

CONFIDENTIAL

Minutes of meeting of UKPHR's Education and Training Committee
held on Tuesday 01 February 2022 by Microsoft Teams

At 14.30hrs

Present:

NAME	FOR MINUTES	ORGANISATION
Helen King	Chair	UKPHR's Board
Jessica Lichtenstein	JL	CEO, UKPHR
Ranjit Khutan	RK	UKPHR's Board
David Evans	DE	UKPHR's Board
Julie Parkes	JP	Faculty of Public Health
Joanna Dowd	JD	UKPHR's Board
Gill Jones	GJ	UKPHR Registrar
Fiona MacDonald	FM	Public Health Scotland
Zaira Ejaz (secretariat)	ZE	UKPHR (secretariat)

Apologies:

NAME	ORGANISATION
Vicki Taylor	Vice Chair, UKPHR's Registration Panel
Jenny Douglas	UKPHR's Board
Steve Maddern	UKPHR's Board
Kiran Kenth	Royal Society for Public Health

1. Welcome, apologies and declaration of interest

The Chair welcomed everyone to the meeting and introduced JP as some Committee members had not met her previously. Attendance and apologies were as listed above.

2. Minutes of previous meeting

The minutes of the meeting held on 14th December 2021 were agreed as a true record. RK mentioned that there was a typo in in his initials on the first page of the minutes and ZE confirmed this would be amended.

3. Action Points and matters arising

The Chair noted the action points as follows:

21/15 – This action was an item to be discussed on the agenda.

21/16 – No comments were received on the proposed changes to the specialty training curriculum for dental public health by the General Dental Council.

21/17 – This action was an item to be discussed on the agenda.

4. **Apprenticeship route to practitioner registration**

JL reported that at the last meeting, it was agreed that the documents relating to the apprenticeship route to practitioner registration were quite repetitive and needed to be streamlined. ZE has been working on consolidating some of the information in the documents and merging the rules, route requirements and guidance documents to two comprehensive documents; the guidance and the route requirements. Both documents are near enough ready for publication. JL noted the flowchart in the guidance needed to be updated as this was not editable but confirmed this would be amended ahead of publication. DE commented that after a second read through of the documents, he noted that on page 2 of the route requirements document, the text on the evidence required for Assessment Method 1 and Assessment Method 2 needed to be amended to state that a certificate of achievement of the apprenticeship from the Education & Skills Funding Agency (ESFA) would be needed rather than pass notices from the assessor. JL noted this amendment and confirmed this would be amended for the final version of the document. The Chair thanked JL for the report and mentioned that once the minor changes have been made, this would not need to be taken to the Board. The Committee approved both documents to be finalised and published subject to the minor changes being made.

	WHO	WHAT	BY WHEN
ACTION 22/01	Jessica Lichtenstein	Make the final changes to the rules and guidance documents as suggested by the Committee for the practitioner route to registration	As soon as possible

5. **Equality, Diversity and Inclusion working party**

GJ reported that the Board was very happy with the work of the Equality, Diversity and Inclusion working party at its last meeting and the final report that was produced. The next steps were to identify a Board member to lead this and an external consultant to support the delivery of this work. GJ asked JL to provide further details on this development. JL informed the Committee that she had sought external expert advice and feedback on the next steps. JL expressed concerns that the report is very thorough but is very process driven and didn't encourage much discussion on how the Board wanted to strategically address Equality, Diversity and Inclusion. The consultant agreed with JL's thoughts. After discussion with the Chair and Vice Chair of the Board, it was agreed to come back to the report and initially prioritise a strategic discussion within the Board focusing on what kind of organisation UKPHR wants to be, what do UKPHR want the culture to be in terms of as an employer and regulator and the obligations towards its registrants and employees. Both the Chair and Vice Chair of the Board were very supportive of this approach. The next step would be to arrange a Board away day in which one of the focuses will be on conducting an intensive session on EDI in order to understand the Board's level of commitment to the agenda before working on the operational improvements. UKPHR staff will also be invited to take part in the away day. This will be raised at the Board meeting on 9th February 2022 and a new Board member is joining the Board who is very interested in this area of work. RK queried about the timescales for meeting with the external circumstances and the plan moving forward as a review of this would need to be built in. JL responded that this will be discussed at the Board meeting next week but she is currently looking at dates of availability for March and April for this session. She is also currently negotiating with the consultants on any help they can provide on policy reviews so that this can be done before the meeting. RK also commented that the targets referred to in the strategy would need to be discussed urgently and JL said that this is something on her agenda in her discussions with the Faculty of Public Health to focus on. The Chair thanked JL for the report and confirmed that this will be taken to the Board and would then report back to the Committee on the next iteration.

6. UKPHR temporary registration

GJ reported that following a recent meeting with the Registration Policy Group (RPG), members of this group had made some useful comments on the report and its recommendations. This was recommended to be considered by the Education and Training Committee. GJ referred to the three recommendations below which are also outlined in the report:

- *The temporary register will continue in its present form until the UK Government declares the Covid-19 emergency is over, in line with GMC rules but annual fees will be charged*
- *In order to remain on the Temporary Register, temporary registrants will be asked to provide an annual declaration (date to be based on the first date of temporary registration) including employment and indemnity, relevant CPD reflections in line with FPH requirements and with a testimonial from their employer supporting fitness to practice. If this is not completed within the required 3 month timeframe, temporary registration status will be removed and employers notified*
- *All temporary registrants will be invited to apply to transfer to the main UKPHR Register using the relevant declaration forms*

GJ also proposed the following six key questions for the Committee to review following this report:

- *Annual requirements to maintain ongoing temporary registration*
- *Eligibility requirements to transfer to permanent register*
- *Should transfer applications be assessed and moderated?*
- *Transfers to be reviewed by RPC and approved through RAC*
- *Designation as Generalist Specialist or Specialist Practitioner*
- *Introduction of fees for retaining temporary registration or for transfer*

The Chair thanked GJ for the report and for the clear and helpful explanations with regards to the six key questions raised. The Chair invited the Committee to provide their comments to the report. JP queried whether the temporary registrants have previously been registered as specialists or practitioners or are they people with practice-based competencies. GJ confirmed that those on the temporary register had previously been registered with UKPHR up until three years. JP also asked whether those on the temporary register are mostly retired or returning to the register for other personal reasons. GJ said that it was either of the two options and added that they are all very experienced individuals on the temporary register. DE thanked GJ for the report and was very happy with the recommendations. DE suggested that a testimonial from an employer would be sufficient to confirm the specialist or practitioner has been working on the COVID response and has been a central member of the workforce. It is important to respect the commitment and effort of the temporary registrants in helping with the COVID response and to ensure that the process is as easy as possible for them and expect the minimal needed for good governance. The Chair thanked DE for his comments and agreed that this is a good approach to take. The Committee agreed with the proposed recommendations and were happy to approve them. The Chair commented that the first key question was outlined in the recommendation regarding the annual requirement to maintaining ongoing temporary registration. The second question focusing on the eligibility requirements was to ensure that the process is as streamlined as possible as raised by DE. GJ commented that the assessment and moderation of transfer applications would provide a sufficient audit trail if they are taken to the Registration Panel and Registration Approvals Committee before they are added to the register. The Committee agreed with this approach. DE asked what the implications would be for the person on the temporary register in terms of what documentation they would need to provide to satisfy the requirements. GJ confirmed that we would require an annual declaration as well a completed

testimonial from the registrant’s employer or somebody who works closely with them to specifically comment on the competencies we would expect and whether the registrant has achieved them. Once a registrant has transferred from the temporary register to the main register, they would be expected to fulfil the set requirements for their registration similar to those currently on the main register. The Chair thanked GJ for her comments and commented that designation of the registrant would come from the testimonial in terms of how the individual would identify themselves in terms of level of registration. GJ and JL commented that the RPG did not discuss the differentiation in terms of the individual’s level of registration but felt that UKPHR should not differentiate between different types of specialists on the register. The Chair commented that the designation could also be linked to the individual’s registration before they left the main register and what work they were doing at this time. The introduction of fees for retaining temporary registration or for transfer would be discussed at the Audit, Risk and Remuneration Committee. The Committee was happy to approve the three recommendations and to present the discussions on the six key questions to the Board at its next meeting.

7. UKPHR Extenuating Circumstances Policy

GJ presented the report on the draft policy and procedure for UKPHR’s Extenuating Circumstances. GJ commented that with the various extenuating circumstances UKPHR has received, it has been quite challenging to be fair and equal and treat everybody appropriately. A proper policy was needed to address the mitigating circumstances. The key issue that would require further thought is where maternity and paternity leave fit in as the current policy on this only applies to staff and not to registrants. UKPHR needs to be fair and equal and clear on what is expected of registrants when requests for extensions are received by the office. Another key issue is the impact of the pandemic and implications on maintaining the requirements for registration. In terms of the decisions made by the Registrar and the office when receiving mitigating circumstances, GJ suggested that a panel should be formed to help make honest and objective decisions on such circumstances. The Chair thanked GJ for the report and for the helpful and clear explanations about the key issues. The Chair agreed on the idea of the panel in order to ensure fair and robust decisions were being made. The Chair invited the Committee to provide their comments. DE agreed with the report and the idea of an explicit policy to address extenuating circumstances. DE commented that the three categories of disability, long-term health conditions and temporary, acute conditions could be edited to ensure that they are expanding points related to the first bullet point list on what might be considered valid extenuating circumstances. GJ agreed with DE’s comments and confirmed that they will go back and make the suggested amendments. RK commented that the report was very good but queried about childcare problems or problems with similar caring responsibilities being on the list of what might not be considered valid extenuating circumstances as this may have an impact on women more than men. GJ agreed with RK’s comments and agreed this needed to be softened. JL commented that the policy is an excellent initiative and is in the best interests of protecting the organisation and the Registrar as the key decision maker in order to ensure a fair and equitable process. A comprehensive policy is needed to address the maternity and paternity leave. The Chair queried about the next steps and JL commented that if the Committee was happy, JL and GJ would make the suggested amendments and if any queries, they would email the Committee for clarity before it is sent to the Board for their approval.

	WHO	WHAT	BY WHEN
ACTION 22/02	Jessica Lichtenstein	Make the amendments to the draft extenuating circumstances policy as suggested by the Committee	As soon as possible

	and Gill Jones		
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8. Any other business

FM mentioned that undergraduate degree courses in public health were a hot topic currently and she was keen to have a discussion with JL on the learning from the apprenticeship route to practitioner registration and how to encourage these courses to think about the system and the supply and chain of what would be the practitioner level degree in terms of mapping to the public health skills and knowledge framework or to the public health practitioner standards. Similar to what has been done for degree apprenticeships, but these courses would be undergraduate degrees with vocational placements. JL commented that she happy to have this conversation with FM elsewhere to discuss the practicalities around this as she agreed that UKPHR was keen to ensure the practitioner scheme process is more accessible and expanding this for the long term. The Chair thanked FM for raising this point and suggested that this discussion can be brought back to the Committee at its next meeting for its consideration.

The Faculty of Public Health is currently drafting its CPD policy which will take effect from April 2022. UKPHR and the team are following this closely and will be reviewing the changes in terms of the requirements for revalidation as appropriate. The changes will focus on the CPD credits required each year and the delivery of the CPD. Further information on this will be sent to colleagues as it comes through from the Faculty of Public Health. The Chair said that once the draft policy has been approved by the Faculty, JL and ZE can circulate this to everybody.

	WHO	WHAT	BY WHEN
ACTION 22/03	Jessica Lichtenstein and Zaira Ejaz	Circulate the final CPD policy from the Faculty of Public Health to Committee members	5 th April 2022

9. Next meeting

Tuesday 12 April 2022 at 14.30hrs was proposed and agreed.