

**CONFIDENTIAL**

<b>Present:</b>	Andrew Jones (Chair) David Evans Duncan Vernon Helen King James Sandy (items 4-12) Joanna Dowd (items 4-12) Kathy Elliott Ranjit Khutan Viv Speller Gill Jones (Registrar) Marcial Boo (CEO)	<b>Apologies:</b>	Ruth Freeman Jenny Douglas Louise Wallace
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**Welcome, apologies and declarations of interest (item 1)**

1. Apologies were noted. There were no new declarations of interest.

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

2. The minutes of the meeting on 20 April were approved as a correct record. The Board approved the minutes for publication.
3. The actions were reviewed. All actions that were due had been achieved or were in progress.
4. Action 41, to provide registration data to the Board, had been partially completed with the provision of longer-term registration data through the CEO's report. The CEO and the Registrar were now creating a set of monthly management information on registration issues that the Board would see at its next meeting.

**Action: The Chief Executive to update Action 41 and bring management information to the September Board meeting.**

**Healthcare regulation (item 4)**

5. Board members noted the response from UKPHR to the consultation from the Department of Health and Social care on the future of health regulation. The response had been agreed in outline at the Board's April meeting and subsequently approved by the Chair before submission.
6. There was discussion about the response from the People in UK Public Health Group. The Board agreed it was vital for there to be consistent professional standards for those working in public health roles, and that UKPHR should continue to work closely with the GMC and other regulators to continue to ensure this is in place.
7. Board members recalled discussions from 2013-15 when the then government had proposed that public health specialists, but not practitioners, be regulated by a statutory regulator, the Health and Care Professions Council (HCPC). It was noted that

no such proposal had been made now. It was considered essential that the regulation of public health specialists and practitioners be considered together as a single profession.

8. If any proposal were forthcoming to move UKPHR or its work onto a statutory footing, the Board would review the advantages and disadvantages of doing so. Any future change to public health professional regulation should not reduce the benefits achieved through UKPHR's rigorous regulatory processes, including through the introduction of revalidation for specialists.
9. The Chair thanked Board members for a helpful discussion which emphasised the strength that UKPHR had brought to the regulation of public health professionals. He welcomed the fact that UKPHR was participating in these debates as a strong, credible organisation and assured Board members that he and the Chief Executive would keep Board members informed of any future developments, which were not judged to be imminent.

### **UKPHR Strategy and Business Plan (item 5)**

10. The Board endorsed the UKPHR Corporate Plan for 2021-24 which had been seen in draft at the Board meeting in November 2020. It was important for the important work in the plan to be delivered.
11. The Board approved the creation of an Improvement Plan to take forward the additional work that had been discussed at the Board's Strategy Day in March 2021. This might include workstreams covering any strategic change to healthcare regulation, work across the four nations of the UK, ways to promote the register to those working in public health, including through education providers, and ways to make UKPHR more efficient by maximising its potential funding.
12. The Board asked the Chief Executive to bring a more detailed paper on the proposed Improvement Plan to its September meeting. This should include suggestions on how the activity in the Improvement Plan would be governed using existing Committee structures where possible, rather than by creating new meeting groups.

**Action: The Chief Executive to produce a draft Improvement Plan, including governance arrangements, for the Board's September meeting.**

### **Investment decisions (item 6)**

13. The Chief Executive and the Chair of the Board's Audit Risk and Remuneration (ARR) Committee reported that UKPHR's draft accounts for 2020-21 had been reviewed. The Committee recommended that some of the current reserves could be invested in business improvements. It should be UKPHR's policy to have at least six months' reserves. The investment proposals in the paper would retain at least that.
14. The Board approved this prudent approach to managing UKPHR's reserves such that at least six months' running costs should be held in reserve. On that basis, the Board was content to spend up to £100,000 of the current reserves on investments to improve UKPHR and its work. Any spending should be focused on benefiting registrants.

15. Board members discussed proposals to improve UKPHR's online registration systems. There was general recognition that IT systems need regularly to be upgraded, and that it was important for UKPHR to keep its systems up to date, efficient and secure. It was important also to benefit from previous expenditure on IT systems where possible. The Board was content to delegate to the ARR Committee, for its meeting in July, a discussion about how and when to upgrade UKPHR's online registration systems.
16. Board members also approved in principle the other proposed investments, including in additional staffing capacity, ways to promote registration, and support for work on UKPHR's funding model. Updates would be brought to the Board and discussed between Board meetings with the Chair and other Board members as appropriate.

**Action: The Chief Executive to agree next steps on investments, particularly on IT, with the Chair of the ARR Committee prior to and at the next ARR Committee meeting on 14 July.**

#### **Affiliate membership (item 7)**

17. The Chair reported a discussion with the Chief Executive and Board member James Sandy on ways that UKPHR could recognise the contribution of volunteers.
18. Board members recognised that UKPHR is not a membership body nor an academic institution, and suggested a pragmatic approach of offering volunteers the title of Honorary or Associate Member.

**Action: The Chief Executive to support the Chair in consulting on how volunteers would like their roles to be titled.**

#### **Return to the Office arrangements (item 8)**

19. The Chief Executive reported discussions with UKPHR staff on the support they will be given as any return to office working takes place. He reported that consultations had begun with building managers too, with a report requested on the quality of ventilation at UKPHR's Birmingham offices. These premises are leased until 2026. The Chief Executive reported that he would be visiting the office in July. There were no plans for a return to full-time working from the office in the short term.
20. The Board supported the approach in the paper which prioritised staff wellbeing. A further factor to consider would be the local rates of COVID-19 transmission in Birmingham and the West Midlands, which were currently high, as well as national reductions in virus transmission and progress with vaccination.
21. The Board was content to continue to meet virtually for the time being, while acknowledging the benefit of face-to-face meetings. The Chief Executive agreed to explore the use of hybrid options from the autumn.

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

22. The Chief Executive introduced his report which recorded recent meetings (including those attended by the chair) and other issues. He answered questions about a meeting with Health Education England and was asked to correct a minor factual

error in his account of UKPHR's registration governance and to upload this to the UKPHR website where it may be useful for others.

**Action: The Chief Executive to upload a corrected summary of UKPHR registration governance to the website.**

23. The Board noted and approved the decision made by the Chair outside the Board meeting: namely, to ensure that all UKPHR staff receive a salary within 5 per cent of the pay benchmarked for their role, following the recommendation made by the Audit, Risk and Remuneration Committee at its May meeting.

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

24. The Registrar reported the numbers of new specialists and practitioners added to the register, the number of extensions approved, and the number of pre-applications approved and rejected. All remaining portfolios being submitted through the old route were now being assessed.
25. Board members noted that, following the demands of COVID-19, some existing registrants would now be retiring and therefore not renewing their registration with UKPHR. Board members also acknowledged that it was becoming recognised that those going through the new route to UKPHR registration often required support, and that this support was gradually being put in place to support applicants.
26. The Registrar welcomed the proposal to establish a Registration Policy Group that would coordinate advice for the Board on relevant registration policies and procedures. She thanked Kathy Elliott for establishing an ad hoc group to ensure that these issues were coordinated and taken forward previously. The Registrar was asked to consider, at the Registration Policy Group, whether and how to establish registration for those working at an advanced level between practitioner and specialist designations.

**Action: The Chief Executive and the Registrar to establish the Registration Policy Group, and for it to consider issues such as the potential for creating 'advanced practitioners' at a future meeting.**

27. Board noted with approval the minutes of the Registration Approvals Committee's May meeting and thanked the Registrar for her work.

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

28. The Chair of the Committee presented the minutes of its May meeting. The Board had already discussed its recommendation to invest some of UKPHR's reserves. The Committee would consider UKPHR's 2020-21 annual accounts at its meeting in July.
29. The Board was pleased that UKPHR intended to spend its training budget in full, and noted with approval the minutes of the Audit, Risk and Remuneration Committee.

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

30. The Board noted with approval the minutes of the April Education and Training Committee meeting. A further meeting had been held in early June and the minutes would be presented to the September Board.
31. The Board noted the proposal to consult on the proposed apprenticeship route to practitioner registration, with a consultation over the summer and a report to the Board at its November meeting.

**Action: The Chief Executive to support the Education and Training Committee in consulting on the apprenticeship route to registration with a report to the Board in November.**

32. The Registrar presented her interim report on Equality, Diversity and Inclusion. This was endorsed by the Board. The Registrar would bring a final report to the Board's November meeting.

**Action: The Registrar to bring a final report on Equality, Diversity and Inclusion to the Board's November meeting.**

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

33. There were no other items of business.

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

34. The Board agreed to meet again at 11am on 14 September 2021 for its next meeting and for the AGM of the Public Health Register as a charitable company.

[ends]