

Agenda

UKPHR BOARD MEETING

20 April 2023

ITEM			
1	Welcome, apologies and new declarations of interest- AJ		
2	Minutes of Board meeting on 9 February 2023 - AJ		
3	Actions and matters arising – AJ		
4	Governance forward planner- JL		
Substantive Items			
5	Board Strategy Day- reflections - AJ		
6	Updated Registrar Role description – JL/GJ		
7	Committee/RPG recommendations for Board decision: ARRC: <ul style="list-style-type: none"> a. 2022-23 Q3 accounts – JL/DV b. 2023-24 Staff Pay - DV c. Setting fees for 2023-24 and 2024-25 – JL/DV d. 2023-24 budget – JL/DV RPG <ul style="list-style-type: none"> e. Updated Appeal Rules – JL/GJ 		
Reports & updates			
8	Chief Executive’s report (including Chair decisions and meetings)	JL	<i>Item 8</i>
9	Registration report	GJ	<i>Item 9a - Minutes of RAC 23/2/23</i> <i>Item 9b- Minutes of RAC 23/3/23</i> <i>Item 9c- Registration data</i>

			<i>Item 9d- Registration Policy Group minutes,</i>
10	Audit, Risk and Remuneration report	DV	<i>Item 10 - Minutes of ARR Committee,</i>
11	Education and Standards report – <i>no meeting to report on</i>	HK	
12	Any other business	AJ	
13	Date and time of next meeting- 21 June 2023 2-4pm		

UKPHR BOARD MEETING 20 April 2023

ITEM 3

UKPHR Board Action Log	
RAG Key	
Outstanding	
Likely to be delayed/deadline not met	
On track	

Board Meeting Date	Number	Action	Owner
09/02/2023	23/3	Volunteer for Practitioner conference working group	Board Directors
09/02/2023	23/2	Circulate alternative bak options appraisal to Board	JL
09/02/2023	23/1	Invite PSA to meet with Board	JL
23/11/2022	22/28	Send JL any financial support info Board members have received from their employers	Board Directors
22/09/2022	22/24	Directors to contact JL or AJ if interested in shadowing opportunities for Board Chair	Directors
22/09/2022	22/22	Item to consolidate informaiton gathered on workforce to help inform strategic vision and plan, in advance of strategy session in April	CEO
09/02/2022	22/5	Explore the benefit of PSA accreditation	CEO
09/02/2022	22/2	ARRC to consider a policy for corporate sponsorship/involvement in UKPHR business	ARRC/CEO
	21/55	Undertake a light- touch review of Board and committee structures, reporting, and terms of reference.	CEO, Chair, Vice Chair



Progress update	RAG	Target for completion
No volunteers yet		Apr-23
DONE		Mar-23
DONE		Mar-23
DONE		Feb-23
TBD		ASAP
DONE- see CEO update		
DONE- Strategy day		Dec-22
Recommend re-visit after decision on whether to hold 2023 converence virtually or in person		Apr-23
To be part of the 2023 business plan, which will come to Board for approval early next year		Nov-23

UKPHR Governance forward planner 2023



UKPHR Board meeting 20 April 2023

Item 4

MONTH	Board	Audit, risk, & remuneration committee	Education & training committee
MAY		Q4 22/23 accounts Financial Risk/reserves policy	
JUNE	Corporate Strategy update/draft Q4 22/23 accounts		Revalidation developments Trainee registration- discussion Data reporting
JULY		EOY 22/23 accounts Q1 23/24 accounts	
AUGUST			

UKPHR Governance forward planner 2023

SEPTEMBER	AGM EOY 22/23 accounts Corporate Strategy draft consultation Q1 23/24 accounts		
OCTOBER		23/24 Q2 accounts	Revalidation- revised process
NOVEMBER	Revalidation – revised process 23/24 Q2 accounts Website demo Decision making review		
DECEMBER			

UKPHR Board

Item 5 – Strategy Day initial summary

CONFIDENTIAL

Background

1. On 21 March 2023 the UKPHR Board met to begin a discussion on a future strategy, to run from 2024-2029. The purpose of this discussion was to set the scene and discuss potential future aspirations for a strategy.
2. The Board utilised the 3 Horizons approach:
<https://www.mckinsey.com/capabilities/strategy-and-corporate-finance/our-insights/enduring-ideas-the-three-horizons-of-growth>.
3. and found it useful for stimulating conversation and starting to pull together themes regarding ambitions and priorities.
4. This paper summarises the session, pulling the discussion under each Horizon together under themes.

Horizon 1

5. Note that Horizon 1 is framed in terms of challenges/what’s not working in the way we’d like. Future opportunities and aspirations are addressed in the other Horizon discussions.

External challenges	Internal challenges
<ul style="list-style-type: none"> • Ongoing changes to the system ie HEE moving to NHS England • Increased demand for a clear PH career pathway, and questions about our role in defining/supporting this • Increased fragmentation of workforce ie ICBS • Ongoing uncertainty about legislative reform and moving in and out of statutory regulation; lack of clarity about opportunities of statutory regulation • Access to specialist register remains based on the medical training model, with its lack of flexibility • Four nation approaches to PH increasingly diverge • Lack of clear commitment from employers to practitioner registration and to broader regulatory model • Gap between practitioner and specialists- who falls into this group and who are they? 	<ul style="list-style-type: none"> • Lack of capacity to support registrants as much as we’d like to • Lack of a clear offer to retain practitioners and attract trainees • Still on digital journey- lack resources to do as much as we’d like • Lack of growth strategy • Growth in demand for practitioner registration doesn’t align with capacity of schemes • Underrepresented groups on the register- we don’t yet have a handle on this or a plan to deal with inequalities • Challenging to keep up with four nation developments • Barriers to maintenance of revalidation for many registrants

Horizon 3

6. The Horizon 3 discussion focussed in on UKPHR’s aspirations and appetite for change ie where we want to be in 2029.

PH workforce	The UKPHR register	Relationships/position across PH and regulatory sectors	Organisational aspirations
<p>A good understanding of the broad PH workforce</p> <p>Accessible training and career pathways</p> <p>Multidisciplinary public health are recognised as equivalent</p> <p>PH role description include UKPHR registration</p>	<p>All practitioners are registered and value their status</p> <p>All Specialty trainees are registered</p> <p>Facilitate increased support for SRbPA route</p> <p>Understand demographic profile of our registrants and work to eliminate any discrimination</p> <p>Work to remove barriers to registration/revalidation</p> <p>A route to registration for all PH workers, with clear entry pathways</p> <p>The public is assured that our Register contributes to the safety of the system</p> <p>Aim to be a proportionate regulator and reduce regulatory burden</p> <p>Work with schemes to continue to increase practitioner capacity</p>	<p>Strong working alliances with partner organisations</p> <p>UKPHR a recognised player in regulation and PH</p> <p>UKPHR is visible and understood</p> <p>Avoid duplication with other organisations</p> <p>Be regarded as a 5-nation regulator</p> <p>Enhance data-sharing across PH</p>	<p>Well-funded/adequate resources</p> <p>A modern, tech-savvy organisation</p> <p>Sustainable employer with EDI focus</p> <p>Develop specialised skills for UKPHR team</p> <p>Grow and retain team, making UKPHR a great place to work</p> <p>Develop a data-driven approach to improvement</p>

Horizon 2

7. This reflects the Board’s discussion regarding how we might get from H1 to H3

PH workforce	The UKPHR Register	Relationships/position across PH and regulatory sectors	The organisation
<p>Work with partners to define a career framework (i.e.</p>	<p>Review all registration processes to ensure they’re flexible and fair</p>	<p>Clear and public UKPHR commitment to four nations</p>	<p>Development of a clear organisational offer</p>

<p>Modernising public health careers) and ensuring regulatory approach supports this</p> <p>Work with DPHs and other partners to obtain a commitment to include registration within person specs/JDs</p>	<p>Appropriately harness the goodwill that comes from those who support the register</p> <p>Continue to refine SRbPA route and support local initiatives</p> <p>Define continuous offer for Practitioners and Specialty trainees</p> <p>Continue to actively promote equivalence of multidisciplinary specialist registration</p> <p>Refine EDI reporting so we understand our register better and can improve policies and practices to ensure fairness and accessibility</p>	<p>Continue to develop positive and valuable communication links with partner orgs and other regulators</p> <p>Keep on the front foot re system changes and funding structures</p>	<p>The team feel heard and supported</p> <p>Simplify mission and values statements</p> <p>Think innovatively about resources- i.e. utilising trainees, internships/work experience, etc</p> <p>Continue to improve financial mapping and forecasting to ensure financial sustainability</p> <p>Clear commitment to openness and transparency</p> <p>Continue to develop standards and QA</p> <p>Need an accessible, clear, and attractive online presence/ narrative</p> <p>Improve our governance and training</p> <p>Develop a data-driven approach to improvement</p> <p>Continue to grow and develop the team, to ensure UKPHR retains staff and is a great place to work</p>
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8. A small group of Board members will organise a further session to flesh out the above and think about what a draft strategy might look like.

Recommendation: The Board to reflect on the strategy day and confirm accuracy of the notes above.

UKPHR Board

Item 6 – Updated Registrar role description

Background

1. As part of its financial strategy discussions in November 2022 after the *Value of UKPHR Registration* report, the Board agreed that it was appropriate to pay an annual stipend to the Registrar as it was such a key decision-making role. Across other healthcare regulators, similar levels of decision making are made by paid staff or paid associates.
2. It was agreed that £6000 per annum was appropriate.
3. As part of preparation for this, it was also agreed that a contract for the term of service should be put in place. This contract is being drafted, and as part of this exercise the Chief Executive, Registrar, and staff reviewed the role description, as per below.
4. The description of key tasks and the nature of decision-making have not changed, but some clarification and additional information has been included in the revised version:
 - a. The reference to the ‘Responsible Officer’ role has been removed, as ongoing discussions are being held about revalidation. If the RO-type role is retained, the tasks expected are still outlined explicitly in the role description
 - b. Reference to the stipend and expected time commitment have been added
 - c. Addition of an understanding of public health (although not necessarily extensive experience in the field) has been added
 - d. Addition of items highlighting the importance of communication skills and ability to work closely and effectively with the UKPHR team

Recommendation: The Board to agree the updated Registrar role description and support issuing of contract/payment

Registrar

ROLE DESCRIPTION

Overall purpose of UKPHR

UKPHR is the regulator for multi-disciplinary public health. It is the regulatory body for individuals working in the public health workforce and is principally for public health specialists and practitioners who are not registered with another regulatory body.

Overall purpose of the role

The post holder will be responsible for leading UKPHR's regulatory function supported by UKPHR's Board and staff. The Registrar is responsible for ensuring all those registering with UKPHR fulfil the requirements for registration as set out in standards, policy, and guidance. The Registrar is accountable to the Board for helping to maintain the integrity of the UKPHR Register.

Three core functions are involved:

- Ensure standards for registering public health professionals, including as to levels of competence, are fit for purpose, applied consistently, and developed when necessary
- Ensure standards are in place and upheld for assuring registrants' ongoing competence and improvement of their quality of practice
- Acting on evidence of unsatisfactory conduct or competence of registrants.

By discharging the above functions, the Registrar is integral to UKPHR's quality assurance framework.

Remuneration and hours

The post is paid a stipend of £6000 annually. All expenses incurred in connection with carrying out the post holder's duties will be reimbursed.

The Registrar will be expected to attend Board meetings (6 per year), meetings of the Education and Standards Committee (5 per year), the Registration Policy Group (5 meetings per year), as well as chairing the Registration Approvals Committee (45-minute meetings monthly). Meetings will mostly be virtual, with some taking place in-person.

Outside of meetings, there are weekly administrative obligations regarding decisions on individual applications for entry to the register, revalidation, or re-registration. These will vary, but normally constitute several working days per month.

Responsibilities

- Support the Board, Chairs of Committees, Moderators, Assessors, and Verifiers in ensuring that UKPHR's quality assurance framework is fit for purpose, applied consistently and regularly reviewed
- Oversee the Register, ensuring registrants maintain appropriate levels of competence by discharging the processes for admitting individuals to the register, re-registration, and revalidation.
- Chair the Registration Approvals Committee, which makes recommendations to the Board regarding individual entries onto the Register.
- Apply standards relating to registrants' conduct and continuing competence whenever a question arises as to whether action should be taken against a registrant, including removal from the Register.
- Discharge the role of Responsible Officer where appropriate in relation to all matters relevant to revalidation, corrective action, and restoration to the register in cases where registrants' registration has lapsed, or an issue arises concerning a registrant's standing, health, and professional competence
- Oversee revalidation policies, guidance, and procedures, including monitoring, review and evaluation, and attend the Registration Policy Group.
- Apply, monitor compliance with, evaluate and review UKPHR's Code of Conduct and other policies.
- Select and maintain the pool of panellists who contribute to decision making around complex cases, appeals, and fitness to practise.
- Develop and maintain good working relationships with key stakeholders relevant to UKPHR's registration services, for example other regulators of health professional and public health agencies in the UK
- Work closely and productively with the UKPHR team to ensure processes and policies are fit for purpose.
- Uphold the Accredited Register standards as required by the UKPHR register's accreditation by the Professional Standards Authority (PSA)
- Uphold the good governance of UKPHR including the Nolan Principles of Public Life in all the Registrar's operations
- Chair the Registration Approvals Committee, which approves new entries to the Register on behalf of the Board.

In discharging these duties, the Registrar has full access to administrative support from UKPHR staff and has the power, where agreed by the Board, to delegate tasks and responsibilities to the Chief Executive, a deputy or such other professional person or organisation as may be appropriate in the circumstances.

Essential Skills and knowledge:

The Registrar is required, as a minimum, to have the following skills and knowledge:

- University Post-Graduate Degree or other relevant Qualification
- Experience and involvement in regulatory processes and standard setting for a regulated profession
- Experience of operating and being responsible for regulatory processes, based on a set of standards of practice for a regulated profession
- Experience of overseeing a quality assurance framework
- Experience of complex decision-making and the ability to provide clear justification for decisions
- General knowledge and some experience of the public health sector and practice
- Proven record of team-working, co-operating with others to achieve common goals and delivering quality outcomes
- Excellent communication skills and the ability to provide, by verbal and written means, concise and authoritative briefings, reports and summaries
- Experience of relationship building with key stakeholders at senior levels in matters relating to health and social care, preferably in relation to public health, wellbeing and health inequalities

Desirable Skills and Knowledge

- > Experience in Strategic Planning
- > Involvement in development of schemes of CPD and revalidation
- > Involvement in disciplinary or quasi-legal proceedings

Item 7a - UKPHR Q3 22-23 Accounts

Summary

1. This paper reports UKPHR's financial position for the third quarter of the 2022-23

Background

2. The Board has been reviewing UKPHR accounts quarterly after more detailed review by the ARRC, most recently Q1 at its July 2022 meeting. These accounts are appended and subject to audit.

Discussion – Q3 management accounts

3. The details of all income and expenditure are included in the spreadsheet at Item 7a2, which allows us to group expenses together and compare against what was originally budgeted for the quarter and the financial year.
4. Because we are moving to an accrual accounting approach, these accounts are still very indicative. They may change as the accountant further reconciles payments and income, but they can give the Board some reassurance that income and expenditure is generally as predicted, and that expenses are all reasonable and in line with what was anticipated. Variances are expected, and the reasons for these are all described in the 'comments' column.
5. In the 22-23 budget, some areas of income and expenditure were conflated – i.e. there was only one line item for all of our IT related expenditure. The budgeting and spending in this area is far more complex now and the budget for 23/34 will reflect this. However, it does mean that there are areas on the Q3 accounts that look like they weren't budgeted for. This is largely not the case, and more detail is included in the 'comments' column of the spreadsheet.
6. Overall, our expenditure and income are roughly on track, with some re-forecasts indicated in the budget. It should also be noted that about £18,500 in costs have noted so far for the IS upgrade, which is being funded through reserves. Key points are as follows:
 - a. Income total is £317953. This is 20,116 less than originally budgeted, but this can be accounted for by the fact that the invoices to schemes only went out in early Q4, but this was not considered in the original budget spread. We expect to more than make up for the shortfall in income by the EOY.
 - b. Expenditure total is £366300 YTD, against 322,415 originally budgeted. The variance is £43,885, which can be accounted for by £18,500 for Registration online, a late

invoice from the GMC for the Chief Executive secondment, pension charges to set up the new CE pension, installation of our new online phone system (which will save us money by next year), and IT project costs associated with getting Registration Online live.

- c. Our net result for this year so far is -£48347, which can be accounted for above.
7. As part of the 23/24 budget exercise, an extensive re-forecasting has taken place which will give a much more accurate picture of where we can expect to be by the end of the 22/23 financial year. Our predicted income is £407825 and our predicted expenditure is £466583, which means we'll have only utilised £58758 of the allocated £100000 in reserves we expected to spend this financial year.
 8. The ARRC were comfortable with this the Q3 accounts.

Recommendation

9. The Board is asked to approve the management accounts for Q3 of 2022-23

UKPHR Board

Item 7c – Setting fees for 23-24 and 24-25

Issue

1. To agree the fee structure for 2023/24 and 2024/25

Background

2. Following the approval and publication of the *Value of Registration* report in November 2023, the Board agreed to consult on a revised fees structure that was more ambitious than previous fee rises which had been predictable and incremental. However, the pandemic caused significant disruption. We did not raise fees and have not imposed any changes since 2020.
3. This is not sustainable due to rising costs, the growing Register, and our intention to provide staff with reasonable pay increases.
4. We sought the views of registrants and stakeholders (ie the Faculty of Public Health) in a consultation that closed on 13 February 2023 (see item 6a).
5. We analysed responses, with the full report at item 6b. 48 responses were received. This is a response rate of less than 4%, so a very small sample size and likely not representative of the broader registrant pool. No organisations including the Faculty of Public Health responded.
6. Unsurprisingly, the majority of respondents disagreed with the increased annual registration fees, although the responses regarding other fees such as portfolio assessments and appeals were largely ambivalent.
7. However, the majority of respondents did agree with our strategic priorities for the coming year, which is reassuring.
8. Consultations of this nature will always draw more negative responses than positive and this is not very different. However, we did receive a number of enthusiastic responses regarding our plans- with 25% agreeing or strongly agreeing with the annual fees proposals and about 10% neither agreeing nor disagreeing. This is, frankly, a very encouraging response under the circumstances.
9. The new fees structure will be communicated very carefully and sensitively to registrants, and promise to keep them updated on our progress via our new 6-monthly newsletter. They will be presented with more detailed information about how fees will be spent and the benefit to them, as well as other detail such as the new financial hardship policy.
10. This proposal covers 24/25 fees as well, so we will not need to run a consultation next year- however, we will need to communicate the agreed rise very clearly at the start of the 24/25 financial year.
11. The ARRC in its discussion noted that although fee rises likely would not deter any specialists from maintaining registration, it could impact practitioner registration- although fees remain aligned with the NMC, Social Work England, and would now be

significantly less than the HCPC. Specialist fees remain well below GMC and GDC specialist fees. It was agreed to monitor attrition closely to gauge the impact.

12. Our plans for 23/24 and beyond clearly need investment; if the Board does not agree this new fees structure, we will need to have a critical conversation about significantly scaling back our ambitions.
13. A draft budget is at item 7, which outlines exactly how we propose income from increased fees will be utilised.
14. There is no clear reason not to go ahead with the proposed fees for 23/24 and 24/25 as per below:

Category	Current fee £	23-24 fee	24-25 fee
Specialist	336	366 (+9%)	388 (+6%)
Specialty Registrar	108	115 (+7%)	121 (+5%)
Practitioner	108	115 (+7%)	121 (+5%)

	Other registration fees and charges					
	Current fee			April 23- March 25		
	Practitioner	Specialist	Specialty Registrar	Practitioner	Specialist	Specialty Registrar
SRbPA Portfolio Assessment Fee	-	£525	-	-	£690	-
SRbPA preapplication fee	-	£105	-	-	£200	-
Admin fee for un- assessable SRbPA portfolios		£0			£150 (the rest is refunded)	
Restoration Administrative Fee	£42	£80	£42	£42	£80	£42
Appeal	£525	£525	£525	£950	£950	£950

Recommendations

15. The Board to agree **the new fees framework for 2023/24 and 2024/25**

UKPHR Board 20 April 2023
Item 7c1

UKPHR CONSULTATION

in relation to

Registration fees and other fees and charges
from July 2023 to June 2025

January 2023

This consultation

Over the summer of 2022, UKPHR commissioned a series of interviews from a representative sample of current and intended registrants, at both Practitioner and Specialist levels, to find out more about what value UKPHR registration presented to them. The results were very encouraging, illustrating how the diversity of access routes UKPHR has created is enriching the public health workforce. Registrants also provided some thought-provoking challenges about reducing the inconsistency with which Practitioner schemes are administered at local/regional level, improving the quality of support available for applicants to the Specialist Register via the portfolio route and engaging more public health contributors in thinking ahead about registration as their careers develop.

A full report is published [here](#) and in response the UKPHR Board has considered our approach to increasing fees over the next two financial years, running 2023-2025. Considering the current financial climate, the Board were keen to ensure fees remain below the level of inflation. However, they did agree that we need to increase fees across the board to consolidate ways of working which add value, while starting to scope how we may make the Register even more inclusive in the future.

UKPHR has a huge work programme ahead. With the continued growth of the Register and the pressures being faced by public health professionals, we need to modernise, streamline, and do everything we can to ensure public health regulation continues to protect the public by supporting and registering the profession.

This past year, we've brought in additional staff to support development work on practitioner registration and to bring in a new online system for all registrants. This will help us work more efficiently, improve the online experience for our registrants, and allow us to meaningfully analyse the data we hold and make appropriate changes. All of this requires some investment.

While we continue to spend in line with our budget and make savings in areas such as office and meeting costs, this alone will not be enough to ensure that the organisation remains financially sustainable for the future. We've described some of our ambitions in our recent newsletter to registrants and next year we aim to proceed with additional development projects such as an SRbPA e-portfolio, a governance review to ensure we're making robust and efficient decisions, and operating in a streamlined way so as not to overburden our potential and current registrants.

In response to the pandemic, we did not raise fees and we have not imposed any changes since 2020. Unfortunately this is not sustainable for us due to rising costs, the growing Register, and our intention to provide our staff with reasonable pay increases. The UKPHR Board therefore intends to increase registration fees and other fees and charges with effect from 01 July 2023 as outlined below. We seek the views of registrants and other stakeholders on these proposals.

Registration fees

The Board has agreed to set a financial strategy based on the following registration and renewal fee increases to be implemented over the next two years. Because of widespread financial uncertainty, we felt it more appropriate to introduce a phased fee rise, to spread the cost and to ensure our registrants are aware of our intentions.

For the financial years running 2023-2024 and 2024-2025, the Board's proposed increases are as follows:

Category	Current fee £	23-24 fee	24-25 fee
Specialist	336	366 (+9%)	388 (+6%)
Specialty Registrar	108	115.50 (+7%)	121 (+5%)
Practitioner	108	115.50 (+7%)	121 (+5%)

The Board took salary levels into consideration and therefore felt that it was appropriate to apply a higher fee raise for specialists than practitioners or registrars.

Other fees and charges

Other fees and charges rose slightly in 2018 and then again in 2020. Proposed increases to run through April 2023 through March 2025 are as follows:

	Other registration fees and charges					
	Current fee			April 23- March 25		
	Practitioner	Specialist	Specialty Registrar	Practitioner	Specialist	Specialty Registrar
Specialist Portfolio Assessment Fee	-	£525	-	-	£690	-
SRbPA preapplication fee	-	£105	-	-	£200	-
Admin fee for un-assessable SRbPA portfolios		£0			£150 at full assessment stage (the rest is re-funded)	
Restoration Administrative Fee	£42	£80	£42	£42	£80	£42
Appeal	£525	£525	£525	£950 (to be refunded if appeal is upheld)	£950 (to be refunded if appeal is upheld)	£950 (to be refunded if appeal is upheld)

Financial implications

If the increases in registration fees and other fees and charges are implemented, and if the Board's forecasts prove accurate (for example, in relation to registration numbers), the Board anticipates there being a slight deficit at the end of its Financial Year 2023-24

(approximately £14,000), and a slight surplus at the end of its Financial year 2024-25. This is based on an approximate turnover of approximately £400,000-£420,000 for 2023-24 and £420,000-£440,000 for 2024-25.

The main expenditure headings are for staff and office accommodation, and we're investing in better IT to increase efficiency and reduce administrative burden. Reserves are set at the level of approximately half of one-year's running costs, which is in line with recommended best practice. The Company is a not-for-profit charity and any surplus is retained within the organisation. Board members are unpaid.

Key points for consideration for this consultation:

1. We are a small but growing organisation with six salaried employees and about 1,300 registrants. The Company is self-sufficient, relying entirely on income generated by its own registration and training activities.
2. Our work programme for 2023-25 will benefit registrants by streamlining our processes and reducing burden, while working to support the public health workforce. These include:
 - a) Review of revalidation requirements
 - b) Introduction of a new IT system which will provide a more user-friendly interface for registrants. This will be cost saving in the long run, but requires up-front investment
 - c) Development of the e-portfolio for specialist registration by portfolio assessment (SRbPA)
 - d) Implementation of a programme of work designed to promote equality, diversity, and inclusion to ensure we operate as a fair regulator, including a review of our governance and decision making
 - e) Introduction of an apprenticeship route to practitioner registration
 - f) Continuous improvement of practitioner registration schemes to promote broader access and improve the experience of those engaging with the schemes.
 - g) Support local initiatives for developing individuals to successfully attain specialist registration through the SRbPA route
 - h) Develop, draft, and publish a new strategic plan which will take into consideration the findings of the *Value of Registration* report.
3. Price inflation, measured by the Government's preferred CPIH measure, rose by 9.3% in the 12 months to November 2022. Nearly all UKPHR's vendors have raised prices.
4. We have not raised any fee levels since 2020. Past fee rises have generally been incremental, approximately 2% per year. If we had continued with this trend, fees would have risen across the board by more than 6% from 2020 levels by now.
5. We are working on a new reduced fees policy for registrants experiencing hardship; this will be implemented for the 2023-24 financial year.
6. All registrants can claim tax relief on renewal fees <https://ukphr.org/claiming-tax-relief-on-annual-renewal-fees/>

To respond to this consultation

This consultation will be published on UKPHR's website and will be publicised in emails and announcements to registrants and stakeholders and by Twitter to wider audiences.

UKPHR has set up an online survey, which can be accessed here:

<https://www.surveymonkey.co.uk/r/2YQ29MX>

Alternatively, you can email us your response at register@ukphr.org

Who is invited to respond

Any registrant and any individual or organisation with an interest in the levels of registration fees and other fees & charges set by UKPHR is welcome to respond to this consultation. The consultation will be live on UKPHR's website throughout the consultation period.

How to respond

You are welcome to complete the following survey:

<https://www.surveymonkey.co.uk/r/2YQ29MX>

Alternatively, you can email written responses to register@ukphr.org, with 'Fees Consultation' in the subject line.

When to respond

This consultation will be open from 5 January and will close at 10.00hrs on **Monday 13 February 2023**. The Board intends to consider responses to this consultation at its meeting to be held in April 2023 when UKPHR's budget for 2023-24 will be finalised.

Any queries?

If you have any queries about this consultation, please email or phone us at

register@ukphr.org or 0121 296 4370

Consultation questions

Q1. Registration fees will rise according to the following table:

Category	Current fee £	23-24 fee	24-25 fee
Specialist	336	366 (+9%)	388 (+6%)
Specialty Registrar	108	115.50 (+7%)	121 (+5%)
Practitioner	108	115.50 (+7%)	121 (+5%)

Do you agree with the Board's proposal?

Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree

Any comment:

Q2. The Board's priorities for 2023-2025 are:

- a) Review of revalidation requirements
- b) Introduction of a new IT system which will provide a more user-friendly interface for registrants. This will be cost-saving in the long run, but requires up-front investment
- c) Development of the e-portfolio for specialist registration by portfolio assessment (SRbPA)
- d) Implementation of a programme of work designed to promote equality, diversity and inclusion to ensure we operate as a fair regulator, including a review of our governance and decision- making
- e) Introduction of an apprenticeship route to practitioner registration
- f) Continuous improvement of practitioner registration schemes to promote broader access and improve the experience of those engaging with the schemes.
- g) Supporting local initiatives for developing individuals to successfully attain specialist registration through the SRbPA
- h) Develop, draft, and publish a new strategic plan which will take into consideration the findings of the *Value of Registration* report.

Do you agree with the Board's priorities?

Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
Any comment:				

Q3. The Board has decided to increase other fees and charges this year, having left them unchanged since 2020, according to the following table:

	Other registration fees and charges					
	Current fee			April 23- March 25		
	Practitioner	Specialist	Specialty Registrar	Practitioner	Specialist	Specialty Registrar
SRbPA Portfolio Assessment Fee	-	£525	-	-	£690	-
SRbPA preapplication fee	-	£105	-	-	£200	-
Admin fee for un-assessable SRbPA portfolios		£0			£150 (the rest is refunded)	
Restoration Administrative Fee	£42	£80	£42	£42	£80	£42
Appeal	£525	£525	£525	£950	£950	£950

Do you agree with the Board's proposal?

Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
Any comment:				

Q4. Do you have any further comment in response to UKPHR's consultation?

2023/24 Fees consultation report

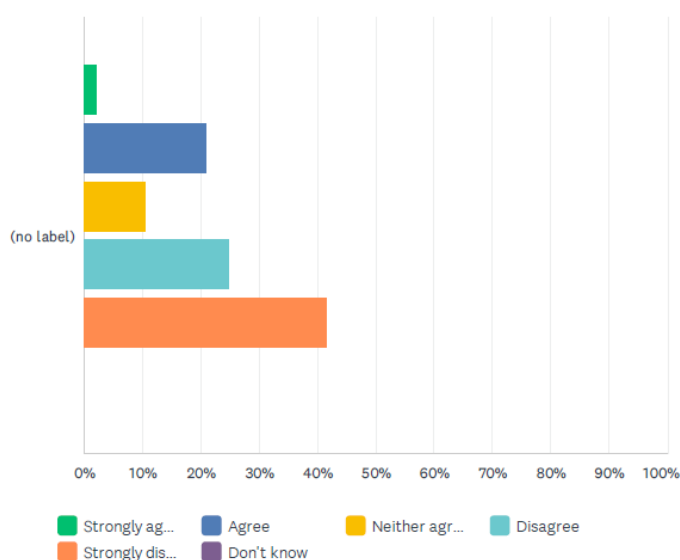
The consultation opened on the 5th January 2023 and closed on 13th February 2023. 48 responses from individual registrants were received, with no responses from organisations. The response rate was less than 4%, so a very small sample size and likely not representative of the broader registrant pool.

Analysis of each consultation is presented below.

Q1. Registration fees will rise according to the following table:

Category	Current fee £	23-24 fee	24-25 fee
Specialist	336	366 (+9%)	388 (+6%)
Specialty Registrar	108	115.50 (+7%)	121 (+5%)
Practitioner	108	115.50 (+7%)	121 (+5%)

Do you agree with the Board's proposal?



	STRONGLY AGREE	AGREE	NEITHER AGREE OR DISAGREE	DISAGREE	STRONGLY DISAGREE	DON'T KNOW	TOTAL	WEIGHTED AVERAGE
(no label)	2.08%	20.83%	10.42%	25.00%	41.67%	0.00%	48	3.83
	1	10	5	12	20	0		

Of the 48 respondents, 47 responded to the question and 41 provided further comment. The majority (42%) strongly disagreed.

Understandably there was a recurring mention of the cost of living and how the fees would not be palatable in the current climate. Mention was given to how an increase in fees does not necessarily result in an increase in wages.

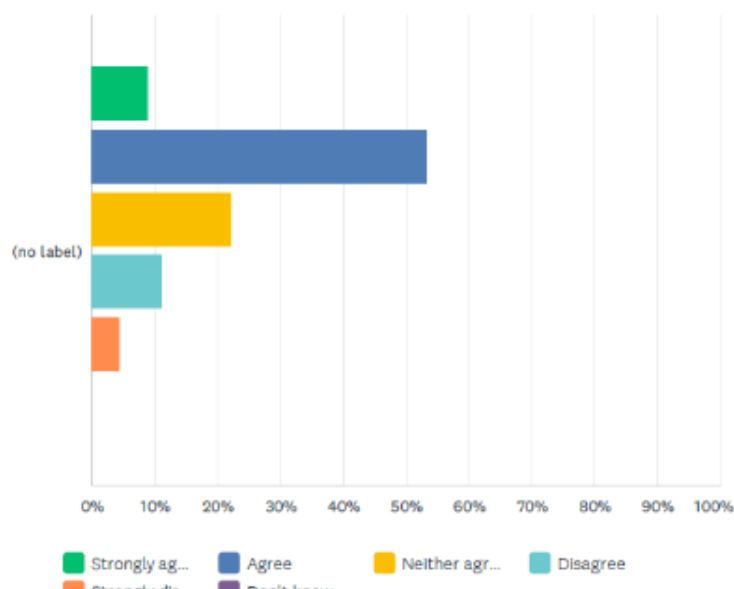
There were several comments referring to how an increase in fees for public health practitioners would be a deterrent to maintain registration. This was because practitioners were paid less, and registration is not perceived as a benefit. A similar comment was also made with reference to public health specialists, who acknowledged that UKPHR fees were less than those required by the GMC but also supported pay and terms and conditions parity with GMC registered specialists if fees were to increase.

Suggestions on supporting an increase in fees included (1) quarterly direct debits (the new ROL system will enable renewal fees to be paid in 10 monthly direct debit payments); (2) the public health specialty registrar fee should be higher than public health practitioners because they are paid more; (3) increases in line with inflation rather than above and (4) freezing fees this year.

Q2. The Board's priorities for 2023-2025 are:

- **Review of revalidation requirements**
- **Introduction of a new IT system which will provide a more user-friendly interface for registrants. This will be cost-saving in the long run, but requires up-front investment**
- **Development of the e-portfolio for specialist registration by portfolio assessment (SRbPA)**
- **Implementation of a programme of work designed to promote equality, diversity and inclusion to ensure we operate as a fair regulator, including a review of our governance and decision- making**
- **Introduction of an apprenticeship route to practitioner registration**
- **Continuous improvement of practitioner registration schemes to promote broader access and improve the experience of those engaging with the schemes.**
- **Supporting local initiatives for developing individuals to successfully attain specialist registration through the SRbPA**
- **Develop, draft, and publish a new strategic plan which will take into consideration the findings of the Value of Registration report.**

Do you agree with the Board's priorities?



Of the 48 respondents, 44 responded to the question and 20 provided further comment. The majority (24%) agreed with the Board's priorities for 2023-2025. *N.B. One respondent responded twice and therefore both responses are counted as one.*

Suggestions for priorities included:

- Exploring Advanced Practitioner registration
- Development of the apprenticeship route in all 4 nations to ensure equality of access
- Consulting Directors of Public Health more extensively to get backing of leaders in the public health system

Several comments highlighted that the priorities focused heavily on routes into registration rather than supporting existing registrants and registrants queried whether they would see any benefits of their fees. There were also comments that the omission of public health specialists via the training programme appeared to indicate that this category of registrants was not on the Board's radar.

Whilst many agreed with the priorities, they questioned why a fee increase would need to fund them, assuming that an increase in registrants will cover costs. It was also suggested that the programme may be over ambitious and a small reduction in some of the priorities could save money and therefore could cancel the fee increase.

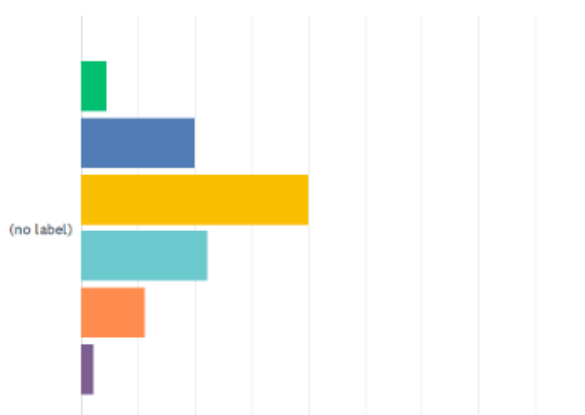
A couple of comments were raised on why multidisciplinary public health specialists should be paying toward developments in the public health workforce when medical public health specialists don't. Another respondent questioned the same point but appreciated the need for all members to support other professional groups within public health.

There also appeared to be some misunderstanding of the priorities as two comments referred to apprenticeships already existing and respondents were perhaps unclear that the priority is for UKPHR to create the infrastructure to register practitioners via the apprenticeship route rather than launching a new public health apprenticeship.

Q3. The Board has decided to increase other fees and charges this year, having left them unchanged since 2020, according to the following table:

	Other registration fees and charges					
	Current fee			April 23- March 25		
	Practitioner	Specialist	Specialty Registrar	Practitioner	Specialist	Specialty Registrar
SRbPA Portfolio Assessment Fee	-	£525	-	-	£690	-
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Restoration Administrative Fee	£42	£80	£42	£42	£80	£42
Appeal	£525	£525	£525	£950	£950	£950

Do you agree with the Board's proposal?



Of the 48 respondents, 44 responded to the question and 24 provided further comment. The majority (40%) neither agreed nor disagreed.

Most comments referred to the steep rise in appeal fees. One comment referred to how the fee is high for practitioners, and this may be almost a whole month's salary for grades 5 & 6. Another comment picked up on the report stating that we are going on earning power, however those working towards the SRbPA are not yet earning a consultant level salary and this should be reflected on the SRbPA fees.

Relating to the SRbPA fees, one respondent queried why the costs need to be raised given the assessment is undertaken gratis. It was also highlighted as a potential deterrent to applying as most candidates would be self-funding and for those organisations' who are supporting funding already have limited financial abilities.

Another commented that the fees should be the same as the training programme as salaries for Registrars are similar to those pursuing portfolio registration.

Some commented that these were one-off fees and recognised the huge amount of admin for UKPHR and therefore it was justified as a one-off expenses. Many others were unable to comment, and the scenarios do not affect them.

Once again, there may have been some misinterpretation of the figures by some respondents as there was a comment on how the restoration admin fee is nearly doubled, whereas the table does not recommend an increase.

Q4. Do you have any further comment in response to UKPHR's consultation?

13 additional comments. All are listed below:

"It would be useful if you made information regarding tax relief on registration fees more prominent"

"I would welcome some transparency regarding what the fees actually fund? e.g. what is the actual cost of revalidation as I am concerned that I am just subsidizing the other programmes of work"

"It is positive to see the UKPHR being more flexible in its routes to assessment but it must show how it values its members in order to maintain their support. This would be through CDP opportunities or assisting with queries to develop in the field of PH. It must also be more mindful of members personal circumstances when undertaking reassessments and validation, ensuring women are not penalised when on maternity leave"

“thanks for consulting - enjoyed reading the report too”

“Please consider the roles and pay levels of practitioners - many will see these fees and wonder how they can afford them alongside having to complete self-funded masters at grades 5, 6 & 7. Also ensure that any processes that you amend are sympathetic to devolved nations, where opportunities are not the same i.e apprenticeships”

“Looking forward to the improvements - particularly the IT platform to streamline access and engagement with registration processes”

“As a consultant who did not go through the portfolio route, it is difficult to see any benefits from my membership of UKPHR, and the hundred of pounds I pay every year. I would be unhappy with paying more fees when I will not see any benefits from this”

“When I’ve had a less than 2% pay rise you’re imposing a 9% increase in fees? Absolutely ridiculous! So out of touch with reality”

“I feel that I do not get any value for money for my annual registration fee. My name stays on a register and that is all I get for it as far as I know. There doesn't appear to be any CPD with it for specialists.”

“Wages are not increasing in line with charges. They are high in the first place”

“It needs to be with PH leaders who are not registered with the UKPHR as they are the ones who can influence and endorse the work of the UKPHR. It needs parity with other regulatory bodies for PH and clinicians and isn't at that point yet. You're talking to an internal audience, which is right, but you need to take this consultation more broadly- starting with all DPHs”

“I think many practitioners may cease to pay for the registration if the fee goes up at this time - I do appreciate the financial pressures on organisations too; however this could be detrimental to the community of current practitioners”

“I do wonder what the point of UKPHR is...it doesn't seem to serve any purpose to me other than to take money off me once a year”

March 2023

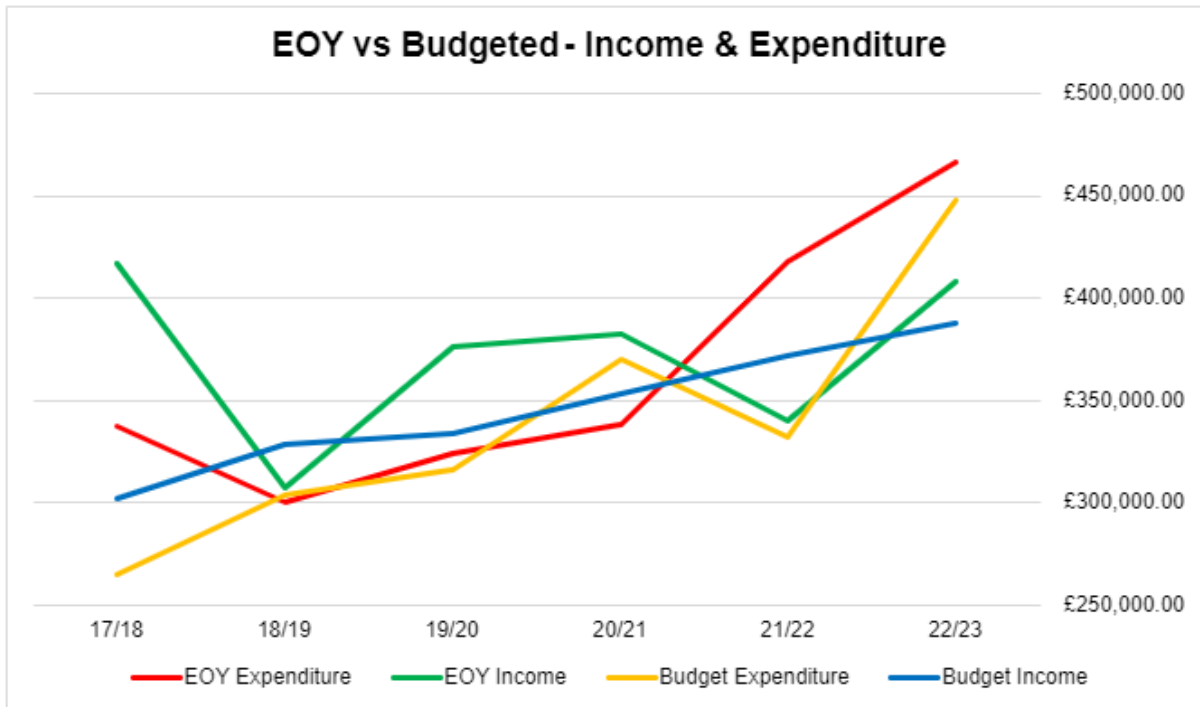
UKPHR Board

Item 7d - 2023/24 Budget

CONFIDENTIAL

Background

1. The Board is asked to consider the budget and fees structure for the 2023/2024 financial year, which has been thoroughly examined by the ARRC.
2. This budget has been constructed according to the fee levels outlined in the consultation at item 7c on the agenda and proposed salary increase as per item 7b on the agenda.
3. This year's budget looks slightly different. We've re-categorised budget items into key areas such as salary costs, QA/registration services, facilities, administration, outsourced expertise, etc so the Board has a general understanding of our expenses in each area. We've broken down further our IT-related expenses, as that is our second highest area of expenditure after salary costs, and probably our most complex. Income is also further broken down, so the Board can understand how much of our income comes from renewals and how much comes from individuals joining the register.
4. This budget is constructed on an 'accruals' basis. This means, for example, that the PSA fees- although technically paid out in March 2023, cover the period of April 23-March 24 and so are included in that budget in the April 2023 expenses.
5. We've also forecasted our end of year 2022/23 actual spend to allow the Board to compare budgeted vs actual costs from the previous year so that we can budget as accurately as possible.
6. Note that expenditure from 22/23 includes the Board- agreed reserves spending for additional staff and Registration online, which is predicted to have totalled approx. £60000 by the end of the financial year. This is less than the anticipated £100,000 of reserves use. This happened because of:
 - a. a savings in project management costs due to PJ being able to take more of an active role
 - b. an underestimation of the amount owed to us by practitioner schemes
 - c. expenditure was lower than predicted due to an overestimation of the amount of moderation that would be required
7. The following table outlines budgeted vs actual income and expenses during the past five years (using the forecasted figures for 22/23):



8. The table demonstrates a steady rise in income and expenditure, with some peaks and dips. Some points to note:
- Income was temporarily boosted in 19/20 and 20/21 by DHSC grants to close the defined route
 - There is no clear reason we can identify for the steep drop in income in 18/19, as registration numbers were stable and steadily increasing at that time. We've attributed the anomaly to a change in approach to accounting- this was the year we changed accountants to our current ones- Accuo.
 - Expenditure for 22/23 includes reserves spending on salaries and Registration Online.
 - Spending has significantly increased in the past two years- this includes spending of reserves as approved by the Board.

2023/24 Income

9. As anticipated with a rise in fees, income will significantly increase, from a predicted £407,825 to £451,039. This amount was estimated based on a modest increase in numbers of practitioner registrants due to past trends and the introduction of the apprenticeship route, with a generally static number of specialists. We predict a very small increase in specialty registrars, due to some outreach work planned for this year with the FPH, Lead Dean, and trainee groups.
10. Because of the outreach and support work happening across the UK in devolved countries and English regions to support individuals through the Portfolio route, we anticipate a modest increase in pre-applications. We'll also see more full portfolios coming through.
11. Income is predicted across the months of the year according to established patterns and based around the renewal date of July 2023. We expect income to be smoother this year,

as our new system encourages monthly direct debit payments (predicted income was calculated with the assumption of 50% of registrants paying via direct debit). We still see a significant peak during 'renewal season' May-July, but we expect that to decrease in future years as registrants engage more with Registration Online. We plan to actively promote moving registrants over to direct debit, to ensure no cashflow issues.

12. Detail of assumptions made while making income calculations are included in the 'notes' column of the budget spreadsheet.
13. Predictions for 24/25 income will see a further increase of approximately £50,000, as fees will be rising again.

2023/24 Expenditure

14. Getting a handle on expenditure has been a process. Last year we based expenditure on general predictions and trends rather than assigning an across-the-board increase which had been the previous approach. This year, we decided to go further, reviewing our expenses and invoices from the past year in detail and working closely with our accountant to most accurately predict at what point in the year various expenses will be paid. This also led us to cut extraneous costs ie cancel subscriptions we no longer utilise.
15. After a deep dive into all of our IT related costs, we found that in the past there had been an underestimation of costs relating to IT in general (not including the new Registration Online system). This prompted us to review our contract with AirIT resulting in some savings, and we're currently negotiating with SiteOn to reduce expenses with them. Even so, IT related expenses remain our second most significant area of expenditure outside of salary costs. We expect these to reduce by several thousand pounds in 24/25 when we can utilise a Microsoft charity discount.
16. Salary expenses have been calculated according to a 5% pay rise. These expenses are increased because the Board approved a 12-month extension to two staff contracts, which is six months beyond what had originally been costed in the Fees Review calculations. This means additional salary spend, to be paid through reserves.
17. We are working on gaining sponsors for the annual conference so it becomes cost neutral- but this could prove challenging because of the virtual conference and in the current climate so it's been budgeted for the full amount.
18. Regarding rent and associated expenses- we are locked into our lease until February 2026. At the time, we received a significantly discounted rate for signing a 6 year lease, so the costs are non-negotiable. Energy costs did increase significantly over the past year, as predicted.
19. The draft budget indicates a predicted balance of -41979 which means our spending will be 9% greater than our income. If the Board approves this budget, this means that we will need to dip into our reserves. Forecasted reserves are listed in line 85, with the number of months of operation remaining in reserve noted- ranging from 3-6 months. A very rough prediction is also made for 24/25, to demonstrate that, with our predicted ambitions for 24/25, our reserves will increase and remain healthy and remain above 6 months.
20. Reserve spending will be on fixed term staff and projects. For 23/24, this includes 2 part time team members who are now contracted until the end of the financial year as well as

an additional £4000 to be spent on IT projects such as website improvement. This spending is noted on row 82.

21. The ARRC considered whether further cuts could be made but felt that any further cuts would risk our strategic ambitions. However, they were clear that there needs to be a discussion on financial risk appetite and a formal reserves policy. This is planned for the ARRC in May. The Charity Commission previously recommended between 3-6 months of reserves- our current budget means reserves are predicted to stay within this range. However, they have not changed their guidance to state that 'all charities need to develop a policy on reserves which establishes a level of reserves that is right for the charity and clearly explains to stakeholders why holding these reserves is necessary'. Although a full discussion will be held at the next meeting, the ARRC/Board members can start thinking about why UKPHR needs reserves and how much we need.
22. Note that it had been previously discussed that there should always be approximately £30,000 available for fitness to practice tribunal costs (not budgeted, as this is an extreme example- we've never spent anything close to that amount). The risk of this happening is very unlikely, but the reserves can accommodate these costs. In the unlikely event of us having to hold a full FtP tribunal hearing, it should be noted that during the period of November 2023-March 2024 this brings the reserves below 3 months of operating costs. However, this will only be a risk for a short period, as reserves are anticipated to rise again for 2024/25. FtP financial risk will be discussed as part of the reserves conversation at the next meeting.
23. There are several small adjustments made since the ARRC recommended that the Board approve the budget:
 - a. External consultancy fees have been removed, as nothing is planned
 - b. Travel budget and sundry expenses have been increased slightly to allow for some flexibility
 - c. IT projects have been bumped up very slightly to accommodate increased web design costs
 - d. Rows that indicate reserve spending are highlighted in light blue, with predicted reserve spending at row 82

Recommendation: The Board to comment on and agree 23/24 budget.

UKPHR Board 20 April 2023

ITEM 7e - Revised Appeals Rules

Summary

1. At the end of 2021 the Registration Policy Group first discussed a revision of the Appeal Rules because of a live risk to decision-makers following an increase in complete return defined specialist portfolios. This was due to the poor quality of portfolios submitted before the closure of the route.
2. Subsequently, the Chief Executive, in conjunction with the Registrar and Judith Hooper, UKPHR Specialist Moderator initiated a first draft of the revised rules for consideration by the Registration Policy Group.
3. At their meeting in January 2023, the group received a draft of the revised rules and were asked to comment. The group provided points of clarification, which were included in a version that was later sent to UKPHR's solicitor, Peter Steel for comment.
4. The solicitor returned with a thorough review of the Rules and provided recommendations. Subsequently, a further final draft was presented to the Registration Policy Group at their latest meeting in March 2023, at which the Group agreed to present the final version to the Board for approval.
5. To summarise the changes to the Rules:
 - a. The Rules now clarify that there is no right to appeal if new evidence is acquired and the applicant/registrant has another attempt at application.
 - b. The Appeal Panel meet at a closed Appeal Meeting to confer on all written submissions and reach a decision. Although, where an appeal is made on an FtP decision to impose a sanction, the appellant has the right to request an oral hearing.
 - c. Strengthens the point that an appeal cannot be submitted to merely challenge an assessment decision.
 - d. The Rules now explicitly refer to appealing a decision for restoration to the Register.
 - e. Clarifies that decisions and notices will only be published if there is an oral hearing, requested by the appellant to be a public hearing.
 - f. Clarifies who will represent UKPHR (Registrar, Chief Executive or legal counsel).

g. Clarifies that professional members of the Appeal Panel are regulated public health professionals.

6. As advised by legal counsel, the Appeal Rules do not cover challenges to assessment/verification decisions at the local practitioner schemes due to their devolved nature. It was agreed that a similar policy, following the same principles would be drafted to allow applicants to challenge assessment/verification decisions at the local level.

Recommendation

7. The Board is asked to approve the revised Appeal Rules, as per below.

Pav Johal, Head of Business Development and Improvement

April 2023

APPEALS RULES- V4 DRAFT

Previous edition: August 2021

This edition: April 2023

1. Application

These rules apply whenever an Applicant or Registrant wishes to challenge:

- a. a decision of the Registration Approvals Committee (RAC) to refuse to admit them to the Register of the UKPHR
- b. a decision of the Registrar to refuse to restore them to the Register of UKPHR
- c. a decision of the Fitness to Practise (FtP) Panel to impose a sanction.

2. Grounds for appeal

The grounds upon which an appeal can be made are that:

- a. the decision of the Registrar, the RAC or the FtP Panel was wrong because of a serious procedural or other irregularity in the proceedings.
- b. New material evidence arises that could not have been obtained with reasonable diligence at the original assessment, and which is such that it could have an important influence on the decision of the Registrar, the RAC or the FtP panel.

There is no right of appeal against a decision of the Registrar or RAC regarding admission or restoration to the register in circumstances where the appellant could make a new application (e.g. on the basis of subsequently acquired evidence supporting that application).

3. Who may appeal

The following persons may make an appeal in the circumstances described:

- a. An applicant who is the subject of a decision by the RAC not to admit to the Register upon application for registration
- b. An applicant who is the subject of a decision by the Registrar not to restore to the Register upon lapsing or voluntarily withdrawing
- c. A Registrant who is subject to sanctions imposed by the FtP Panel.

4. Time limit for appeal

An appeal must be submitted in writing by the Appellant to the UKPHR and must be received within 28 days of the date of the decision appealed against, unless it appears to UKPHR that it would be fair to give an extension.

5. Lodging an appeal

An appeal must be made by submitting the Notice of Appeal Form to UKPHR. The Appellant must clearly set out in the Form their grounds for the appeal in accordance with paragraph 2 of these Rules and provide any new material evidence, together with an explanation why it would have affected the decision of the Registrar, RAC or FtP Panel and why it was not previously available.

A Notice of Appeal Form must be emailed to register@ukphr.org. The UKPHR shall send the Appellant acknowledgement of receipt via email.

The Notice of Appeal Form must include payment as outlined in the UKPHR fees schedule, published on their website. The Appeal Panel may decide that the fee should be refunded in whole or in part if any part of the appeal is upheld.

6. Receiving and processing an appeal

Following the receipt of an appeal, UKPHR will determine whether the appeal:

- a. has been received within the required timeframe
- b. includes payment of the prescribed fee
- c. relates to decisions that can be appealed (as per paragraph 1 above)

7. Appeal Panel

The Appeal Panel shall consist of a Chair (who may be a lay or a regulated public health professional), one lay member and one regulated public health professional member. No person who has previously sat as a member of a RAC or FtP Panel in respect of a matter which is the subject of an appeal may be a member of the Appeal Panel dealing with that appeal.

The Appeal Panel may be assisted by a legal or specialist advisor.

The Appellant will be notified of panel members once they are assigned, to eliminate any suggestion of conflict.

8. Appeal process

The Appeal Panel will normally be conducted in a closed Appeal Meeting, where the panel takes into account all written submissions from the Appellant and UKPHR.

The Appeal Panel will review all written submissions prior to the Appeal Meeting. They can request further information or clarity from the Appellant or from UKPHR (represented by the Registrar, the Chief executive, or legal counsel), prior to the Appeal Meeting, via written submission.

All written submissions will be shared with the Appellant and UKPHR prior to the Appeal Meeting. Each party will have the opportunity to respond in writing to the other party's written submission, prior to the Appeal Meeting, for consideration by the Appeal Panel.

If there is an appeal of the FtP Panel decision to impose a sanction, the Appellant has the right to request an Oral Hearing of the appeal. If the panel considers it would be fair to conduct one, an oral hearing can take place, normally via conference call. Oral Hearings will be in private unless either party requests a public hearing.

8. Appeal decision

The Appeal Panel will make decisions by consensus. If no consensus can be reached, decisions shall be taken by a simple majority.

The Appeal Panel may determine to:

- a. dismiss the appeal
- b. allow the appeal and quash the decision appealed against
- c. remit the complaint back to the Registrar, the RAC or the FtP Panel to dispose of in accordance with the directions of the Appeal Panel.

9. Notice of Appeal Meeting and decision

The Administrator shall send via email a notice of the date set for the Appeal Meeting to the Appellant no less than 20 working days prior. Neither the Appellant nor UKPHR representatives can attend a closed Appeal Meeting. However, UKPHR staff may provide secretariat support.

The Appellant or UKPHR may make an application to postpone the Appeal Meeting.

The decision of the Appeal Panel will be shared with the Appellant via email within five working days of the panel date.

Notice of public Oral Hearings and decisions will be published.

Definitions:

Appeal Panel – the independent panel established by UKPHR to hear appeals of decisions of the Registrar, the Registration Approvals Committee, and a Fitness to practice panel.

Appeal Meeting – normally a closed meeting of the Appeal Panel, where they consider all written submissions from the Appellant and UKPHR.

Appellant- the registrant or applicant bringing an appeal under these rules, or their representative.

Fitness to Practise Panel – the panel established under UKPHR's Articles of Associate for the purpose set out in UKPHR's Fitness to Practise Rules

Oral Hearing – when the Appeal Panel considers it fair to do so upon request of the appellant, the appellant may be given the opportunity to make their case orally at a private hearing.

Registrar – a non-director who works to ensure standards are upheld, assuring registrants' ongoing competence.

Registration Approvals Committee – the committee of individuals (non-directors) which determines whether to admit an applicant to the Register

Sanction – a decision by a Fitness to Practise Panel to limit or restrict a registrant's scope of practice if practice is impaired. This may include temporary or permanent removal from the UKPHR Register.

22/23 - End of Month - total figures are rolling

	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	TREND
Generalist Specialist (Standard Route - Training)													
New registrants	3	4	3	2	5	7	5	1	4	2	2	2	
Total on register	416	419	375	406	418	426	432	433	438	440	440	444	
Specialist Registration by Portfolio Assessment (SRbPA)													
Pre-apps received	2	0	1	0	4	0	1	1	0	2	0	3	
Pre-apps approved	0	1	1	0	0	1	0	0	0	1	0	1	
Pre-apps rejected	0	1	1	0	0	0	3	0	1	0	0	1	
Portfolios received	0	0	0	0	0	0	0	0	0	2	1	0	
Portfolios approved	0	0	1	0	0	0	0	0	0	1	0	0	
Portfolios unassessable	0	0	2	2	0	0	0	0	0	0	0	1	
Portfolios rejected	0	0	0	0	0	0	0	0	0	0	0	0	
Total on register (Defined Specialists)	143	147	150	144	146	147	147	147	147	149	149	150	
Total on register (Generalist Specialist - Recognition of Specialist Status - (RSS))	186	184	189	173	176	176	176	177	174	175	175	175	
Total on register (Specialist Registration by Portfolio Assessment)	0	0	1	1	1	1	1	1	1	2	2	2	
Total on register (Generalist Specialist/Defined Specialist)	3	3	3	3	3	3	3	3	3	3	3	3	
Dual registrants													
New registrants	0	0	0	0	0	0	0	0	0	0	0	0	
Total on register	4	4	4	4	4	4	4	4	4	4	4	4	
Specialist & Specialty Registrar Annual Renewals													
Total number of active specialists on register	748	753	718	727	744	753	759	761	763	769	769	774	
Renewals due	0	0	0	733	0	0	0	0	0	0	0	0	
Total lapsed	91	83	65	104	96	95	94	93	92	93	92	96	
Total relinquished registration	198	201	210	215	215	215	216	216	219	218	219	225	
Specialist Revalidation Applications													
Applications received	12	13	15	8	9	5	15	10	12	2	11	7	
Applications approved	17	16	13	19	9	10	7	18	5	18	1	16	
Deferrals granted	1	3	0	1	1	1	0	0	0	2	2	4	
Specialty Registrar													
New registrants	0	1	0	0	0	0	0	0	0	0	0	0	
Total number of active specialty registrars on register	7	8	8	8	8	8	8	8	8	8	8	8	
Practitioners													
New registrants	11	4	9	5	5	2	5	6	3	7	12	4	
Total number of active practitioners on register	480	477	482	480	482	478	487	489	486	492	504	505	
Practitioner Renewals													
Renewals due	41	49	52	51	31	40	25	45	34	0	0	0	
Total lapsed	140	145	148	153	158	162	159	162	167	168	170	171	
Total relinquished registration	51	54	55	55	55	56	57	57	58	58	58	58	
Practitioner Re-Registration Applications													
Applications received	5	5	5	10	2	9	6	5	9	4	4	5	
Applications approved	6	4	7	10	6	5	5	9	1	11	3	7	
Deferrals granted	1	1	0	0	1	1	0	2	0	0	0	0	
Restoration Applications													
Applications received	3	4	2	22	9	2	1	2	0	4	4	1	
Granted with continuity	4	4	2	21	8	2	1	2	0	4	3	0	
Granted with loss of cont	0	0	0	0	0	0	0	0	0	0	0	0	
Refused	0	0	0	0	0	0	0	0	0	0	0	0	

21/22 - End of Month - total figures are rolling

	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	TREND
Generalist Specialist (Standard Route - Training)													
New registrants								2	1	2	2	0	
Total on register								411	413	416	418	417	
Specialist Registration by Portfolio Assessment (SRbPA)													
Pre-apps received								1	0	2	5	0	
Pre-apps approved								1	0	1	0	1	
Pre-apps rejected								2	0	0	0	3	
Portfolios received								1	0	0	2	0	
Portfolios approved								0	0	0	0	0	
Portfolios unassessable								1	0	0	0	0	
Portfolios rejected								0	0	0	0	0	
Total on register (Defined Specialists)								142	146	146	145	144	
Total on register (Generalist Specialist - Recognition of Specialist Status - (RSS))											185	183	
Total on register (Specialist Registration by Portfolio Assessment)											0	0	
Total on register (Generalist Specialist/Defined Specialist)											3	3	
Dual registrants													
New registrants								0	0	0	0	0	
Total on register								4	4	4	4	4	
Specialist & Specialty Registrar Annual Renewals													
Renewals due								0	0	0	0	0	
Total lapsed								86	89	87	85	88	
Total relinquished registration								187	201	201	202	204	
Specialist Revalidation Applications													
Applications received								21	16	19	16	23	
Applications approved								16	16	16	23	22	
Deferrals granted								4	4	2	5	2	
Specialty Registrar													
New registrants								0	0	0	0	0	
Total on register								7	7	7	7	7	
Practitioners													
New registrants								3	5	10	9	9	
Total on register								446	448	453	460	469	
Practitioner Renewals													
Renewals due								43	27	54	28	32	
Total lapsed								141	139	145	146	142	
Total relinquished registration								47	47	47	49	51	
Practitioner Re-Registration Applications													
Applications received								8	9	10	7	8	
Applications approved								4	6	4	18	6	
Deferrals granted								1	0	0	1	0	
Restoration Applications													
Applications received								3	0	7	0	4	
Granted with continuity								3	0	3	0	3	
Granted with loss of cont								0	0	0	0	0	
Refused								0	0	0	0	0	

Figures at 31 March
 "-" do not have figures & shaded is not applicable

	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	TREND
Generalist Specialist (Training route)											
New registrants	30	42	32	30	35	46	43	35	37	40	
Total on register	-	-	-	-	-	-	357	389	417	444	
Specialist Registration by Portfolio Assessment (SRbPA)											
Pre-apps received						5	10	9	12	14	
Pre-apps approved						1	5	3	4	5	
Pre-apps rejected						4	3	4	8	7	
Portfolios received						0	1	1	4	3	
Portfolios approved						0	0	0	0	2	
Portfolios unassessable						0	0	0	1	5	
Portfolios rejected						0	0	0	0	0	
New Defined Specialists	7	19	14	15	17	15	13	14	20	9	
Total on register (Defined Specialists)	-	-	-	-	-	-	125	134	147	150	
New Generalist Specialist - (RSS portfolio)	6	0	2	0	1	0	0	0	1	0	
Total on register (Generalist Specialist - RSS - portfolio)	-	-	-	-	-	-	223	201	185	175	
Total on register (Specialist Registration by Portfolio Assessment)						0	0	0	0	2	
New Generalist/Defined Specialist conversion	0	1	0	0	0	1	0	0	1	0	
Total on register (Generalist Specialist/Defined Specialist)	0	1	1	1	1	2	2	2	3	3	
Dual registrants											
New registrants	1	0	0	1	0	0	0	4	1	0	
Total on register	-	-	-	-	-	-	2	6	4	4	
Specialist & Specialty Registrar Renewals											
Total number of active specialists on register	-	-	-	-	-	-	709	732	756	774	
Total lapsed on Register	-	-	-	-	-	-	69	73	88	96	
Total relinquished registration	-	-	-	-	-	-	153	182	204	225	
Relinquished in year	4	1	6	4	18	19	20	23	22	27	
Specialist Revalidation Applications											
Applications approved						3	95	16	202	149	
Deferrals granted							7	74	40	15	
Specialty Registrar											
New registrants			2	1	5	1	0	6	0	1	
Total number of active specialty registrars on register			-	-	-	-	4	8	7	8	
Practitioners											
New registrants	44	33	58	79	74	66	78	71	78	73	
Total number of active practitioners on register	-	-	-	-	-	-	373	424	470	505	
Practitioner Renewals											
Lapsed on Register	-	-	-	-	-	-	103	118	142	171	
Total relinquished registration	-	-	-	-	-	-	38	43	51	58	
Relinquished in year	0	0	0	1	4	2	3	3	8	7	
Practitioner Re-Registration Applications											
Applications approved	-	-	-	-	20	25	18	11	70	74	
Deferrals granted	-	-	-	-	-	1	0	38	6	6	
Restoration Applications											
Applications received		1	17	14	19	15	32	21	98	54	
Granted with continuity		1	16	14	19	15	32	21	95	51	
Granted with loss of continuity		0	1	0	0	0	0	0	1	0	
Refused		0	0	0	0	0	0	0	0	0	