

## **UKPHR Board**

**22 September 2022**

### **Item 04 - UKPHR 2021-2022 End of year accounts**

#### Summary

1. This paper reports UKPHR's financial position for 2021-2022. The ARRC reviewed at their July 2022 meeting, which was also attended by our accountant David Seeley of Accuo who talked through the figures and clarified a few points for the Committee.

#### Recommendation

2. The Board is asked to comment on the EOY management accounts 2021-2022 and agree the document for the purposes of the AGM.

#### Background

3. The Committee has been reviewing UKPHR accounts quarterly, most recently Q21 of 22/23 at its July 2022 meeting. These accounts are subject to audit.
4. As a Limited Company, we are obliged to report our finances according to a set template. We have worked with our accountant David Seeley of Accuo, to report these as accurately as possible, and according to the standards expected to meet our statutory obligations.
5. The attached draft is to be approved at the UKPHR AGM in September 2022 and submitted to Companies House.

#### Discussion

6. The full draft report is annexed as item 4a.
7. Last year we recorded a surplus of £44,787, but this year we generated a deficit of £78,146. On the surface this looks like a significant change/loss. However, the ARR Committee was assured that our finances remain healthy and sustainable. As of 31 March 22 our reserves were £294,065 (£313,070 at 31 March 21, with the £19,005 loss accounted for below).
8. These discrepancies arise for several reasons:
  - a. A duplication of £17,000 in income was identified from 20-21; we need to account for this discrepancy to ensure future accurate accounts- this is recorded as a loss for this year to balance the accounts across years.
  - b. Quarterly accounting is based on monies received and paid out. End of Year (EOY) accounts must be prepared using Accrual accounting, where revenue or expenses

are recorded to cover a period when the transaction occurs versus when payment is received or made. Revenues and expenses should be recognised during the same period. This is the method used in previous EOY accounts, however the way we record payments and expenses has become more sophisticated during the past year and this means that further EOY adjustments are being made this year. For example, if money is received in advance- i.e., if a registrant renews before the renewal date, the income is deferred until the renewal date and only reflected in the accounts at that point in time. This was not done on a consistent basis in previous years due to a number of factors (i.e. much of our day-to-day accounting was managed by staff via SAGE- this has all now been delegated to Accuo).

9. Other points to note regarding the accounts, of which further details are available on page 20 (this page is not for statutory submission):
  - a. 'Charitable income' denotes the money coming in from local practitioner schemes for training. This money is received at various points throughout the year and adds to the complexity of income deferrals.
  - b. Salary income is over budget due to increased expenses for JL's secondment, and new staff starting in early 2022, none of which was accounted for.
  - c. Office rents increased, as the pandemic discount expired.
  - d. Utilities increased and will continue to do so.
  - e. Moderation fees increased as the slow-down associated with the pandemic abated, as well as the continued clearing of the Defined route backlog. In addition, the first tranche of portfolio applications were not as high quality as subsequent applications, which meant they required additional moderation. We expect the total cost of moderation to decrease and will monitor this closely.
  - f. Legal and professional fee spending increased because of the appeal received in 2021, and some unbudgeted contract work was commissioned on evaluation of online assessor training, as well as consulting fees for the initiation of the IT upgrade.
  - g. On the surface, it looks like income from registration fees decreased, while the register grew. In previous years, it wasn't previously well-defined what was deferred income and what was accrued income. This means that this year there needed to be more adjustments made than previously, due to a more stringent accruals accounting approach. A higher proportion of specialist fees are being deferred to the next financial year and will be included in next year's accounts. This accounts for the rest of the income discrepancy. Note that this deficit will not be an issue in subsequent years.
10. It's also important to note that registration fees may be recorded differently throughout the year. Some renew and pay one full fee, and others use direct debit which means the income is spread. To present more accurate accounting, registration fees would be divided up throughout the year for all registrants, rather than having one significant peak in income. JL noted that the introduction of the new Regulator Online system would automate payments and make this much more straightforward and predictable.
11. Using an accruals approach to management accounting in the future will help formulate a better picture of UKPHR's finances on an ongoing basis, and the EOY will marry up well with the broader picture presented throughout the year.

12. So, our income and expenditure are very much in line with what we would have expected for EOY and we remain in stable financial shape. However, after some detailed discussion with our accountants, we want to ensure that how we prepare accounts meets requirements. The accounts for next year will inevitably look more balanced.

COMPANY REGISTRATION NUMBER: 04776439  
CHARITY REGISTRATION NUMBER: 1162895

**Public Health Register**  
**Company Limited by Guarantee**  
**Unaudited Financial Statements**  
**31 March 2022**

**DRAFT ACCOUNTS**

**DAVID SEELEY FCA**

Accuo Accounting Limited  
Chartered Accountants  
Alvechurch  
Birmingham  
B48 7JX

**Public Health Register**  
**Company Limited by Guarantee**  
**Financial Statements**  
**Year ended 31 March 2022**

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# Public Health Register

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report)

#### Year ended 31 March 2022

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The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2022.

#### Reference and administrative details

<b>Registered charity name</b>	Public Health Register
<b>Charity registration number</b>	1162895
<b>Company registration number</b>	04776439
<b>Principal office and registered office</b>	16a The McLaren Building 46 Priory Queensway Birmingham West Midlands B4 7LR

#### The trustees

Dr J Douglas	
Dr JS Dowd	
Professor DH Evans	
Professor RE Freeman	(Died 30 September 2021)
Mr AP Jones	
Dr R Khutan	
Ms H King	
Mr SJ Maddern	
Professor V Speller	
Mr DR Vernon	
Professor LM Wallace	(Resigned 31 December 2021)
M Coward	(Appointed 1 February 2022)
L Smith	(Appointed 1 February 2022)

**Company secretary** Ms Jessica Lichtenstein

**Independent examiner** David Seeley FCA  
Accuo Accounting Limited  
Chartered Accountants  
Alvechurch  
Birmingham  
B48 7JX

#### Structure, governance and management

##### Governing document

The charity is controlled by its governing document, its Articles of Association, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006. It is a Public Benefit Entity as defined by FRS 102.

# Public Health Register

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

#### Year ended 31 March 2022

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#### Objectives and activities

##### Objectives and aims

The Board's vision for the Charity is:

All UK citizens shall have the best possible health and wellbeing and that inequalities between communities are reduced as far as possible, assisted and enabled by our registrants in their population health practice.

The Board's mission is:

To protect the public from harm from poor population health practice by assuring the competence of those who achieve registration with us and by ensuring that registrants maintain and enhance their professional competence during their time of registration with us.

The Board works to an approved three-year Business Plan, currently for the period 2021-24. The priorities of the current Business Plan are: to be an effective regulator, to be a self-sustaining organisation and to have a strong reputation for integrity and influence across the UK and beyond.

##### A. OUR REGISTER

A1 We will communicate and demonstrate our commitment to public protection including through maintaining a register that is accurate, easily accessible to the public and upholds standards of competence for public health professionals

A2 We will regularly carry out assessment of risks presented by registrants' public health practice to service users and the public, keep our risk register up-to-date and be alert to future changes in risks

A3 We will maintain and develop appropriate education and training standards for applicants for registration and for routes to registration with the aim of maintaining and enhancing public confidence in our register

##### B. OUR RESOURCES

B1 We will communicate and demonstrate our strong and effective governance and management of our resources, including paid staff, volunteers finances and data, in the delivery of our functions

B2 We will work constantly to maintain and enhance registrants' competence and fitness to practise, promote quality improvement of registrants' services, and take timely action when concerns are raised for the protection of the public

B3 We will manage complaints about our services fairly and effectively and act on our learning from complaints, compliments and comments we receive with the aim of improving our own quality of service

##### C. OUR RELATIONSHIPS

C1 We will communicate and demonstrate the value of registration to all appropriate audiences with a view to ensuring maximum coverage of registration for the public health workforce

C2 We will, as an organisation, support the public health system's development of an agile, flexible, multidisciplinary public health workforce

C3 We will, as an organisation, behave with integrity, be open and transparent and be accountable to registrants, the public and stakeholders and be socially responsible.

# Public Health Register

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

#### Year ended 31 March 2022

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##### Objectives and activities *(continued)*

###### Public Benefit

The Charity's public benefit is the advancement of the health and wellbeing of all people in the United Kingdom. The primary purpose of maintaining the register is protection of the public from harm caused by the misconduct and/or incompetent performance of any public health registrant.

The charity has at all times, when planning and performing its activities, had regards to the guidance on public benefit issued by the Charity Commission in England and Wales.

###### Achievements and performance

During 2021-22, and in pursuit of this public benefit, the Charity has:

- Extended flexibilities to assist the ongoing professional regulation of public health professionals during a time of major stress and increased workload during a second year of a COVID-19 pandemic.
- Continued to operate a temporary register to support a stretched public health workforce
- Increased the total number of registrants
- Introduced an improved framework for policy development and improvement decision-making
- Put in place a revised governance and committee framework
- Reviewed and improved its risk reporting
- Put in place a focussed improvement plan
- Undertook an Equality, Diversity and Inclusion review, putting in place building blocks for a substantive action plan

The Charity's income from registration fees is reasonably predictable and is adequate for the Charity's needs. Costs are well controlled.

Policies and procedures provide comprehensive coverage for the Charity's activities and they are regularly reviewed and updated. The register is published on the Charity's website and can be accessed freely by the public.

The Charity reported regularly on its performance by means of e-bulletins, newsletters and other meetings with registrants and stakeholders. The Charity consults registrants and stakeholders on all major changes and has carried out several formal consultations during the year.

###### Financial review

The Charity generated a deficit in the year of £78,146 this year (2021: surplus of £44,787), which will be applied to augment the Charity's reserves so that they are enough to cover future funding requirements as the Charity's policy on reserves requires.

The Charity's income is generally derived from registration fees and necessary training services provided to assessors and verifiers directly related to the portfolio assessment routes to registration. Occasionally grants may be received, as in 2021 for additional support during the Covid pandemic

The Charity's finances are healthy and sustainable.



# Public Health Register

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

#### Year ended 31 March 2022

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##### Plans for future periods

The charity's Chief Executive left during the year and his role has been undertaken by a secondee from an unrelated third party. It is expected that a permanent replacement will be appointed in Autumn this year.

##### Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 30 September 2022 and signed on behalf of the board of trustees by:

Mr AP Jones  
Trustee

# Public Health Register

## Company Limited by Guarantee

### Independent Examiner's Report to the Trustees of Public Health Register

#### Year ended 31 March 2022

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I report to the trustees on my examination of the financial statements of Public Health Register ('the charity') for the year ended 31 March 2022.

#### Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005 ('the 2005 Act'), the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Companies Act 2006 ('the 2006 Act'). You are satisfied that the accounts of the company are not required by charity or company law to be audited and have chosen instead to have an independent examination.

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts carried out under section 44(1)(c) of the 2005 Act and section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the requirements of Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

Since the charity is required by company law to prepare its accounts on an accruals basis and is registered as a charity in Scotland your examiner must be a member of a body listed in Regulation 11(2) of the Charities Accounts (Scotland) Regulations 2006 (as amended). I can confirm that I am qualified to undertake the examination because I am a registered member of the Institute of Chartered Accountants in England and Wales (ICAEW) which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act, section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; or
2. the financial statements do not accord with those records or with the accounting requirements of Regulation 8 of the Charities Accounts (Scotland) Regulations 2006; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

# **Public Health Register**

## **Company Limited by Guarantee**

### **Independent Examiner's Report to the Trustees of Public Health Register**

*(continued)*

#### **Year ended 31 March 2022**

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I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

David Seeley FCA  
Independent Examiner

Accuo Accounting Limited  
Chartered Accountants  
Alvechurch  
Birmingham  
B48 7JX

# Public Health Register

## Company Limited by Guarantee

### Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2022

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		2022		2021
	Note	Unrestricted funds £	Total funds £	Total funds £
<b>Income and endowments</b>				
Donations and legacies	5	244,796	244,796	344,826
Charitable activities	6	89,961	89,961	35,550
Other trading activities	7	4,584	4,584	1,376
Investment income	8	757	757	1,188
<b>Total income</b>		<u>340,098</u>	<u>340,098</u>	<u>382,940</u>
<b>Expenditure</b>				
Expenditure on charitable activities	9,10	418,243	418,243	338,153
<b>Total expenditure</b>		<u>418,243</u>	<u>418,243</u>	<u>338,153</u>
<b>Net (expenditure)/income and net movement in funds</b>		<u>(78,145)</u>	<u>(78,145)</u>	<u>44,787</u>
<b>Reconciliation of funds</b>				
Total funds brought forward		313,070	313,070	268,283
<b>Total funds carried forward</b>		<u>234,925</u>	<u>234,925</u>	<u>313,070</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

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The notes on pages 9 to 16 form part of these financial statements.

**Public Health Register**  
**Company Limited by Guarantee**  
**Statement of Financial Position**  
**31 March 2022**

	Note	2022 £	2021 £
<b>Fixed assets</b>			
Tangible fixed assets	15	3,263	7,572
<b>Current assets</b>			
Debtors	16	56,753	66,990
Cash at bank and in hand		260,919	289,711
		<u>317,672</u>	<u>356,701</u>
<b>Creditors: amounts falling due within one year</b>	17	86,010	51,203
<b>Net current assets</b>		<u>231,662</u>	<u>305,498</u>
<b>Total assets less current liabilities</b>		<u>234,925</u>	<u>313,070</u>
<b>Net assets</b>		<u>234,925</u>	<u>313,070</u>
<b>Funds of the charity</b>			
Unrestricted funds		234,925	313,070
<b>Total charity funds</b>	19	<u>234,925</u>	<u>313,070</u>

For the year ending 31 March 2022 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 30 September 2022, and are signed on behalf of the board by:

Mr AP Jones  
Trustee

The notes on pages 9 to 16 form part of these financial statements.

# Public Health Register

## Company Limited by Guarantee

### Notes to the Financial Statements

Year ended 31 March 2022

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#### 1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England, Wales and Scotland. The address of the registered office is 16a The McLaren Building, 46 Priory Queensway, Birmingham, West Midlands, B4 7LR.

#### 2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

#### 3. Accounting policies

##### Basis of preparation

The financial statements have been prepared on the historical cost basis.

##### Going concern

There are no material uncertainties about the charity's ability to continue.

##### Disclosure exemptions

The entity satisfies the criteria of being a qualifying entity as defined in FRS 102 by reason of being small. As such, advantage has been taken of the following disclosure exemptions available under paragraph 1.12 of FRS 102:

- (a) No cash flow statement has been presented for the company.
- (b) Disclosures in respect of financial instruments have not been presented.

# Public Health Register

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2022

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#### 3. Accounting policies *(continued)*

##### **Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. Significant judgements

There are no judgements (apart from those involving estimations) that management has made in the process of applying the charity's accounting policies that have any significant effect on the amounts recognised in the financial statements.

##### Key sources of estimation uncertainty

Accounting estimates and assumptions are made concerning the future and, by their nature, will rarely equal the related actual outcome. However management does not consider there are any key assumptions or other sources of estimation uncertainty that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of a grant application. There are currently no restricted funds held by the charitable company.

##### **Incoming resources**

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from subscriptions and the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

# Public Health Register

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2022

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#### 3. Accounting policies *(continued)*

##### Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes VAT as this cannot be recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all activities for raising funds.
- expenditure on charitable activities includes all costs incurred by the charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.
- All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

##### Operating leases

Lease payments are recognised as an expense over the lease term on a straight-line basis. The aggregate benefit of lease incentives is recognised as a reduction to expense over the lease term, on a straight-line basis.

##### Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses.

##### Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixtures and fittings	-	25% straight line
Equipment	-	25% straight line

##### Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided.

#### 4. Limited by guarantee

The liability of members in case of the charity being wound up is limited to £1.



# Public Health Register

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2022

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##### 5. Donations and legacies

	Unrestricted Funds £	<b>Total Funds 2022 £</b>	Unrestricted Funds £	Total Funds 2021 £
<b>Grants</b>				
Public Health England	–	–	48,252	48,252
<b>Subscriptions</b>				
Registration fees	187,404	187,404	247,485	247,485
Local Practitioner	57,392	57,392	49,089	49,089
	<u>244,796</u>	<u>244,796</u>	<u>344,826</u>	<u>344,826</u>

##### 6. Charitable activities

	Unrestricted Funds £	<b>Total Funds 2022 £</b>	Unrestricted Funds £	Total Funds 2021 £
Training income	89,961	89,961	35,550	35,550

##### 7. Other trading activities

	Unrestricted Funds £	<b>Total Funds 2022 £</b>	Unrestricted Funds £	Total Funds 2021 £
Other Income	4,584	4,584	1,376	1,376

##### 8. Investment income

	Unrestricted Funds £	<b>Total Funds 2022 £</b>	Unrestricted Funds £	Total Funds 2021 £
Bank interest receivable	757	757	1,188	1,188

##### 9. Expenditure on charitable activities by fund type

	Unrestricted Funds £	<b>Total Funds 2022 £</b>	Unrestricted Funds £	Total Funds 2021 £
Registration	410,399	410,399	334,493	334,493
Support costs	7,844	7,844	3,660	3,660
	<u>418,243</u>	<u>418,243</u>	<u>338,153</u>	<u>338,153</u>

# Public Health Register

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2022

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#### 10. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	<b>Total funds 2022 £</b>	Total fund 2021 £
Registration	410,399	–	410,399	334,493
Governance costs	–	7,844	7,844	3,660
	<u>410,399</u>	<u>7,844</u>	<u>418,243</u>	<u>338,153</u>

#### 11. Net (expenditure)/income

Net (expenditure)/income is stated after charging/(crediting):

	<b>2022 £</b>	2021 £
Depreciation of tangible fixed assets	4,309	4,310
Operating lease rentals	–	393

#### 12. Independent examination fees

	<b>2022 £</b>	2021 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>4,872</u>	<u>4,000</u>

#### 13. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	<b>2022 £</b>	2021 £
Wages and salaries	137,160	162,000
Social security costs	9,821	13,406
Employer contributions to pension plans	10,949	11,995
Other employee benefits	50,805	–
	<u>208,735</u>	<u>187,401</u>

The average head count of employees during the year was 4 (2021: 4). The average number of full-time equivalent employees during the year is analysed as follows:

	<b>2022 No.</b>	2021 No.
Management	1	1
Administration and support	3	3
	<u>4</u>	<u>4</u>

# Public Health Register

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2022

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#### 13. Staff costs *(continued)*

The number of employees whose remuneration for the year fell within the following bands, were:

	<b>2022</b>	2021
	<b>No.</b>	No.
£80,000 to £89,999	—	1

#### Key Management Personnel

Key management personnel include the trustees and the chief executive. Total remuneration costs in the year were £43,850. (2020: £84,986). During the year the Chief Executive employed by the charity left and the charity currently contracts the services for his replacement who is on secondment from an unrelated third party. This particular cost, which is not included in the annual figure, was £50,805. The comparative amount includes the costs of the chief executive appointed in March 2021 as well as the outgoing one in that year.

#### 14. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by any of the trustees

#### 15. Tangible fixed assets

	Fixtures and fittings £	Equipment £	<b>Total £</b>
<b>Cost</b>			
<b>At 1 April 2021 and 31 March 2022</b>	<u>6,783</u>	<u>16,639</u>	<u>23,422</u>
<b>Depreciation</b>			
At 1 April 2021	6,633	9,217	15,850
Charge for the year	<u>149</u>	<u>4,160</u>	<u>4,309</u>
<b>At 31 March 2022</b>	<u>6,782</u>	<u>13,377</u>	<u>20,159</u>
<b>Carrying amount</b>			
<b>At 31 March 2022</b>	<u>1</u>	<u>3,262</u>	<u>3,263</u>
At 31 March 2021	<u>150</u>	<u>7,422</u>	<u>7,572</u>

#### 16. Debtors

	<b>2022</b>	2021
	<b>£</b>	£
Trade debtors	26,299	47,925
Prepayments and accrued income	<u>30,454</u>	<u>19,065</u>
	<u>56,753</u>	<u>66,990</u>

# Public Health Register

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2022

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#### 17. Creditors: amounts falling due within one year

	<b>2022</b>	2021
	<b>£</b>	£
Trade creditors	2,726	8,520
Accruals and deferred income	82,207	38,196
Social security and other taxes	877	4,487
Other creditors	200	–
	<u>86,010</u>	<u>51,203</u>

#### 18. Pensions and other post retirement benefits

##### Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £10,949 (2021: £11,995).

#### 19. Analysis of charitable funds

##### Unrestricted funds

	At 1 April 2021	Income £	Expenditure £	At 31 March 20 22 £
General funds	<u>313,070</u>	<u>340,098</u>	<u>(418,243)</u>	<u>234,925</u>

  

	At 1 April 2020	Income £	Expenditure £	At 31 March 20 21 £
General funds	<u>268,283</u>	<u>382,940</u>	<u>(338,153)</u>	<u>313,070</u>

# Public Health Register

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2022

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##### 20. Analysis of net assets between funds

	Unrestricted Funds £	Total Funds 2022 £
Tangible fixed assets	3,263	3,263
Current assets	317,672	317,672
Creditors less than 1 year	(86,010)	(86,010)
<b>Net assets</b>	<u>234,925</u>	<u>234,925</u>

  

	Unrestricted Funds £	Total Funds 2021 £
Tangible fixed assets	7,572	7,572
Current assets	356,701	356,701
Creditors less than 1 year	(51,203)	(51,203)
<b>Net assets</b>	<u>313,070</u>	<u>313,070</u>

**Public Health Register**  
**Company Limited by Guarantee**  
**Management Information**  
**Year ended 31 March 2022**

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The following pages do not form part of the financial statements.

# Public Health Register

## Company Limited by Guarantee

### Detailed Statement of Financial Activities

Year ended 31 March 2022

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	<b>2022</b>	2021
	£	£
<b>Income and endowments</b>		
<b>Donations and legacies</b>		
Public Health England	–	48,252
Registration fees	187,404	247,485
Local Practitioner	57,392	49,089
	<u>244,796</u>	<u>344,826</u>
<b>Charitable activities</b>		
Training income	89,961	35,550
	<u>89,961</u>	<u>35,550</u>
<b>Other trading activities</b>		
Other Income	4,584	1,376
	<u>4,584</u>	<u>1,376</u>
<b>Investment income</b>		
Bank interest receivable	757	1,188
	<u>757</u>	<u>1,188</u>
<b>Total income</b>	<u>340,098</u>	<u>382,940</u>

# Public Health Register

## Company Limited by Guarantee

### Detailed Statement of Financial Activities *(continued)*

Year ended 31 March 2022

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	<b>2022</b>	2021
	£	£
<b>Expenditure</b>		
<b>Expenditure on charitable activities</b>		
Wages and salaries	137,160	162,000
Employer's NIC	9,821	13,406
Pension costs	10,949	11,995
Other post-retirement benefits	50,805	–
Operating leases	–	393
Rent	38,865	18,651
Rates and water	3,429	2,826
Light and heat	2,303	(10,681)
Insurance	5,276	4,235
Motor vehicle expenses	158	204
Other motor/travel costs	15	754
Legal and professional fees	49,898	21,831
Telephone	2,653	3,060
Other office costs	11,102	10,511
Depreciation	4,309	4,310
Moderation and training	44,576	34,303
Publicity and public relations	589	7,820
Computer software	29,656	19,333
PSA accreditation	9,479	10,528
E Portfolio Development	–	22,674
Annual practitioner conference	7,200	–
	<u>418,243</u>	<u>338,153</u>
<b>Total expenditure</b>	<u>418,243</u>	<u>338,153</u>
<b>Net (expenditure)/income</b>	<u>(78,145)</u>	<u>44,787</u>



# Public Health Register

## Company Limited by Guarantee

### Notes to the Detailed Statement of Financial Activities

#### Year ended 31 March 2022

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	<b>2022</b>	2021
	£	£
<b>Expenditure on charitable activities</b>		
<b>Registration</b>		
<b><i>Activities undertaken directly</i></b>		
Salaries	137,160	162,000
Employer's NIC	9,821	13,406
Pension costs	10,949	11,995
Contracted chief executive fees	50,805	–
Equipment operating leases	–	393
Office rent	38,865	18,651
Rates & water	3,429	2,826
Light & heat	2,303	(10,681)
Insurance	5,276	4,235
Mileage allowances	158	204
Travel, subsistence etc	15	754
Legal and professional fees	42,054	18,171
Telephone	2,653	3,060
Other office costs	11,102	10,511
Depreciation	4,309	4,310
Moderation and training	44,576	34,303
Promotion and public relations	589	7,820
Computer software	29,656	19,333
PSA Accreditation	9,479	10,528
E Portfolio Development	–	22,674
Annual practitioner conference	7,200	–
	<u>410,399</u>	<u>334,493</u>
<b>Governance costs</b>		
Legal and other professional fees	<u>7,844</u>	<u>3,660</u>
<b>Expenditure on charitable activities</b>	<u><u>418,243</u></u>	<u><u>338,153</u></u>

## UKPHR Board 22 September 2022

### Item 5

#### UKPHR Board Strategy day- key discussion points

7 April 2022

##### Board attendees:

Andrew Jones (Chair)  
Viv Speller (Vice-Chair)  
David Evans  
Duncan Vernon  
Helen King  
Joanna Dowd  
Linda Smith  
Marianne Coward  
Ranjit Khutan  
Steve Maddern

##### Staff attendees:

Jessica Lichtenstein  
Danielle Stephens  
Helen Jeffries  
Zaira Ejaz  
Gill Jones (Registrar)

##### Apologies:

James Sandy  
Jenny Douglas

#### What are the key public health workforce challenges currently?

- Key stakeholder organisations and employers still don't demonstrate a clear commitment to the value of practitioner registration. There is a general lack of policy statements around supporting high standards of practice for this group.
- With the national reorganisation of the public health workforce in England, there is an increasing fragmentation of the workforce with an increasing need to keep a sense of coherence about the local PH workforce, particularly with movement of many roles into the NHS and ICS's.
- Lack of a uniform offer and issues with capacity across the UK in terms of support for potential registrants, both in the context of practitioner schemes and support through the portfolio route
- Certain groups are under-represented in terms of practitioner registration
- Lack of a clear and supported career path from higher education through to consultant level for public health
- Persistence of the perceived differentiation between medical and multidisciplinary public health, particularly in light of NHS pay scales

#### How should regulators engage with the workforce conversation? What is UKPHR's role?

- Increasing role for UKPHR to engage with and support the NHS as they take on more PH roles, especially with the promotion of the practitioner workforce
- Ensure a seat at the table for system-wide conversations about the workforce, acting as an enabler and a support for employers to address workforce challenges
- Promote the value of registration and adherence to professional standards as essential to workforce development- particularly from a four nations perspective

**What can we do to support public health workforce development/help address challenges? Where are the opportunities for us? What should our priorities in this area be moving forward?**

- Work to further align public health higher education with practitioner registration, once improvement work with the schemes is further along
- Proceed with ED&I development work to ensure fairness across our system
- Development of a consistent and clear offer to registrants and potential registrants, to ensure registration remains a priority
- Consolidate discussions about PH career framework and define what it means for registration/regulation
- Address barriers for our registrants fully engaging with us as the regulator- for example, challenges around revalidation/re-registration and refining portfolio route, to ensure registration is achievable and sustainable
- Ensure open and appropriate access to registration by undertaking activities such as promotion of the apprenticeship route, engagement with support programmes for the portfolio route
- There may be future opportunities to consider whether UKPHR should pursue statutory status; there is no clear consensus, but no indication that current priorities are dependent on this.
- Exploration of the role of UKPHR as an international leader in multidisciplinary public health
- Develop a clear approach to engaging with employers, ensuring an understanding of opportunities and barriers to effective engagement
- Opportunity for the Board to take a proactive role in promoting registration and engagement, using learning gained from the employer toolkit

**Key outcomes & next steps:**

- The UKPHR should consolidate its strategic vision moving forward with a clear values statement and five-year strategic plan
- There was a general consensus that we need to take some time to consolidate current priorities and projects outlined in the Improvement plan before we start to seriously look to expansion and conduct a discussion on scope of our ambition

### UKPHR Board 22 September 2022

#### ITEM – 6a

#### Summary

1. In June 2022, the Registration Policy Group agreed that it was time to review the 3<sup>rd</sup> edition of the lapsed policy to ensure that it was fit for purpose with the introduction of the new extenuating circumstances and reasonable adjustment policy. In addition to ensure that UKPHR were supporting registrants during periods of hardship.
2. The Group were presented a revised Lapsed Policy, and agreed that Deferral and Exemption should also be addressed separately.
3. A revised **Lapsed, Restoration and Withdrawal policy** is now clear on the scenarios where registration will lapse, when applications for restoration can be considered and the option for registrants to voluntarily relinquish. It also ensures that the language in the policy is in line with the new IT system to be launched later in the year.
4. A flowchart at Annex A has been drafted as an internal document to support the Lapsed, Restoration and Withdrawal policy. UKPHR will continue to produce an internal flowchart to accompany each new policy for clarity of implementation.
5. A new **Deferral policy** now provides a written document to support decisions that are currently been made to support registrants to maintain their registration where exceptional circumstances are in force. It enables UKPHR to defer a registrant's due date for revalidation/re-registration for a defined period of time under the provision of the new exceptional circumstances and reasonable adjustment policies.
6. A new **Exemption policy** now provides the Registrar a framework to make decisions to waive certain registration requirements for a defined period of time to support registrants to maintain their registration where exceptional circumstances are in force.
7. It also encourages registrant to actively inform UKPHR when they are unable to meet their requirements such as CPD or professional appraisal due to periods of long-term sickness etc and therefore allowing UKPHR to take this into account when the registrant's revalidation/re-registration application is due. It will support both the Registrar and staff to avoid retrospectively exempting registrants of requirements at the time of revalidation/re-registration, often when time is limited and there is a risk of registration lapsing. This policy is also to be considered in conjunction with the new exceptional circumstances and reasonable adjustment policies.

8. The new IT system is currently being developed to include online applications for a registrant to apply for deferrals, exemptions, restoration to the Register and to auto send the neutral employer notification to reduce the workload on staff.
9. The Group considered these policies and agreed largely with the principles.
10. The Group were unable to reach a view on whether UKPHR should continue to request employment details from applicants at the point of initial application and subsequently issue a neutral employer notification once registration lapses. At the moment, the employer is notified upon lapse, as this could impact their employment status. We notify registrants that we may use their information for this purpose, so there should not be any GDPR issues.
11. However, this is not something that other regulators do- normally employment details are not kept on file, and they are difficult to keep up to date. The GDC for example, does not have any direct connection to its registrants' employers and if there are any fitness to practice issues, this detail can be requested through the investigation process. The GMC does not collect this detail directly, but has a network of Responsible Officers and Designated Bodies, which provide the regulator with a direct connection to employers who have a statutory obligation to keep all registrant detail up to date.
12. There is a fundamental question here around whether the UKPHR needs to have direct routes to employers. For those using formal revalidation systems (ie SARD), we will have access to this detail if needed. However, a minority of our registrants who are independently employed do not use these systems so if we do not collect this detail directly, we do not have any connection with an employer. This could be requested if there are any issues that might arise.
13. Collecting this detail does allow us to undertake analysis of our registrant pool and understand their employment profiles. This consolidated data is useful as we can research trends across employers, understand whether certain groups are coming off the register or not able to achieve revalidation, and we can map demographic data across employers in order to identify potential issues. At the moment we do not do much beyond ad hoc analysis of this data, but we are considering whether a more formal data strategy for the UKPHR is required.

### **Recommendation**

14. The Board is asked to consider whether UKPHR should continue to request employment history from applicants upon initial registration and therefore requiring this to be kept up to date throughout registration
15. The Board is asked to consider whether UKPHR should continue to:
  - a. collect employer data
  - b. issue a neutral notification to a registrant employer if registration lapses.
16. To agree to adopt the new Deferral and Exemption policies and adopt the 4<sup>th</sup> edition of the Lapsed, Restoration and Withdrawal policy.

Pav Johal, Head of Business Development, and Improvement

September 2022