

CONFIDENTIAL

Minutes of the meeting of the UKPHR Board held on Thursday 9 February 2023 via Teams and 16a McLaren Building, 46 Priory Queensway, Birmingham, B4 7LR at 14.00 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)
Jenny Douglas (JD)
Ranjit Khutan (RK)
Helen King (HK)

Apologies: David Evans

As observers: Helen Featherstone (HF)
Ben Humphreys (BH)

Pavenpreet Johal (PJ) (Secretariat)

1. Welcome, apologies for absence and new declarations of interest

The Chair welcomed everyone to the meeting, especially newly recruited Board Directors, HF and BH who were attending as observers before their formal appointment in April.

2. Minutes of Board meeting held on 23 November 2022

The minutes of the meeting held on 23 November 2022 were agreed as a true and accurate record.

ACTION	WHO	WHAT	BY WHEN
	JL	Publish 23 November 2022 Board minutes on website	ASAP

3. Actions and matters arising

The Board acknowledged that the majority of actions were completed. JL acknowledged that of the two outstanding actions: one was to be raised in her Chief Executives report at this meeting as part of the workforce item and for the second she provided an update on the initial discussion of the benefit of PSA accreditation. The Board agreed that it would be helpful to invite the PSA to deliver a presentation on their work including future developments. As a result, this action was considered complete.

ACTION	WHO	WHAT	BY WHEN
	JL	Invite PSA to meet with the Board	ASAP

4. Governance forward planner

JL informed the Board that due to the schedule of meetings; the Audit, Risk and Remuneration Committee (ARRC) have not yet been unable to scrutinise the Q3 management accounts and this

was not an oversight. The Board were also informed that their next Board meeting in April would be a busy agenda with many decisions relating to fees and budgets to be considered.

5. Corporate planning: 2021 Improvement plan and 2023/24 business plan

JL recommended to the Board to close the 2021 improvement plan now that the 2023/24 business plan was created, which includes any unactioned items from the improvement plan. The ARRC committee also discussed this at their last meeting and were happy to recommend this to the Board. The Board agreed with this recommendation.

ACTION	WHO	WHAT	BY WHEN
	JL	Close the 2021 improvement plan	ASAP

6. Opening bank accounts with CA

JL reported the challenges she had encountered since joining in dealing with Lloyds Bank to gain access. Whilst there was no issue in accessing funds, the offer and service by Lloyds Bank has been disappointing. JL explored options with charity banks and the accountant also recommended CAF bank, which provides the requirements that are sought to ensure that there are varying levels of access to allow the accountant to make payments. The Board agreed to grant JL permission to open a new bank account with CAF, after being provided a brief report on her options appraisal to determine CAF as the appropriate bank.

Update on 13/2/2023- Options appraisal was circulated and accepted by the Board, giving JL explicit permission to open an account with caf..

ACTION	WHO	WHAT	BY WHEN
	JL	Circulate alternative bank options appraisal to Board	ASAP

7. Practitioner Conference

JL sought a steer from the Board on the planning of the 2023 Practitioner Conference, especially to consider whether the conference should be in-person or virtual and whether the conference should be a UKPHR Conference rather than the UKPHR Practitioner Conference. The Board agreed that the 2023 conference should be planned as a virtual event, with the Board considering returning to in-person events at their next strategy day. It was also agreed to continue to keep the 2023 conference as the UKPHR Public Health Practitioner Conference and the Board to consider future structure of the Conference as part of engagement discussions at their next strategy day.

JL also sought willing volunteers to join a working party to plan the conference agenda. RK volunteered to support this work.

ACTION	WHO	WHAT	BY WHEN
	JL	Continue to plan the 2023 UKPHR Public Health Practitioner as a virtual event	ASAP

ACTION	WHO	WHAT	BY WHEN
	Board Directors	Volunteer as members of the Public Health Practitioner Conference Working Party	ASAP

8. Registration Online – demonstration

PJ provided a demonstration on the newly launched Regulator Online Lite platform. PJ demonstrated how the system has streamlined process and has the capacity to introduce efficiencies. JL commented that the team will work on how we can evaluate and quantify the benefits of the system.

9. Committee recommendations for Board decision:

a. Reduced fees policy (ARRC)

The Board received a policy that had been scrutinised by the ARRC in formalising support for registrants who were experiencing financial hardship. The policy is explicit in the eligibility of the support, application process including evidence and it was aimed to keep the administration of the policy simple and provide a blanket 50% discount in renewal fee. The Board agreed to implement the policy.

b. Committee name change (from Education & Training committee)

HK commented that the Committee has reflected on their purpose and subsequently recommended to change their name to Education and Standards Committee to reflect the organisations primary purpose as a regulator. The Board agreed to change the name of the Committee.

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

The Board received the Chief Executive's report. JL reported two Chair decisions since the last meeting: agreeing to calling all Public Health Specialists on the Register, whilst still referring to route on the public Register. This was following surveying registrants' views, which unanimously agreed with this approach. Registrants have been informed of this decision and provided positive feedback. The second decision was a tweak to the Board approved parental leave policy to cover cases where an extension to a currency rule can be made in light of retrospective parental leave.

JL also reported on various workforce discussions, including a recent meeting to discuss a potential 'Fit for the Future 2' discussion. UKPHR's revalidation review is progressing and the third meeting of the task and finish group of key stakeholders and employers has been held in January. The group agreed and Zaira Ejaz is working on a template form that will provide UKPHR additional assurance in the absence of a 'prescribed connection' and therefore registrants will be required to submit less information directly to UKPHR at the time of revalidation.

JL informed the Board that UKPHR has passed the PSA 'public interest test' and one recommendation was issued in relation to the Risk Register, which the ARRC have already actioned.

11. Registration report

The Board received the registration statistics, minutes of the Registration Approvals Committee and Registration Policy Group. GJ reported on previous work on revising policies, implementation of the complex case panel and audit of SRbPA pre-applications to improve guidance. GJ also reported on the RAC role of quality assuring registration processes and emphasised the robust and transparent process and thanked the work of assessors and verifiers working across specialist and practitioner registration.

12. Audit, Risk and Remuneration Committee report

In addition to items discussed previously, DV added that the ARRC have continued to review the Risk Register in relation to PSA recommendations, health and wellbeing risks and those arising from COVID. The Board acknowledged the committee report and minutes.

13. Education and Training Standards Committee report

In addition to items discussed previously in the agenda, HK reported work on a Data Strategy which has resulted from the EDI action plan. The possibility of anonymising applications taken to the Registration Panel are also being scoped. The Committee are also considering options on communicating Public Health Specialty Registrar registration.

13. Any other business

There was no other business raised.

14. Date, time and venue of next meeting

Wednesday 9th February 2023 at 2pm via Teams

Board strategy day in person on 21st March in UKPHR Office in Birmingham. Indicative start and finish times to be circulated in due course.

Action points from this meeting

ACTIONS	WHO	WHAT	BY WHEN
	JL	Publish 23 November 2022 Board minutes on website	ASAP
	JL	Invite PSA to meet with the Board	ASAP
	JL	Close the 2021 improvement plan	ASAP
	JL	Circulate alternative bank options appraisal to Board	ASAP
	JL	Continue to plan the 2023 UKPHR Public Health Practitioner as a virtual event	ASAP
	Board Directors	Volunteer as members of the Public Health Practitioner Conference Working Party	ASAP

The Chair closed the meeting at 15.55 hours.