presented the minutes of its last meeting, where there had been helpful conversations about improved ways of managing risk and overseeing finances. They had noted particular risks relating to internal capacity and to changes in the external institutional environments.
29. The Board noted with approval the minutes of the Audit, Risk and Remuneration Committee, and the Audit and Risk Annual Report 2020.

### **Education and Training report (item 12)**

30. The Board noted with approval the minutes of the February Education and Training Committee meeting. A further meeting had been held in early April and the minutes would be presented to the June Board.
31. The Board welcomed the work being done on Equality, Diversity and Inclusion, and asked that it continue, but not expand its scope, and that it continue to report to the Board through the Education and Training Committee.

### **Any other business (item 13)**

32. There were no other items of business.

### **Next meeting (item 14)**

33. The Board agreed to meet again at 2pm on 22 June 2021.

[ends]