

January 2026

UKPHR REGISTRATION APPROVALS COMMITTEE MEMBER ROLE DESCRIPTION

The UKPHR Board is supported by a Registration Approvals Committee (RAC), which is responsible for granting or refusing admission to the Register for applicants who have completed the registration process, and for considering applications for re-registration and revalidation. Their activity helps UKPHR to conduct its business efficiently and transparently.

The Committee meets monthly, usually for 30 minutes via Microsoft Teams on the third Monday of each month.

Membership of the RAC is agreed by the Board and will include at least one current UKPHR registrant in good standing. The Committee is chaired by the Registrar and attended by one of the Co-Chairs of the Registration Panel.

RAC members are accountable for the integrity of the register and must always uphold the standards set by UKPHR for all registration processes and quality assurance.

All Committee members must:

- Act impartially and serve without seeking personal gain or preferment.
- Avoid obligations or relationships that might compromise, or be perceived to compromise, their ability to carry out UKPHR duties impartially and objectively.
- Declare any involvement with organisations or individuals, or any prior knowledge, that might constitute, or be perceived to constitute, a conflict of interest, and to withdraw from consideration of any matter where such a conflict arises.
- Reject discrimination on the grounds of race, beliefs, gender, language, sexuality, disability or age.
- Abide by, and actively uphold, UKPHR's Standing Orders and Rules.
- Make a clear distinction, when speaking or writing, between personal views and those of UKPHR.
- Be familiar and consistently apply the Nolan Principles of Public Life.

UKPHR REGISTRATION APPROVALS COMMITTEE MEMBER PERSON SPECIFICATION

A Committee member must be able to demonstrate:

- Sound judgement and an appreciation of the principles of natural justice.
- A good understanding of, or a willingness to develop a good understanding of, the competencies required of public health specialists and public health practitioners, and how those competencies are assessed.

- The ability to exercise critical and analytical thinking when making judgements about facts and situations.
- A personal commitment to equality and diversity.
- Knowledge and/or experience of regulatory processes.
- Knowledge and/or experience of standard setting and quality assurance processes.
- Knowledge and practical application of data protection legislation and rules relating to confidentiality.

Committee members will be appointed for an initial term of three years, with the possibility of renewal for a total of three terms.

This is an unpaid position.