

Agenda

UKPHR BOARD MEETING

21 June 2023

ITEM			
1	Welcome, apologies and new declarations of interest- AJ		
2	Minutes of Board meeting on 20 April 2023 - AJ		
3	Actions and matters arising – AJ		
4	Governance forward planner- JL		
Substantive Items			
5	UKPHR Reserves policy		
6	UKPHR Strategy- timeline		
7	Committee/RPG recommendations for Board decision: ARRC: a. 2022-23 Q4 accounts – JL/DV RPG b. Practitioner Scheme Review policy- JL/PJ		
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 20/4/23</i> <i>Item 9b- Minutes of RAC 18/5/23</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- 14 September 2023 Board & AGM, 11-15.00		

UKPHR BOARD MEETING 21 June 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
20/04/2023	23/7	Draft timeline and milestones for Board Strategy Plan 2023-2029	JL
20/04/2023	23/6	Communicate and publish revised fee structure for 2023-2024 and 2024-2025	JL
20/04/2023	23/5	Publish revised appeal rules	PJ
20/04/2023	23/4	Circulate the final letter to DsPH for Board directors to follow up in their regions	JL
09/02/2023	23/3	Volunteer for Practitioner conference working group	Board Directors
22/09/2022	22/24	Directors to contact JL or AJ if interested in shadowing opportunities for Board Chair	Directors
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
DONE	Green	Jun-23
DONE	Green	Apr-23
DONE	Green	Apr-23
Delayed due to FPH Council approval requirement	Yellow	May-23
DONE	Green	Apr-23
TBD	Green	ASAP
To be discussed with conference organisers	Yellow	Apr-23
To be part of the 2023 business plan, which will come to Board for approval early next year	Green	Nov-23

UKPHR Governance forward planner 2023



UKPHR Board meeting 21 June 2023

Item 4

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

UKPHR Governance forward planner 2023

SEPTEMBER	AGM EOY 22/23 accounts Corporate Strategy draft consultation Q1 23/24 accounts Revalidation – revised process Recognition of trainers		
OCTOBER		23/24 Q2 accounts	Re-registration discussion Apprenticeship update
NOVEMBER	23/24 Q2 accounts Website demo Decision making review Corporate Strategy - final		
DECEMBER			

UKPHR Reserves Policy **June 2023**

Introduction

1. The Charity Commission defines reserves as that part of a charity's unrestricted funds that is freely available to spend on any of the charity's purposes. That includes cash in the bank, deposits and other investments which can reasonably easily be turned into cash. The full Charity Commission policy is [here](#).
2. The UKPHR Board approved a reserves and investment strategy in September 2017. The best practice approach to charity reserves has evolved since the 2017 policy was drafted. The Charity Commission now states that:

There is no single level, or even a range of, reserves that is right for all charities. Any target set by trustees for the level of reserves to be held should reflect the particular circumstances of the individual charity. To do this, trustees need to know why the charity should hold reserves and, having identified those needs, the trustees should consider how much should be held to meet them.

3. This strategy will help UKPHR Directors to comply with their duties under Company and Charities law for managing and accounting for the Company's reserves. This policy:
 - sets out a clear rationale for keeping reserves
 - reflects financial risks and ensure reserves enable UKPHR to mitigate them, including potential closure of UKPHR
 - provides guidance for holding and spending reserves

Purpose of reserves

4. Reserves protect UPHR against drops in income or allow it to take advantage of new opportunities. Reserves should be unrestricted and can be spent on activities that support UKPHR's vision and strategy.
5. This reserves policy should give confidence to UKPHR registrants and stakeholders that our finances are being managed appropriately.

Financial risks

6. UKPHR has identified these key financial risks:

Risk	Likelihood	Impact	Cost
1. Unforeseen day-to-day operational costs e.g., employing temporary staff to cover a long-term sick absence (6 months), maternity leave costs	high	medium	Up to £60,000
2. Risk to practitioner income i.e., failure of apprentices to meet standards and join register or cuts to local funding/support of practitioner schemes	low to medium	medium	Up to £70,000
3. Risk to specialist income i.e., UKPHR registration no longer a requirement for specialist roles	low	high	Up to £285,000
4. Increase in legal costs i.e., FtP/appeals	high	medium	Up to £50,000
5. Fraud	low	high	unknown
6. Cyber-attack i.e., payment systems go down, IT systems become unusable for a period of time	low	high	unknown

7. There may be additional unforeseen operational costs and challenges. The Covid-19 pandemic has shown that UKPHR has a level of resilience and can adapt to a significant change in working environment, quickly and effectively. UKPHR has insurance that covers damage to premises and equipment, as well as corporate legal, cyber, employer, professional, and public/products liability. Insurance covers most business interruptions.

Minimum reserves

8. Reserves of £60,000 (it is very unlikely that the amount required would be the very worst-case estimate) should always be kept available to mitigate risks associated with a higher likelihood:
- a. legal fees
 - b. staff costs to cover sickness and/or parental leave.
9. Additional reserves should be ringfenced for shutting down the business if income falls below a certain level and continuation is no longer viable. This needs to cover statutory redundancy payments. If UKPHR was to be shut down it would be preferable to do this in a staged way so that staff can continue working to wind down the business as well as support registrants as far as we are able (i.e., identify another register and support a move, to maintain public protection). Funds would need to be made available for slimmed down operation (salary, basic IT, and overheads) for a period of time.
10. UKPHR's target level of reserves should fall between three and six months of operating costs, in addition to agreed funds put aside for legal and staff sickness

costs. The target for 2023/24 financial year is £150,000-250,000, but this will be reviewed annually as part of a budget-setting exercise.

Spending reserves

11. It is recommended that charities do not hold reserves that are higher than necessary and may tie up money unnecessarily- holding excessive reserves can limit the amount spent on charitable activities and the potential benefits a charity can provide. UKPHR is committed to funding activities that will directly benefit our registrants and increase public protection.
12. Excess reserves will be spent on work that aligns with the UKPHR strategy.
13. Board agreement for spending a significant amount of reserves should be made on a case by case basis, including when the total reserves falls below the minimum agreed level.

Monitoring and reporting

14. Financial risks and mitigations will be monitored through the Risk Register.
15. Quarterly financial reporting to Board will include reports on reserves held in all bank accounts.
16. The annual budgeting exercise with the Audit, Risk, & Remuneration Committee will include a discussion on whether the benchmark reserves range set during the 2023/24 budget (as per paragraph 10) will need to change.
17. Annual budgets will include projections about the level of reserves to be held on a monthly basis.
18. If, during the financial year the total reserves approaches the bottom agreed level or falls below it, this will be reported to the Board.

Item 6 - UKPHR strategy timeline

Summary

1. This paper gives a brief update on where we are with the development of our strategy for the period of 2024-2029.
2. The strategy working group has met and had an initial discussion. A draft outline has been pulled together and circulated for comment. This draft includes for high level 'goals' based on the headings we established for our 2nd and 3rd horizons discussion.
3. We expect that a further developed draft and consultation document will be available for Board review in September 2023.
4. At this point, we will undertake a targeted consultation with key stakeholders such as the FPH. There are also opportunities to undertake further discussion activities with the Registration Policy Group and at the practitioner conference.
5. A consultation analysis and further draft will be brought to the Board in November. If it is ready at this point to publish, we can prepare to do so in January 2024. However, if the consultation analysis means significant further work needs to be undertaken, we can approve the final version at the February 2024 Board meeting, with a launch very shortly after in time for our new financial year.
6. A table of activities is below:

DATE	ACTIVITY
June-August 2023	Drafting strategy and consultation supplement
September 2023	Board agreement of draft and consultation
November 2023	Board approval of final draft
January 2024	Public launch
February 2024	Backup- Board approval of final draft
March 2024	Backup- Public launch

Recommendation

7. The Board is asked to comment on the above schedule.

Item 07a- UKPHR Q4 22-23 Accounts

Summary

1. This paper reports UKPHR's financial position for the fourth quarter of the 2022-23. These accounts give an indication of where we are at the end of the 22/23 financial year, but these accounts are presented on a cash basis. Ongoing reconciliation is currently being undertaken to present EOY accounts at the next Board and AGM meeting in September.

Discussion – Q4 management accounts

2. The details of all income and expenditure are included in the accompanying spreadsheet, which allows us to group expenses together and compare against what was originally budgeted for the quarter and the financial year.
3. These accounts will 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.
4. In the 22-23 budget, some areas of income and expenditure were conflated – ie there was only one line item for all of our IT related expenditure. However, the budgeting and spending in this area is far more complex now and the budget for 23/34 reflects this. However, it does mean that there are areas that seem overspent. This includes the Fortesium charges, which were paid from reserves, as well as additional development work required by AirIT for implementation of Registration Online, as well as implementation of a new phone system. SiteOn expenditure is being continuously reviewed and will be significantly less next year.
5. Overall, our expenditure and income are roughly as expected, and we remain financially stable. Key points are as follows:
 - a. Income total is £357,108. We expect another approximately £102,000 from individual practitioner schemes, which will bring us approximately £80,000 beyond what was originally budgeted. We've refined the way we calculate what we charge schemes (this hasn't changed, but our original budgeting didn't take into account the full amounts).
 - b. Expenditure total is approximately £488,251, with £70,000 of this spending coming from reserves (as indicated in the highlighted lines on the account spreadsheet). £429,490 in expenditure was budgeted.

- c. The total net result will be calculated with the EOY accounts, to be considered by the ARRC in July 23.

Recommendation

6. The Board is asked to comment on the management accounts for Q4 of 2022-23

ITEM – 7b

UKPHR Board 21 June 2023

Summary

1. At the Board meeting in April 2023, the Board approved revised Appeal Rules. It was acknowledged in the revision process that verification panel decisions made at a local practitioner scheme level were not eligible under the Appeal Rules as no formal decision of admission to the Register was being made at a local level.
2. Legal advice recommended that a separate process was formed which was not termed an appeal and more of a review, as an appeal suggests independence from the original decision makers, while a review is still internal to UKPHR, but happens at a different level from the original decision. This is due to the complex devolved nature of the individual schemes.
3. The draft policy has been considered by the local practitioner coordinators group, practitioner working group and registration policy group. All comments had been incorporated into the attached draft policy.
4. Both practitioner moderators and coordinators welcomed this policy, in light of an increase in challenging portfolios. It has also been agreed that practitioner moderators would submit an annual return to UKPHR, outlining the number of moderations they have conducted and reasons, to reflect and learn from the complex portfolios to limit the probability of reviews.

Recommendation

5. The Board is asked to approve the policy, after which the practitioner moderators will update the guidance.

Pav Johal, Head of Business Development and Improvement

June 2023

Practitioner registration scheme request for review of verification panel decision policy

June 2023

1. This policy applies whenever a public health practitioner who is part of a local UKPHR practitioner registration scheme wishes to request a review of the verification panel to not recommend them for admission to the Register of the UKPHR.
2. The grounds upon which a review **can** be requested are that:
 - a. the decision of the Verification panel was wrong because of a serious procedural issue 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 verification panel.
4. A review **cannot** be requested under the following circumstances:
 - a. If a verification panel has requested a second assessment
 - b. If the application has been referred to a moderator for review at any point in the portfolio assessment or verification process
 - c. If the moderator raises objections about an application to the UKPHR Registrar before it is considered by the UKPHR Registration Approvals Committee (RAC)
5. A review request must be submitted in writing by the practitioner to the UKPHR and must be received within 28 days of the date of the original verification panel decision, unless it appears to UKPHR that it would be fair to give an extension. The submission must clearly set out the reason for the review request in accordance with paragraph 2 of this policy, and provide any relevant evidence, together with an explanation of why it would have affected the decision of the verification panel. If a review is requested because of new material evidence arising, an explanation must be given as to why it was not previously available.

A request for a practitioner registration scheme review must be emailed to register@ukphr.org. The UKPHR shall send the practitioner acknowledgement of receipt via email.
6. Following the receipt of a review request, UKPHR will determine whether the request:
 - a. has been received within the required timeframe
 - b. relates to a decision of the verification panel to not recommend them for admission to the Register of the UKPHR.
7. If the UKPHR determines that the review may proceed, they may then request a written response and relevant evidence from the appropriate practitioner scheme coordinator, the moderator, the assessor, verifiers, and/or members of the verification panel.
8. The review will normally be conducted in a closed meeting of the RAC, where the panel takes into account all written submissions from the practitioner and other parties as noted in paragraph 7. The RAC will review materials before they meet and

can request further information or clarity from the practitioner or from other parties, prior to their meeting, via written submission.

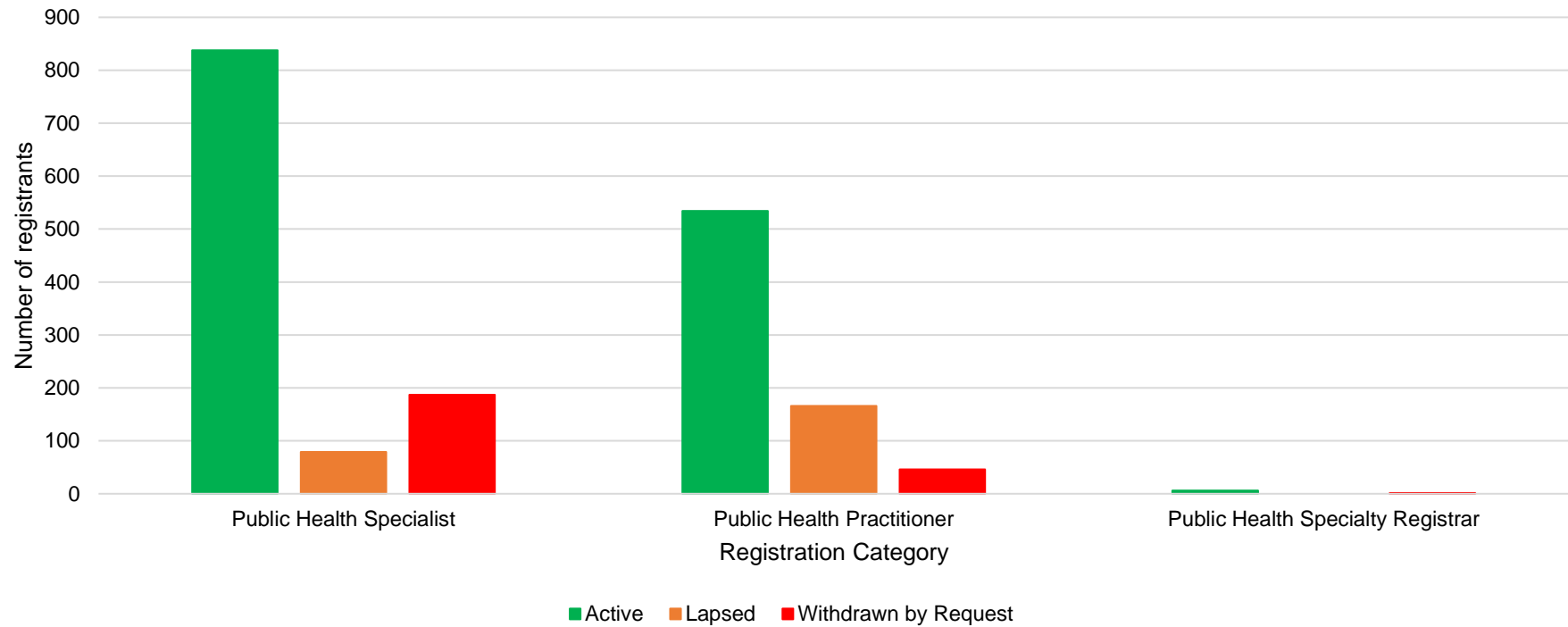
All written submissions will be shared with the practitioner and other parties prior to the RAC. Each party will have the opportunity to respond in writing to the other party's written submission, prior to the RAC, for consideration by the RAC members.

9. The RAC meeting will comprise of the Chair, one lay member, and one public health professional member. They will make decisions by consensus. If no consensus can be reached, decisions shall be taken by a simple majority. The RAC may determine to:
 - a. dismiss the review request
 - b. allow the review and overturn the decision made by the verification panel
 - c. remit the complaint back to the practitioner scheme coordinator, moderator, or verification panel to take action in accordance with the directions of the RAC
10. The UKPHR shall send via email a notice of the date set for the RAC meeting to the practitioner no less than 20 working days prior. Neither the practitioner or other parties may attend the closed RAC meeting. A practitioner may request to postpone the meeting.

The decision of the RAC will be shared with the practitioner and the practitioner scheme coordinator via email within five working days of the RAC date.

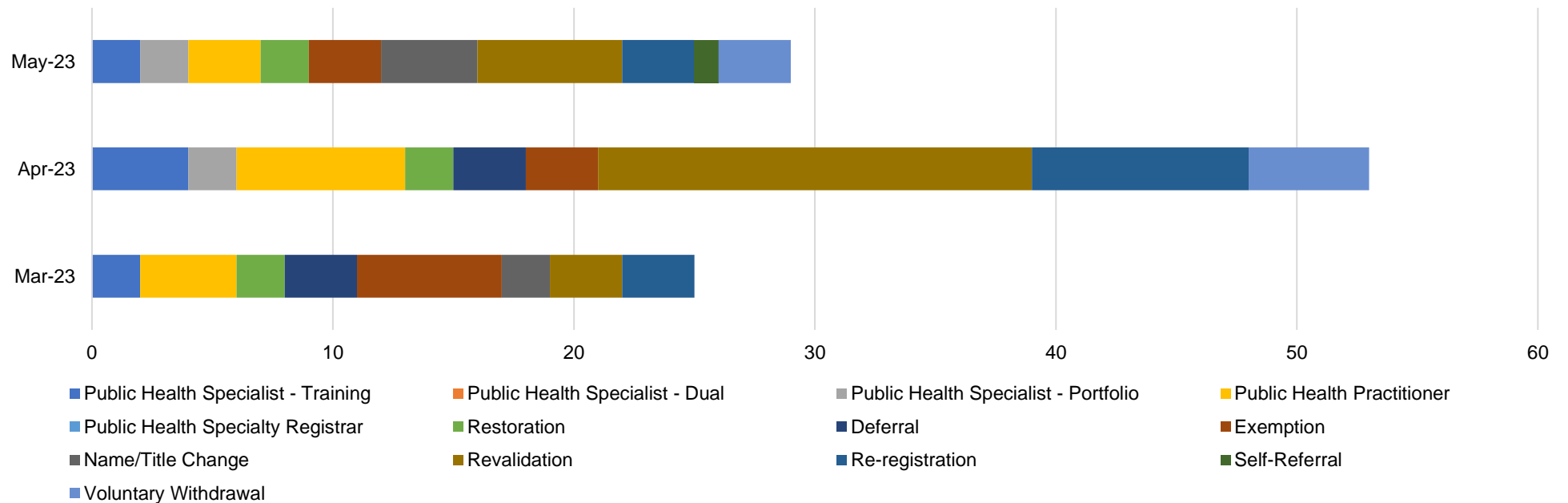
Registration Status as of 15 June 2023

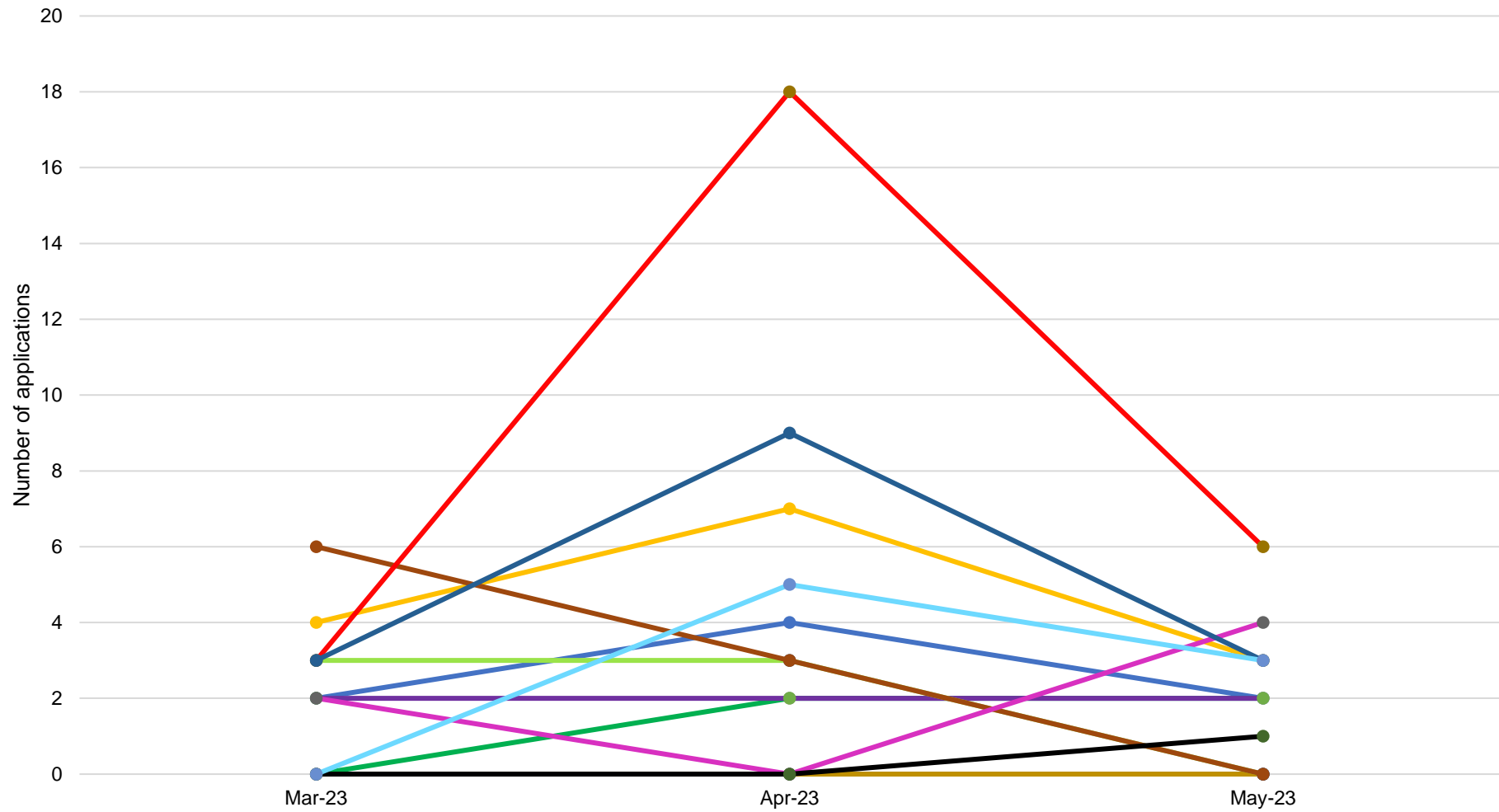
	Status	As of 15 June 2023
Public Health Specialist	Active	838
	Lapsed	79
	Withdrawn by Request	187
Public Health Practitioner	Active	534
	Lapsed	166
	Withdrawn by Request	46
Public Health Specialty Registrar	Active	6
	Lapsed	0
	Withdrawn by Request	1



Applications approved by application type

	March 2023	April 2023	May 2023	TOTAL
Public Health Specialist - Training	2	4	2	8
Public Health Specialist - Dual	0	0	0	0
Public Health Specialist - Portfolio	0	2	2	4
Public Health Practitioner	4	7	3	14
Public Health Specialty Registrar	0	0	0	0
Restoration	2	2	2	6
Deferral	3	3	0	6
Exemption	6	3	3	12
Name/Title Change	2	0	4	6
Revalidation	3	18	6	27
Re-registration	3	9	3	15
Self-Referral	0	0	1	1





- Public Health Specialist - Training
- Public Health Practitioner
- Deferral
- Revalidation
- Voluntary Withdrawal
- Public Health Specialist - Dual
- Public Health Specialty Registrar
- Exemption
- Re-registration
- Public Health Specialist - Portfolio
- Restoration
- Name/Title Change
- Self-Referral