

Audit, Risk, & Remuneration Committee

Minutes of meeting on 27 May 2022



Present: Duncan Vernon - Chair (DV)
James Sandy (JS)
Linda Smith (LS)
Pav Johal (PJ)

Apologies: David Evans
Jenny Douglas
Jessica Lichtenstein
Joanna Dowd

Item 1 – Welcome, apologies, and declarations of interest

1. DV welcomed committee members and noted apologies from Jessica Lichtenstein, David Evans, Jenny Douglas and Joanna Dowd (who had sent comments on the papers prior to the meeting). DV welcomed LS to her first meeting of the Committee. The committee expressed their condolences to Jessica Lichtenstein and were thinking of her at this difficult time. There were no new declarations of interest. The committee noted that they were quorate.

Item 2 – Minutes from last meeting

2. The committee noted the minutes from 30 March 2022 as an accurate record without further comment. They noted that the minutes would be published on the website.

Item 3 – Action points and matters arising

3. Outstanding actions from the last meeting were discussed.
4. The committee noted that actions that were not completed were still on target.
5. The accountant would be invited to the next meeting of the committee on the 20 July 2022
6. JS sought confirmation that the committee had agreed for the current accountant to act as examiner until 22/23.

Action: PJ to confirm committee previously agreed for current accountant to continue to act as examiner till 22/23.

Item 4 – Q4 and EOY accounts

7. PJ presented the report and Joanna Dowd's comments raised via email.
8. It was agreed that the colour coded difference figures should also include +/-.

Action: JL to ensure that future reports include +/- with the difference figures.

9. The committee noted that the accountant would be invited to the next meeting of the committee.
10. JS commented that it would be helpful to see a graph of income over the previous FY's.

11. Referencing paragraph 17 of the paper, JS also queried whether it would be possible to separate out the pandemic factors so that the committee could view figures without the assumptions of the pandemic. The committee noted that this may be difficult but can be explored.

12. The committee sought clarification on why PSA accreditation was £16,000 overbudget.

Action: JL to email committee with response to why PSA accreditation was overbudget

13. LS sought background knowledge on training income and PJ provided further information on how the local schemes are charged and practitioner moderators are paid.

Item 5 – UKPHR Improvement Plan update

14. PJ presented the report which provided an update on the improvement plan which was formed following the Board Strategy Day in 2021

15. The committee noted the progress so far. PJ reported that the revalidation stakeholder workshop took place earlier the same week. The Chair informed the committee that there are many challenges and potential reputational risks with respect to the review and the committee would appreciate seeing the write up/recommendations from the workshop at their next meeting.

Action: Add revalidation stakeholder workshop meeting recommendation report to the next agenda

16. LS suggested that the measure of success for the upgrading the registration IT software should be reworded from *reduction in enquiries from registrants*, so that there is a distinction in the nature of enquiries. For example, reducing admin related queries from registrants rather than general queries for those seeking registration.

17. The committee also expressed their desire to be sighted on a comms plan for the review of fees structure.

Action: Present a comms plan for the review of fee structure

Item 6 – Flexitime policy

18. PJ reported that staff had been consulted on the flexitime policy and had been piloting the scheme for a couple of months. All staff have responded positively to the policy.

19. The Chair sought confirmation that the HR consultant was engaged in drafting the policy and PJ confirmed this was the case.

20. JS sought confirmation that UKPHR were supporting staff to enable them to work at home and support the implementation of the policy. The working at home tax relief was one measure.

21. LS encouraged linkage of the policy to other HR policies such as working at home policy, caring, maternity, domestic abuse policy. LS also recommended including information such

as when the policy was written, who and when it was signed off, when it's due for review, the owner and who wrote it.

22. JS provided his comments on the policy. He suggested revising the sentence on page 2 that included *dictated*. He suggested further clarification on whether an employee can opt into the scheme after they have opted out and where there should be limits on the number and time between these transfers. The policy should also outline if an employee has the opportunity to appeal a refusal to apply for flexible working.
23. With the above changes in the draft of the policy, the committee agreed to recommend to the Board to implement the policy.

Action: Amend flexitime policy with suggested areas for clarification and make recommendation to adopt to the Board

Item 7 – Registration software upgrade update

24. PJ presented an update on the registration software upgrade, specifically that a formal contract was still outstanding with Fortesium; an onboarding meeting suggests a development timeline after the busy specialist renewal season in July and possible implementation late 2022, early 2023.
25. PJ also reported that she is continuing work alongside Derek, the project management consultant, and the team in the current preparatory phase to begin customising the software to UKPHR's needs. This also involves reflecting on our processes. It was important that UKPHR were confident in the design of the system as it was stressed that any potential significant change at a later stage would incur additional costs.
26. The committee acknowledge the issue of capacity to work on the project and ensured to keep an eye on this. The Chair queried whether PJ was comfortable with the workload. PJ responded that in the current phase this was manageable due to the change in her role and responsibilities, although she would continue to monitor this with the project sponsor, Jessica Lichtenstein as the tasks change through various phases.
27. LS added to ensure that testing went beyond UKPHR staff and to registrants and other service users with varying levels of IT infrastructure.
28. PJ also reported that work had begun internally to review the current status of the SRbPA e-portfolio and what development needs to be completed to get it to the testing phase.

Item 8 – Fees review update

29. PJ reported that a request for proposal had been circulate to 5 potential consultants and David Evans would be engaging in informal chats with consultants before a deadline of mid-June for responses to the tender.
30. The Chair queried to what extent had the fees review been communicated to registrants. PJ confirmed that the initial correspondence for specialists to renew their registration in July included reference to no increase in fees for 22/23 and that UKPHR are engaging in a review. PJ acknowledged that communications should extend to all registrants.

Action: Communicate fees review to all registrants

31. JS commented that we should be mindful of ensuring that there are no mixed messages between the fees review and the new IT upgrade.
32. As discussed in item 5, the committee would like to see a communications plan for the fees review at their next meeting.

Item 9 – Top risk register

33. The committee reviewed the red risks (14 & 15) and noted where there were changes and updates since the previous meeting.
34. The committee agreed to add reference to access to resources to fulfil requirements for revalidation to risks 14/15 (changes to public health regulation)
35. The committee would value a further in depth and current discussion on these two risks and regulatory reform.

Action: Agenda item for next meeting - update on changes to public health regulation at next meeting

Item 10 – Any other business

36. No other business was raised.

Item 11 – Date of next meeting

37. The committee noted the date and time of the next meeting: Wednesday 20th July 2022 and 2pm. It was agreed to confirm attendance nearer the time to ensure that the committee was quorate. The Chair confirmed his availability and JS and LS noted their apologies in advance.