

## CONFIDENTIAL

Minutes of the meeting of the UKPHR Board held on Thursday 22<sup>nd</sup> September 2022 via Teams and 16a McLaren Building, 46 Priory Queensway, Birmingham, B4 7LR at 11.00 hours

**Present:** Andrew Jones (AJ) (Chair)  
Viv Speller (VS) (Vice Chair) ☎  
Jessica Lichtenstein (Chief Executive)  
Gill Jones (GJ) (Registrar)  
Duncan Vernon (DV)  
James Sandy (JS)  
Linda Smith (LS) ☎  
Marianne Coward (MC)  
David Evans (DE) ☎  
Joanna Dowd (JDowd) ☎  
Helen King (HK)  
Jenny Douglas (JD)  
Ranjit Khutan (RK)

**Apologies:** Steve Maddern

Pavenpreet Johal (PJ) (Secretariat)

1. **Welcome, apologies for absence and new declarations of interest**  
AJ welcomed everyone to the meeting. There were no new declarations of interest.

2. **Minutes of Board meeting held on 21 June 2022**  
The minutes of the meeting held on 21 June 2022 were agreed as a true and accurate record.

ACTION	WHO	WHAT	BY WHEN
	JL	Publish 21 June 2022 Board minutes on website	ASAP

3. **Actions and matters arising**  
JL reported that there was only one outstanding action, developing a parental leave policy. It is anticipated that a draft policy will be presented to the RPG at their next meeting in November.

AJ reported that JL has secured a starting date of 1<sup>st</sup> October 2022 in her substantive post as UKPHR Chief Executive.

4. **UKPHR Annual Report – review of draft**  
The Board received the annual report and accounts which have been scrutinised at the Audit, Risk and Remuneration Committee in the presence of the accountant. JL commented that the accounts indicate a substantial deficit this year of £78k, compared to a surplus of £44k last year. This difference is due to adjustments made in the approach to accounting, from cash to an accruals basis and the Board was reassured that actual income has not decreased. Expenses have increased slightly but these have been accounted for, for example, additional staff and the development of a new IT system. AJ acknowledged that the Board would get a better sense when there is another year of the same accounting style.

JL outlined that expenses such as utilities and salaries will continue to increase. It was also noted that a fees review is underway which will be discussed further at the next Board meeting. The

new IT system will also help distribute income whilst making it easier to pay fees monthly and with a change to the same renewal date for all registrants. It was noted that the office rent has increased due to the end of the significant discounts for the first period of the lease.

AJ sought to remind directors to not underestimate what the organisation has achieved in the past turbulent year and thanked UKPHR's staff and wider workforce in achieving this.

The Board agreed to approve the annual report and accounts.

<b>ACTION</b>	<b>WHO</b>	<b>WHAT</b>	<b>BY WHEN</b>
	JL	Submit annual report and accounts to Companies House	ASAP and before 31 December 2022

#### 5. **Board Strategy Day – Review notes and agree next steps**

The Board received notes which pulled out the key points from all the discussion at the strategy day held in April 2022. It was noted that these are to be amended to include JD in attendance. JL acknowledged that progress in certain areas had already been made in the interim. It was agreed to consolidate a strategic vision and begin to implement, with consultation with key stakeholders, a strategic plan and this would be the focus of the Board's work next year, in particular the next Strategy Day. A timeline would be discussed at the next meeting.

VS highlighted the importance of ensuring alignment with current strategies and contextual changes happening within the system. JL added that the FPH are also going to be working on a strategic plan and she has discussed the importance of aligning and linking where appropriate. DV advised that the work is linked with the financials of the organisation and the risk register. DE recommended considering relative priority and timescales for the objectives within the strategic plan. JD queried how EDI and social justice would run through the vision. HK agreed with JD's point and commented on the work so far on EDI. JS sought to ensure that the plan is aligned with other regulatory based work in the system; has an organic approach to the four-nations and queried what figures could be used for forecasting what we want the strategy to achieve. JL responded that because of the EDI work, it has been agreed to draft a data strategy which will be taken to the Education and Training Committee.

<b>ACTION</b>	<b>WHO</b>	<b>WHAT</b>	<b>BY WHEN</b>
	JL	Item on strategic vision and plan for next Board meeting.	Next meeting

#### 6. **For decision:**

##### a. **UKPHR Lapsed, restoration & withdrawal policy**

JL reported that this was a revision of an existing policy which relates to the status of an individual's registration. The policy had been discussed at the last meeting of the Registration Policy Group (RPG) but there were two areas they were unable to agree on. The Board were asked to decide whether UKPHR should be requesting employer information and secondly whether UKPHR should continue to issue a neutral notification to registrants' employers once registration lapses. GJ was of the view that employer information is personal data, and this should not be requested, especially as other regulators do not ask for this information. Due to the lack of an RO network and a link to employers in the absence of holding this data, in order to be able to support profiling the workforce and continue to aid engagement with employers, the Board agreed to continue to request employer information upon initial application and ask that this is updated. It was noted that this decision should be revisited at a later stage. The Board agreed to cease issuing the neutral notification to employers when registration lapses.

<b>ACTION</b>	<b>WHO</b>	<b>WHAT</b>	<b>BY WHEN</b>
	JL & PJ	Amend Lapsed, restoration and withdrawal policy and implement	ASAP

### b. UKPHR Deferral policy

JL reported that this was a new policy to supplement the new extenuating circumstances policy. This policy would be used when a registrant requests to defer their revalidation or re-registration date due to extenuating circumstances. The requirements would still be in place, but the date to submit the application would be extended. At VS's suggestion it was agreed to include a case study of when this policy would be used. The Board agreed to adopt the policy.

<b>ACTION</b>	<b>WHO</b>	<b>WHAT</b>	<b>BY WHEN</b>
	JL & PJ	Add case study and implement deferral policy	ASAP

### c. UKPHR Exemption policy

JL reported that this was a new policy to supplement the new extenuating circumstances policy. This policy would be used when a registrant applies to be exempt from their responsibilities such as CPD, annual professional appraisal in cases such as paternal leave or long-term sickness. At VS's suggestion it was agreed to include a case study of when this policy would be used. The Board agreed to adopt the policy.

GJ also reminded the Board of the pilot of a complex case panel which will consider applications for restoration, deferral or exemption where extenuating circumstances are considered. The Board will receive a report of the pilot of this panel in due course.

<b>ACTION</b>	<b>WHO</b>	<b>WHAT</b>	<b>BY WHEN</b>
	JL & PJ	Add case study and implement exemption policy	ASAP

## 7. Chief Executive's report (including Chair decisions and meetings)

JL reported the following updates:

JL is working with the Chair to draft a statement to implement a temporary measure to accept workplace appraisals for those who are not eligible for professional appraisals in the current system. This would be a time-limited measure and limited to those who are due to revalidate in the period that UKPHR are conducting a review of revalidation. This is a similar measure to when revalidation was implemented and both workplace and professional appraisals were accepted for a defined period of time. VS queried whether this measure would be relevant to freelance registrants who do not have a defined workplace and it was noted that this measure may not cover these individuals. It was agreed that the wider public health system should want to provide the same level of access to all the specialist workforce, and that this would be explored through the revalidation review.

JL and AJ met with the GMC Director of Strategy and Policy to discuss the role of a regulator in employer engagement. It was a very helpful discussion, and it was noted that the role would require UKPHR acting as an enabler and a support to the system in removing barriers rather than lobbying and taking direct stances. JDowd coordinated a meeting with the Department of Health in Northern Ireland to discuss equivalence in multi-disciplinary public health workforce. OHID have funding to provide direct support to individuals seeking to register via the SRbPA route. It was also noted that the FPH is supporting these initiatives. DV also reported new posts being advertised at Birmingham City Council to for people who have been successful in the SRbPA pre-application, to support their development. AJ requested that there is a substantive discussion on workforce to consolidate information gathered at the next Board meeting to help inform the strategic vision and plan.

<b>ACTION</b>	<b>WHO</b>	<b>WHAT</b>	<b>BY WHEN</b>
	JL	Item to consolidate information gathered on workforce to help inform strategic vision and plan	Next meeting

GJ also discussed with reference to expansion of the Register, students as a pool of prospective registrants and whether UKPHR can provide support. HK also commented on retired professionals as a pool of potential non-practicing registrants who would be willing to pay for a form of registration in order to maintain the ability to act as appraiser for example, which requires registration. It was agreed to continue this discussion as part of the scope of the fees review.

The revalidation review is progressing, and the task and finish group were meeting for the first time on 28 September. There has been agreement that the review will be overseen by the Audit, Risk and Remuneration and the Education & Standards committee; the former will focus on revalidation risks and mitigations, and the latter will oversee changes to revalidation policy and process. JL reported she has been invited to join a NHSEI appraisal/revalidation group with RO's from key employers.

JL reported that Danielle continues to work with scheme coordinators to undertake improvement activities. The Practitioner Registration Working Group continues to meet. JL has been supporting the Scottish scheme change to a national scheme rather than NHS Boards-based.

JL has received a first final draft of the fees review report. This has been shared with DE for comments. It is envisaged to be brought to the next meeting of the Board.

PJ reported that progress was going well with the IT upgrade. JL had received a contract which was signed and returned. A first invoice was received, and the Audit, Risk and Remuneration Committee continue to receive updates on the project.

There has been a very positive response to this year's practitioner conference with the capacity of 300 delegates reached. The awards have been judged and the directors were encouraged to volunteer to be recorded as a presenter.

<b>ACTION</b>	<b>WHO</b>	<b>WHAT</b>	<b>BY WHEN</b>
	<b>Directors</b>	<b>Volunteer to Danielle to record an award presentation for the practitioner conference</b>	<b>ASAP, before 30 Sept 2022</b>

The Board received a report of the Chief Executive's meetings.

**8. Registration report**

The Board received the registration statistics, minutes of the Registration Approvals Committee and Registration Policy Group. GJ also reported that new moderators are being recruited; there were still 12 defined specialist portfolios being assessed and there has been an increase in successful 1<sup>st</sup> attempts at the SRbPA pre-application.

**9. Audit, Risk and Remuneration Committee report**

DV reported that most of the Committee discussions had been discussed in the meeting, for example the accounts and the IT upgrade. The Committee will be discussing a reserves policy at their next meeting and working on reforecasting, reviewing the risk register and considering the fees review report.

**10. Education and Training Standards Committee report**

HK reported that the EDI action plan has been reviewed and will be brought to the next meeting. The public health practitioner apprenticeship guidance was reviewed at the moderators request and virtual approval was received by the committee.

**11. Any other business**

AJ raised development planning for Board members and succession planning. Directors were reminded of shadowing opportunities and were encouraged to contact JL if they were interested in this opportunity.

<b>ACTION</b>	<b>WHO</b>	<b>WHAT</b>	<b>BY WHEN</b>
---------------	------------	-------------	----------------

	<b>Directors</b>	<b>Contact JL or AJ if interested in shadowing opportunities</b>	<b>At earliest opportunity</b>
--	------------------	--	--------------------------------

12. **Date, time and venue of next meeting**  
Wednesday 23rd November, 2pm.

**Action points from this meeting**

<b>ACTIONS</b>	<b>WHO</b>	<b>WHAT</b>	<b>BY WHEN</b>
	JL	Publish 21 June 2022 Board minutes on website	ASAP
	JL	Submit annual report and accounts to Companies House	ASAP and before 31 December 2022
	JL	Item on strategic vision and plan for next Board meeting.	Next meeting
	JL & PJ	Amend Lapsed, restoration and withdrawal policy and implement	ASAP
	JL & PJ	Add case study and implement deferral policy	ASAP
	JL & PJ	Add case study and implement exemption policy	ASAP
	JL	Item to consolidate information gathered on workforce to help inform strategic vision and plan	Next meeting
	Directors	Volunteer to Danielle to record an award presentation for the practitioner conference	ASAP, before 30 Sept 2022
	Directors	Contact JL or AJ if interested in shadowing opportunities	At earliest opportunity

The Chair closed the meeting at 13.00 hours.