

CONFIDENTIAL

Present:	Andrew Jones (Chair)	Apologies:	Steve Maddern
	David Evans		
	Duncan Vernon		
	Helen King		
	James Sandy		
	Joanna Dowd		
	Kathy Elliott		
	Jenny Douglas		
	Louise Wallace		
	Ranjit Khutan		
	Viv Speller		
	Gill Jones (Registrar)		
	Jessica Lichtenstein (CEO)		
	Pav Johal (Office Manager/Assistant Registrar)		

Welcome, apologies and declarations of interest (item 1)

1. AJ welcomed the new interim CEO Jessica Lichtenstein to her first Board meeting.
2. Apologies were noted. There were no new declarations of interest.
3. The Chair shared some very sad news with the Board that one of the directors, Ruth Freeman, had sadly passed away in late September. The Board expressed their sadness and condolences, and noted Ruth had been a lovely person and colleague, who added huge value to Board discussions and to the profession. It was agreed that AJ/JL would contact her next of kin on the Board's behalf to express condolences and the Board's appreciation of her service.
4. Although Ruth had given her apologies for the September AGM and Board meeting, she hadn't expressed a resignation and therefore she was re-elected as a Board member. It was noted that the AGM minutes would be adjusted to reflect this upon ratification at the next AGM meeting in September 2022.

Minutes of September 2021 Board and AGM and actions/matters arising (item 2)

5. The AGM minutes had been circulated to note, but that they would be ratified at the September 2022 AGM.
6. The minutes of the meeting on 14 September 2021 were approved as a correct record. The Board approved the minutes for publication.

7. The actions were reviewed. All actions that were due had been achieved or were in progress and would be discussed further later on in the agenda. JL gave her thanks to her predecessor Marcial Boo for leaving things in excellent order. He did a huge amount of work during his last few weeks in the CEO role.
8. Action 21/35 regarding multi-source feedback: JL confirmed that this is being addressed through Registration Policy Group (RPG) discussion, and would be brought back to the Board through RPG minutes. The Board agreed.
9. Actions 21/44 and 21/51 relate to a Fees review; JL noted that this would be explored more fully in her CEO report and in the minutes of the Audit, Risk, and Remuneration Committee (ARRC).
10. AJ expressed his thanks to JL for picking up the reigns quickly as the new CEO, and moving forward with the actions at pace.

Governance forward planner (item 4)

11. JL noted the governance review undertaken by her predecessor Marcial Boo, and that she was keen to proceed with further improving processes and oversight. As part of this, she'd created a governance forward planner, which sets out a schedule of substantive discussion topics to be addressed by the Board, the ARRC, and the Education & Training Committee (E&T) over the course of 2022. The Board agreed that this would be helpful in signposting discussions, managing expectations, understanding when key changes would be debated, and would enable the Board to further hold the CEO to account.
12. This will be a 'live' document, and amended periodically as staff organise meeting agendas. The Board agreed that this would be a standing agenda item in the future.
13. It was agreed that this would not be published alongside the Board papers (see item 5), because it would constantly shift and would quickly become out of date. However, it was noted that there was a need for a public facing document that provided more information about the governance structures (see item 5).
14. It was agreed that the governance arrangements needed an additional light-touch internal review to ensure terms of reference were clear in relation to all groups, and how they report to the Board.

Action: The CEO to work with the Chair and Vice-chair to undertake a light- touch review of Board and committee structures, reporting, and terms of reference.

Publication of Board papers (item 5)

15. JL introduced the next paper, which noted that the Board had agreed in April 2021 to publish all Board minutes. After each set of minutes is ratified, it will be published on the UKPHR website. JL was keen to continue with the trajectory of becoming more transparent and open and also had feedback from the RPG that they would appreciate further information on the strategic priorities of the UKPHR to inform discussion with colleagues.

16. In order to achieve these aims, JL proposed publishing Board papers alongside the agenda, and the minutes of ARR and E&T Committee meetings. Registration Approval Committee meeting minutes would not be published, as the minutes discuss the assessment and outcome of individual registration applications. The RPG minutes would not be published as this is not a decision-making committee, but a more informal discussion group; any recommendations made to the board would be captured in Board minutes.
17. All of this would happen after the Board ratifies the minutes, and so they would be published with a two-month lag. JL noted that she was not proposing any substantial change in approach to the papers, although confirmed that any confidential papers would be marked clearly as such. If there were papers that were appropriate for publication but contained identifiable personal information, these would be removed.
18. The Board agreed that this approach would give more weight and standing to Board discussions, and give access to key reports.
19. The Board also agreed that Board papers relevant to RPG discussion could be shared prior to publication, in order to feed into debate and discussion at RPG.
20. The Board also noted that as the UKPHR is not a public authority, they are not subject to the freedom of information act, although they might wish to align themselves with it in the spirit of openness and transparency. It was agreed that this needed to be considered through a communications plan.

Action: UKPHR Staff to publish Board papers (unless marked confidential) and Committee minutes from the February meeting (to be published on the website after ratification in in April 2022)

Action: CEO to review communication strategy in light of publication

Chief Executive's report- item 6

21. JL thanked the staff, Registrar, volunteers, and Board members for supporting her induction and for being so welcoming during the past month. JL had been attending the Birmingham office every other week to spend time with the team.
22. AJ noted that his meetings were not listed on the CEO report, but that he'd met with UKSHA alongside JL, and with James Gore FPH CEO prior to JL starting. He'd also met several times with the GMC to process JL's secondment agreement. He also noted that the GMC had confirmed that the secondment would not incur VAT charges due to the UKPHR's charitable status. AJ/chair meetings activity to be recorded as part of the CEO report going forward.
23. AJ noted the one Chair's action he'd taken between Board meetings, which was in relation to removing the requirement for a set number of CPD hours required for revalidation covering the year 2019-2020 at the very beginning of the pandemic. He noted that the FPH are reviewing CPD requirements at the moment, and that the UKPHR's approach should reflect any FPH changes as the relevant professional body. Registrants should still be able to evidence that they're undertaking reflective learning and undertaken CPD, but the statement that a registrant had to provide evidence of 46 hours in year 2019/20 had been removed. A communication had been sent to registrants.

24. JL updated on recruitment- an offer of appointment had been made to the part time Registration Support Officer role, hopefully to start in the new year. JL noted that unfortunately the individual appointed to the Practitioner Registration coordinator role had to withdraw, so the Board would need to re-advertise. JL revised the job description to make it more attractive, and it was being reviewed by the HR adviser.
25. JL noted that there had been one consultation on the apprenticeship route to registration, which had been discussed by the E&T Committee and was included in the papers.
26. JL gave an update on the RPG, which had met on 5 November. It was a positive meeting and had good feedback. The group focussed on a list of policy issues which were discussed and prioritised. JL reflected that it was shaping up to be a really valuable group, which would appropriately inform Board discussions and decisions. JL noted her thanks to GJ for the support she'd received in chairing the group.
27. JL noted that a meeting had been scheduled with the DHSC to discuss regulatory reform and implications for non-statutory bodies. JL also noted the recent PSA report which stated its support for the formulation of one statutory healthcare regulator. JL was unclear on implications for the UKPHR, and agreed to discuss further with the DHSC and PSA and include on future CEO updates. JL is meeting with other regulators to discuss regulatory reform. AJ advised colleagues that although JL is seconded from the GMC, JL is always undertaking such engagement solely in the interest of the UKPHR and confirmed that the UKPHR was engaging appropriately and would continue to do so.
28. In relation to the consultation on regulatory reform, although there would of course be formal engagement and consultation regarding any changes that would impact the UKPHR, the Board noted that it would be helpful for them to understand the DHSC's position and options for the UKPHR.

Action: CEO and Chair to consider how best to set out options and engage the Board.

29. JL continued to present her CEO report, and noted that the ARRC had a substantial discussion regarding a review of UKPHR fees. This had been a key component of the UKPHR Improvement plan endorsed by the Board in September. JL and DV emphasised that this was an expansive and essential project, which requires full consultation with registrants and needs to be led by a clear strategy. It would also be valuable to include in the scope a piece of work understanding why people leave the register. It was agreed that this was a very substantial project that needs full consideration, and would not be ready for implementation for the 2022/23 financial year. The Board agreed to bring the timelines back by a year, for implementation in 2023/24.

Action: ARRC to consider a more substantive proposal at their January meeting.

30. JL noted her list of meetings annexed to the report. JL described being part of an anti-racist allyship programme at the GMC, which was meant to challenge senior leaders and help them understand how racism impacts on individuals and what they could do to pro-actively challenge racism at their organisation. JL is continuing with this as part of an action learning group and expressed her intention of utilising her learning at the UKPHR, although the challenges are very different from those faced by a larger organisation. It was noted that there would be an opportunity to discuss ED&I further at item 10.

Registration report (item 7)

31. GJ noted the minutes of the Registration Approvals Committee. There had been 27 applicants through the new route. 9 had been accepted, 15 had been refused, with 3 awaiting the final outcome. GJ noted the high proportion of unsuccessful applicants. A number of applicants don't seem to understand what's required of them, after reading the guidance. The RPG had agreed to review the failure rate to understand why people weren't getting through. It seemed to be a combination of individuals not reading the guidance, and those who aren't at the right stage of their career. VS offered her support to the review as well.
32. GJ noted 23 outstanding applications through the old route, which are all with two assessors. Several will be passed to moderators, and with COVID adjustments and extensions, it is likely that the old route will be ongoing for some time.
33. DE pointed out that the FPH is taking an approach that combines retrospective assessment and prospective support for those who aren't quite at consultant level but nearly there, and that it would be useful to explore learning from this.
34. GJ noted the minutes of the RPG, indicating that it had been a very useful and fruitful discussion, giving individuals a safe space in which to raise and talk through concerns.

Audit, Risk, & Remuneration Committee report (item 8)

35. DV drew out several key points from the meeting minutes. DV noted the previous discussion on the fees review. Q2 financial reports indicated that we were spending more than budgeted, but Q1 had more income than we'd budgeted for, so it generally evened out. The ARRC also discussed forecasting, and being able to draw out trends or longitudinal views of specific budget items such as moderation fees, specialist and practitioner registrations etc, and whether that helps us forecast better in the future.
36. The staff salary benchmarking report was also discussed, and it was noted that JL would be looking at job roles across the organisation as the new staff members started.
37. The Board supported JD joining the ARRC.

Education and Training Committee report (item 9)

38. HK noted that they'd received several very helpful responses to the consultation on the apprenticeship route to practitioner registration. DE and RK had agreed to support the UKPHR team to pull this together, upon which more detail will be posted on the UKPHR website and communicated appropriately. HK expressed her gratitude to the committee and contributors and noted the report would be finalised and published.
39. HK highlighted the E&T annual report, and thanked Zaira Ejaz for her efforts. This year the report included case studies reflecting the work that practitioner colleagues have been doing during the COVID period, and at opportunities that are created to maintain health improvement.

40. HK also noted that the registration data reflected a very small representation of black and minority ethnic communities, and that the Board needed to think about implications of this. HK noted the link with the ED&I report, and suggested future strategy work in this area to ensure the register reflects the diversity of the workforce, and that the organisation is inclusive as possible.
41. HK also highlighted several changes to the Faculty of Public Health Curriculum, which were fairly minor. HK confirmed the Committee had supported the changes but had asked that the Faculty formally write to the UKPHR to provide a formal response. GJ also noted that she and others were considering how the small changes would impact the new portfolio route.
42. HK then noted that the E&T Committee were informed that the Chartered Institute for Environmental Health was setting up a new registration process for their practitioners, and that they would be monitoring and keep the Board updated.
43. GJ noted the ED&I report, outlining the working party's efforts. The Board accepted report's recommendations. The task and finish group would be disbanded, although it was agreed that the work was essential and that there should be a Board lead to ensure accountability for future actions. The Board accepted this suggestion.
44. It was agreed that the recommendations need to be translated into concrete actions, with appropriate monitoring and evaluation, so that the right attention and resources could be given. The scope of the work could be very broad, so JL agreed to formulate the recommendations into actions, to be further discussed by the Board. It was also agreed that this area reached across all aspects of UKPHR business, not just the E&T Committee. It was agreed that this would be moved onto the Board agenda.
45. KE suggested that the Board may wish to send formal thanks to those who had worked on the report, and GJ noted that she'd expressed her personal thanks.
46. JL also noted that the Faculty is engaged with a GMC programme called Fairer Training Pathways, and that this might be relevant to UKPHR as well.

Action: JL to formulate and ED&I action plan for Board consideration

Action: AJ to send thanks on behalf of the Board to the ED&I Working group.

Action: JL to raise Fairer Training Pathways with Faculty of Public Health as part of her engagement

47. The Chair acknowledged the tremendous amount of work that had been undertaken by the E&T Committee.

Any other business (item 10)

48. It was noted that there were now two vacancies on the Board for new Directors- Louise Wallace's term was due to finish at the end of the year, but had agreed to stay on until a replacement was recruited. Sadly there was another vacancy left by Ruth Freeman. JL noted that there were gaps in Board members representing Scotland, and individuals with experience of risk and finance- which would be useful for the ARRC. The Board confirmed that it aimed to have a good skill mix and four nation representation, and that targeting adverts would be useful.

49. It was agreed that the Board constitution should be reviewed to ensure clarity.

Action: Board constitution to be reviewed

50. KE had been sitting on the board as an observer representing the Registration Panel. KE noted that there had been significant development in terms of governance, oversight, and links across different areas of work, particularly with the RPG now in place and the strengthening of the Registrar role. KE noted that things might have moved on, making the role of an observer unnecessary. It was agreed that this would be considered as part of the ongoing review.
51. The Board thanked KE for her significant contribution to the Board.
52. The Chair noted the significant role that Ruth Freeman had played in the development of the UKPHR and again expressed his sincere condolences to her family on behalf of the Board.
53. There were no additional items of AOB raised by the Board.

Next meeting (item 11)

54. The Board agreed to meet again on 9 February 2022 from 14-16:00.