

Present:	Andrew Jones (Chair) David Evans Duncan Vernon Helen King James Sandy Joanna Dowd Ranjit Khutan Steve Maddern Viv Speller	Apologies:	Jenny Douglas
	Observers: Linda Smith Marianne Coward Gill Jones (Registrar) Jessica Lichtenstein (CEO) Pav Johal (Office Manager) Sanjeeta Sekhon (Registration Support Officer)		

Welcome, apologies and declarations of interest (item 1)

1. AJ welcomed the newly recruited board members LS and MC to their first meeting, as observers. He also welcomed new staff member SS.
2. Apologies were noted. There were no new declarations of interest.

Minutes of November 2021 Board meeting (item 2)

3. The minutes of the meeting on 16 November 2021 were approved as a correct record. The Board approved the minutes for publication, and noted that these would be published on the UKPHR website, alongside papers not marked 'confidential', as agreed at the November meeting.

Actions & matters arising (item 3)

4. AJ noted that most actions were progressing as planned and noted those marked as amber:
 - a. 21/35 relating to future approaches to multi source feedback: JL confirmed that this will be reviewed through the RPG/revalidation discussions
 - b. 21/59 regarding the ED&I action plan: JL confirmed that consultants had been engaged to support with a strategic discussion before specific actions would be tackled.

Governance Forward planner (item 4)

5. AJ noted the working draft of the governance forward planner, outlining future items for discussion across the committees and Boards. The Board agreed that this was a helpful document. JL reminded the Board that Registration Approvals Committee would not be included, as the agendas are based on required registration decisions.

Practitioner conference (item 5)

6. JL presented a paper on options for a Practitioner conference, to be held in autumn 2022. The conference is considered a valuable developmental opportunity for registrants and those who coordinate the schemes, and is the only opportunity they have to get together on a national basis.
7. Alison Dunn from Chamberlain & Dunn assisted UKPHR with previous awards, and with the virtual conference- there was very good feedback from the team on the services she provided. She provided the Board with some information about ways forward for the conference this year.
8. Considering the risks and benefits of planning for an in-person versus a virtual conference, the Board discussed options.
9. A virtual conference means that access is less of a problem for those who are not near Birmingham, particularly those in the South West and devolved countries. Attendance was significantly higher with a virtual session. However, the opportunity to genuinely network informally can be limited in a virtual environment, and there are not many opportunities for this cohort to do so. The unknowns of COVID were also noted.
10. Considering the challenges of COVID, a tight budget, and the need to be as accessible to as many participants as possible, the Board agreed to proceed with an online conference.
11. The Board also noted that the conference presents an excellent opportunity to promote the UKPHR, and increase visibility across its registrants. They also agreed that there should be built-in networking opportunities, and perhaps the exploration of limited local in-person events.

Action: JL to take forward virtual conference planning with Chamberlain & Dunn.

12. The Board agreed that in principle they are supportive of pursuing corporate sponsors, although they recognise that this is more challenging in a virtual environment. They also recognised the importance of having appropriate corporate sponsors who are ethically sound and sustainable.

Action: ARRC to consider a policy for corporate sponsorship/involvement in UKPHR business

Committee recommendations for Board decision (item 6)

13. AJ noted that recommendations from committees requiring a clear Board decision would be grouped together in a singular agenda item.

2022/23 Budget (item 6a)

14. JL presented the draft budget, including assumptions for income and expenditure. The Board considered the modelling JL had done, presenting income in three different scenarios- no increase, an increase in line with inflation (5.1%), and a nominal increase of £2.
15. The Board agreed with the ARRC recommendation that a nominal increase was not enough additional income to warrant an increase, and that although an increase based on inflation was an appealing proposition considering the very tight budget for next year, they felt that it would be better to focus on preparing a fully justified case for increasing all fees for 23/24 after a comprehensive fees review.

Action: UKPHR to ensure communication regarding fees for 22/23 includes information about intention to review fees for the coming year.

16. Regarding other assumptions about income- JL confirmed that the trajectory for registration was looking to be similar in 22/23 as it was in 21/22. However, there are opportunities for expansion of registration (ie promoting portfolio route across the UK as part of workforce discussions), and convening a group to look at streamlining some of the practitioner processes to address some of the challenges in the system.
17. JL and DV noted the ARRC discussion, that took into account some areas of increased expenditure and the commitment to spend reserves on the IT upgrade and staffing. They acknowledged the risk around not increasing fees, but the Board agreed that this is not the right time.
18. There are still several unknowns in terms of expenditure- quotes have not yet been received for the IT upgrade, and there are further unknowns around appeals and a potential fitness to practice case. JL noted that there could be expenses related to the latter, including commissioning an organisation such as the GMC to support with FtP process and a potential tribunal. There could also be extensive legal fees associated with this.
19. Regarding assumptions about expenditure, JL noted that there are several projects involving external consultancy that are planned for next year, and estimated costs have been included in the budget.
20. The Board noted the cautious approach to budgeting, and the potential risks. UKPHR is currently on sound financial footing, forecasted to have a balanced budget for end of 21/22, and a proposed tight but balanced budget for 22/23, not including the reserves earmarked for salaries and IT upgrade. They agreed that retaining fees at the current level was in line with a trend of a large increase every three years, and that having an evidence base for a substantial increase would be important. However, due to uncertainty regarding expenditure- it would make sense to undertake the fees review earlier in the financial year, in the first quarter.

Action: JL to adjust fees review timescales

21. The Board raised an issue about a significant expenditure regarding remaining a PSA accredited register. JL continues to engage with the PSA, and agreed to explore.

Action: JL to explore benefit of PSA accreditation.

22. The Board agreed on the importance of close budget monitoring and appropriate forecasting for the coming year, considering the financial risks being taken.

23. AJ proposed that the Board accept the proposed budget, with no increase in fees for 22/23. DV and HK seconded, noting HK is not a registrant.

Accountant- increased responsibilities and SLA (item 6b)

24. In summer 2021 discussions were had with accountants Accuo about increasing their responsibilities, including taking on bookkeeping and monitoring of day-to-day income and expenditure from the Office Manager. The attached SLA describes the range of activity UKPHR would want Accuo to undertake for the future. A quote of £15,000 annually was given.
25. Previous fees had been very reasonable, and the ARRC recommended to the Board that the quote was also reasonable. The Board agreed that they wanted to move towards professionalising accounting, and that this was a good step. They also noted the benefit of additional staff capacity, as the Office Manager would be freed up for other activities associated with her new role (see item 6c).
26. The IT upgrade is anticipated to automate payment of fees, so it was agreed to move ahead with the SLA on a 12 month basis, to ensure there is scope to review once the impact of the IT system on financial management is better understood.

Approval of updated JD and salary (item 6c)

27. JL pointed the Board to the annexed slide with an updated organisational chart which includes the two new staff members and revised job roles. She noted that with the expansion of the team, revised priorities, new leadership, and the recommendations of the Paydata benchmarking report, there was scope for shifting the focus of the role of the Office Manager/Assistant Registrar to take more of a leadership/business improvement role. She will continue to provide line management, but will have more strategic responsibilities- notably responsibility for driving forward the agenda of the Registration Policy Group.
28. PJ is keen to take on the additional responsibilities, and she and JL have devised a supportive development plan.
29. The Board acknowledged the excellent contribution PJ had made to UKPHR, and were supportive of the move. They also noted that these changes were positive in terms of promoting resilience across the team, and for UKPHR as a whole. The Board agreed that the new role could begin on 1 March 2022.

Registration Policy Group recommendations (item 6d)

30. GJ introduced updated policies relating to Extenuating Circumstances and Temporary Registration. These had been supported by the RPG and the E&T Committee.
31. Regarding Temporary Registration, GJ emphasised the importance of monitoring individuals who'd registered temporarily, and ensuring they had appropriate checks in terms of assurance that our standards are being met. The Board agreed the new policy should be implemented. AJ reminded the Board that temporary registration would end when the government ends the pandemic emergency.

32. The Extenuating Circumstances policy is meant to ensure all decisions made by the Registrar are fair and equitable. The Board agreed that it was a valuable tool for robustness in decision making. GJ noted that some decisions that come to her are complex, and would benefit from a panel decision and discussion. The Board agreed that this would be appropriate.

Action: UKPHR to facilitate the formulation of decision panels to support Registrar

33. JL noted that the extenuating circumstances policy made reference to individuals on maternity, paternity, and parental leave not being placed at a disadvantage, but noted that an expansive policy for registrants was required.

Action: parental leave policy to be developed

34. JL updated the Board on the discussion that the RPG had around expanding the criteria for roles of verifiers, while ensuring standards are not impacted. The Board noted its support, and JL agreed to continue the discussion with scheme coordinators and moderators.

Chief Executive's report (item 7)

35. JL talked through the items noted in her Chief Executive's report, including updates on workforce and regulatory reform, public health workforce, and Chair's actions. It was noted that UKPHR team would be pulling together a response to the DHSC's consultation on moving professions in and out of professional regulation, and a draft would be circulated for comment. JL also agreed to circulate papers/minutes from the People in the UK Public Health Standing Group meeting.

Action: JL to circulate papers and minutes of the People in UK Public Health Standing Group to Board as appropriate.

36. JL noted that some issues had been raised by a DPH about a registrant, and that the team were preparing for a potential FtP case. They were consulting with colleagues at GMC and GDC, and had an initial conversation with legal counsel. JL agreed to keep the Board updated on progress, but also noted that this was a key component of the risk register, as there were potential financial and reputational risks. GJ noted that she was reassured the UKPHR were taking appropriate steps to manage the risk.
37. JL updated the Board on the discussions the team had been having regarding future ways of working, and flexible working. Further items on this will be brought to the Board in due course.
38. JL noted that she'd been engaging with an organisation called Belonging Pioneers to facilitate the Board strategy day in spring. An afternoon session was planned to discuss strategic engagement with ED&I, which would involve both Board members and staff.
39. The Board acknowledged the volume of work and progress made by the Chief Executive since the last Board meeting.

Registration Report (item 8)

40. GJ presented the minutes from the recent Registration Approvals Committee (RAC). It was noted that as MC was joining the Board, she would no longer sit on the RAC- recruitment of 2 additional members is now required. AJ thanked MC for her significant contribution to the RAC.

Action: AJ to write formally to MC to thank her for her contribution to the RAC

Audit, Risk, & Remuneration Committee (item 9)

41. DV updated the Board on the recent Audit, Risk & Remuneration Committee. The accounts for quarter 3 were largely on track and UKPHR is forecasted to have generally balanced end of year accounts.
42. The Committee had reviewed the risk register and acknowledged that mitigating actions were in place to respond to high risks across the system such as workforce, regulatory reform, and a potential Fitness to Practice case, but that these continued to be very much live risks and would be monitored closely.
43. It was noted that the specification for the IT upgrade had been shared with the two potential suppliers and that JS would be supporting a review of the submissions ahead of making a final decision. JL thanked the UKPHR team for engaging so positively with process mapping and creating the system specification, and confirmed that PJ would be project managing the upgrade.

Education & Training Committee (item 10)

44. HK noted that the apprenticeship guidance and accompanying documents were nearly ready for publication; she thanked the UKPHR team for their work on this.
45. New Faculty of Public Health guidance on CPD was also noted; this will go live in April 2022 and UKPHR is making appropriate adjustments to its processes and guidance. It will be circulated to the Board as soon as it's published- likely imminently.

Any other business (item 11)

46. AJ noted that a strategy day would be coming up, likely in April, and that an invite would be circulated shortly. The day would be in two parts- the morning would have a stocktake and strategy focus
47. The afternoon session was going to be an ED&I workshop, as described above. There would likely be some pre-workshop questionnaires to be circulated across the Board and staff, that will inform the session. JL noted that she would be contacting Board members who'd expressed an interest in supporting with this work.
48. JL noted that MC and LS would have an induction, including meetings with the team and discussion regarding committee membership.
49. AJ noted the changing pandemic landscape, and the challenges that the profession would be facing moving from a pandemic to an endemic approach. AJ also noted the potential challenges

of the four nations managing the transition differently. The Board agreed to keep a close watching brief.

Date and time of next meeting- 20 April 2022