

CONFIDENTIAL

Minutes of the meeting of the UKPHR Board held on Thursday 20 April 2023 via Teams and 16a McLaren Building, 46 Priory Queensway, Birmingham, B4 7LR at 14.00 hours

Present:	Andrew Jones (AJ) (Chair) Viv Speller (VS) (Vice Chair) Jessica Lichtenstein (Chief Executive) Gill Jones (GJ) (Registrar) Duncan Vernon (DV) James Sandy (JS) Linda Smith (LS) Ranjit Khutan (RK) Helen King (HK) Helen Featherstone (HF) Ben Humphreys (BH)	Apologies:	David Evans Jenny Douglas Marianne Coward
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As observers: Pavenpreet Johal (PJ) (Secretariat)

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

The Chair welcomed everyone to the meeting, and acknowledged that it was BH and HF's first meeting as Board members. Apologies were noted as above. There were no new declarations of interest.

2. Minutes of Board meeting held on 09 February 2023

The minutes of the meeting held on 09 February 2023 were agreed as a true and accurate record.

ACTION	WHO	WHAT	BY WHEN
	JL	Publish 09 February 2023 Board minutes on website	ASAP

3. Actions and matters arising

The Board acknowledged that the majority of actions were completed or on the agenda. JL welcomed Board members to volunteer to join a small working party to help organise the programme, topics and speakers for the UKPHR Public Health Practitioner Conference and Awards 2023. BH volunteered to join the group.

ACTION	WHO	WHAT	BY WHEN
	All	Volunteer to join practitioner conference working party	ASAP

4. Governance forward planner

JL informed the Board that the planner has been updated for the remainder of 2023. The planner is an indicative document and continuously updated. The Board acknowledged the revalidation review and draft strategy to be presented to the Board, hopefully later in the year.

5. Board strategy day reflections

The Board were presented a strategy day initial summary report, based on the three horizons methodology used. It was agreed as an accurate record of the day's discussion. DV acknowledged that the framework seems tangible as there are similar threads running through the three horizons. RK commented on the digital journey and looking into the future the need to support registrants and grow. The strategy working group will meet to draft a timeline with milestones on drafting a new strategy for consultation in the new year. A timeline will be presented to the next board meeting.

ACTION	WHO	WHAT	BY WHEN
	Strategy working group	Draft timeline and milestones for Board Strategy Plan 2023-2029	Next Board meeting 21 June 2023

6. Updated Registrar role description

The Board were presented a report which accompanied an updated Registrar role description. The Board has previously discussed formalising and remunerating the role as part of the trajectory of becoming a more professional organisation, in line with other regulators. The implementation of a contract and clarity on responsibilities also support succession planning to ensure the role attracts the appropriate individual.

JL & GJ have begun to discuss contracts, advised by the HR consultants. GJ added that she is maintaining a record of tasks to ensure that the description is accurate. JS added to clarify that the stipend compensates the role outside of expenses. DV queried whether the Audit, Risk and Remuneration Committee may wish to discuss succession planning and resilience for this role and whether there are any mitigations that can be implemented. It was acknowledged that currently that the Registrar is the only individual taking decisions related to the role.

7. Committee/RPG recommendations for Board decision

ARRC:

a. 2022-23 Q3 accounts

The Board were presented with the Q3 management accounts that have been scrutinised by the Audit, Risk and Remuneration committee. JL commented that a few anomalies remain due to the change to accrual accounting which is beginning fresh from the new financial year. The report demonstrated nothing surprising and was in line with predictions about reforecasting. DV added that the committee discussed the viability of separating our special projects to compare BAU operating costs versus one-off costs. There was nothing else that the Committee wished to bring to the Board's attention. RK queried line 40 which referred to IT hosting and sought clarity on what this covered. JL responded that it covers hosting for several IT projects delivered by one company, SiteOn. In the new budget, JL has separated these to provide clarity. The Board approved the Q3 management accounts.

[PJ left the meeting for the following item]

b. 2023-2024 Staff Pay

The Board was presented a report on staff pay for 23-24 following discussion at the Audit, Risk & Remuneration Committee. The Board acknowledged the continuous debate with regard to pay. JL reported that the 23/24 budget had been modelled based on an 5% increase for all staff. The Committee also considered whether the percentage increase would be different for the Chief Executive. As Chair of the Committee, DV commented that they engaged in good and healthy discussion about this : the importance of staff morale and the importance of retention in such a small organisation, previously issuing pay rises below inflation, to the uncertainty of financial situations as a charity and managing operating costs, particularly without knowledge of the impact of a possible fee increase to registrant numbers.

After discussion the Committee felt it was reasonable to go ahead with a 5% increase, taking into consideration affordability, aligning with registrants, other charities, and the public sector as well as the overspend forecasted for next year. It was also agreed that the Board did not wish to set precedent to match the NHS and agreeing to continue sense checking following a bench marking exercise in 2021. JL added that the staff has been responsive to introducing structured staff grading to support career pathways. The Board agreed to issue a 5% pay rise to all staff for 23/24.

[PJ returned to the meeting]

c. Setting fees for 2023-24 and 2024-25

The Board was presented a report following a consultation on a revised fee structure for 2023-2024 and 2024-2025. JL reported that there was a 4% response rate from registrants to the consultation, therefore it is difficult to establish how this landed across registrants as a whole. Despite the expectation of a negative response to any announcement of fee rises, the feedback was more balanced than expected, particularly in agreement with the Board's priorities. There were useful comments such as a reminder to registrants about tax relief. The Audit, Risk & Remuneration Committee agreed that the consultation responses did not impact the original proposals presented to the Board. JL had drafted communication on the decision which was commented on by the team and JDowd before wider circulation. It is intended to circulate this prior to the renewal season opening on the 1st May. The timeline for communication is in line with previous fee rises. DV added that there were elements of assurance at a relatively low response rate, whilst acknowledging that it isn't an indicative sample of the profession as a whole. It was reassuring that registrants value the priorities of the Board and aware of the organisation works. GJ also reminded Board of the new reduced fees policy that is now available to support registrants experiencing financial hardship. The Board agreed the new fee structure for 23/24 and 24/25.

ACTION	WHO	WHAT	BY WHEN
	JL	Communicate and publish revised fee structure for 2023-2024 and 2024-2025	ASAP

d. 2023-2024 budget

The Board were presented a draft budget for 2023/2024. JL reported that the fees and salary rises have been assumed in the draft budget. Income has been best predicted on registration numbers based on trends and new registration route for apprenticeships. The local practitioner registration scheme training income has continued to not change for 23/24. The budget line items are more clearly categorised for 23/24; this is helpful to communicate to stakeholders and registrants on how we are spending our income. The quarterly management accounts will also follow the same structure. One-off project spending from reserves is made clear. According to the budget we will be £42k overspent which will result in dipping into reserves to fund activities. Reserves are predicted to remain healthy and at no point go under 3 months of total operating costs. It was noted that the Audit, Risk and Remuneration Committee will be discussing a formal reserves policy. JL also reported that alongside the accountant she has initiated some significant savings, including cancelling some contracts and renegotiating others.

HF questioned whether it was viable to calculate how much reserves we would need so we could track this. VS commented that the figures include the two part-time FTC staff for 23/24 and JL added that a discussion on the future of these roles would be made later in the year in conjunction with an evaluation of impact of the implementation of the new IT system. JDowd recommended ring fencing some reserves for legal fees for any FtP cases. The Board approved the 23/24 budget.

RPG:

a. Updated Appeal Rules

The Board were presented with a report accompanying a set of revised appeal rules. JL reported that this had been discussed at Registration Policy Group twice and considered by the solicitor. The revised rules provide a robust and fair opportunity for individuals to challenge us if there's a

genuine situation where we deserve challenge. GJ added that the revision is in line with challenges within academia. The Board agreed to adopt the revised rules.

ACTION	WHO	WHAT	BY WHEN
	JL	Publish revised appeal rules	ASAP

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

The Board received the Chief Executive's report. JL reported that workforce discussions have been a real feature of discussions across the system, which is encouraging. JL and AJ agreed that UKPHR need to approach these discussions from a regulatory perspective, with a focus on being an enabler and supporter. There is a revision of Fit for the Future, which is likely to be led by the People in UK Public Health group, with support likely provided by the Royal Society for Public Health. It was agreed a more fitting name for the work is Modernising Public Health Careers. AJ attends the People in UK Public Health group in his Public Health Wales role, and confirmed that the group continues to encourage a four-country perspective.

Zaira Ejaz has been leading on the revalidation review with a task and finish group. They are still working through how to streamline the process for those who don't have access to professional appraisal. The FPH have agreed provide the opportunity to have one off appraisals rather than having people buy into the entire revalidation package, which will help registrants. It is hoped that the Board are presented a report with recommendations from the review in September.

A joint letter between UKPHR, FPH and ADPH is scheduled to be circulated to all DsPH encouraging and promoting practitioner registration. This includes encouraging recruitment as assessor or verifier and links to promotional material. JL and Danielle Stephens are having discussions to prepare for the first cohort of apprentices wanting to register as practitioners and ensuring that the end point assessments are fit for purpose and meet the standards and align with those registering via the portfolio route. BH welcomed this and expressed his wish to be informed of the circulation so that he can follow up with his DPH and employer's workforce development group.

ACTION	WHO	WHAT	BY WHEN
	JL	Circulate the final letter to DsPH for Board directors to follow up in their regions	ASAP

PJ reported that the new IT system continues to be working well and the big test will be when registrants engage with it during the first renewal season. Work is still to be undertaken on producing PowerBI reports to improving reporting. This in addition to considering how to evaluate the effectiveness of the system with the team.

JL said that she has been involved in some discussions in the Republic of Ireland, nothing concrete but some potentially exciting opportunities in the future with lots to consider if UKPHR decide to operate outside of the UK. There is also will from colleagues in Northern Ireland to source a practitioner scheme but there is the issue of resources.

JL reported that PSA responded positively to the 2023 annual return submission with no recommendations.

9. **Registration report**

The Board received the registration statistics, minutes of the Registration Approvals Committee and Registration Policy Group. GJ reported that the new IT system has been working well from her perspective. RAC had discussed individuals inappropriately using the title, public health specialist or consultant (without referencing acting) or consultant (emerging talent) whilst not specialist registered.

The Board were informed of the RPG views of representation at Board. The Board agreed that they were content with the information they receive regarding registration (including RP, RAC,

RPG and Education and Standards) and were reassured that the registration work within the organisation is of good quality. Regarding governance channels, the Board were satisfied of the opportunities presented to the wider workforce, including groups and committees to communicate to the Board via the Chief Executive and Registrar. The Board commented that where appropriate, subject matter experts would be invited to Board to present.

10. **Audit, Risk and Remuneration Committee report**
Many Committee discussions have already been discussed under item 7. In addition to items discussed previously, DV added The Board acknowledged the committee report and minutes.
11. **Education and Training Standards Committee report**
HK reported that there had been no meeting since the previous Board meeting. The Committee is due to consider a data strategy. RK is due to Chair the next committee in HK's absence.
12. **Any other business**
There was no other business raised.
13. **Date, time and venue of next meeting**
Wednesday 21st June 2023 at 2pm via Teams

Action points from this meeting

ACTIONS	WHO	WHAT	BY WHEN
	JL	Publish 09 February 2023 Board minutes on website	ASAP
	All	Volunteer to join practitioner conference working party	ASAP
	Strategy working group	Draft timeline and milestones for Board Strategy Plan 2023-2029	Next Board meeting 21 June 2023
	JL	Communicate and publish revised fee structure for 2023-2024 and 2024-2025	ASAP
	JL	Publish revised appeal rules	ASAP
	JL	Circulate the final letter to DsPH for Board directors to follow up in their regions	ASAP

The Chair closed the meeting at 16.00 hours.