

**CONFIDENTIAL**

Minutes of meeting of UKPHR's Education and Training Committee  
held on Tuesday 31 January 2023 by Microsoft Teams

At 14.30hrs

Present:

NAME	FOR MINUTES	ORGANISATION
Helen King	Chair	UKPHR's Board
Jessica Lichtenstein	JL	CEO, UKPHR
Gill Jones	GJ	UKPHR Registrar
David Evans	DE	UKPHR's Board
Ranjit Khutan	RK	UKPHR's Board
Joanna Dowd	JDowd	UKPHR's Board
Jenny Douglas	JDouglas	UKPHR's Board
Marianne Coward	MC	UKPHR's Board
Fiona MacDonald	FM	Public Health Scotland
Zaira Ejaz (secretariat)	ZE	UKPHR (secretariat)

Apologies:

NAME	ORGANISATION
Julie Parkes	Faculty of Public Health
Vicki Taylor	Vice Chair, UKPHR's Registration Panel

**1. Welcome, apologies and declaration of interest**

The Chair welcomed everyone to the meeting. Attendance and apologies were all listed above. There were no new declarations of interest.

**2. Minutes of previous meeting**

The minutes of the meeting held on 04 October 2022 were agreed as a true record.

**3. Action Points and matters arising**

The Chair noted the action points as follows:

22/08 – This item was to be discussed on the agenda

22/09 – JL, HV and MC had met before the meeting to discuss the data strategy work. RK has created a script for the short animation and will discuss with JDowd before sharing this with the Committee.

22/10 – The confirmed meeting dates for 2023 were circulated to the Committee.

HV will be travelling in the middle of the year and has asked if a Committee member is able to chair the meeting due to be held on 25<sup>th</sup> July 2023.

**4. UKPHR data strategy**

Since the meeting with JL and MC at the end of 2022, HV verbally reported that she had drafted a first outline on the data strategy on the scope of this work. There were some technical questions that arose from this draft which would need to align with UKPHR’s new IT upgrade. It was agreed that JL would speak to Pav discuss this further and address the technical questions raised in the draft and narrow down what data needs to be collected. The group working on the data strategy would meet again to finalise this work before it is brought back to the Committee for final comments and then to the Board for approval.

**5. UKPHR EDI update and PSA consultation**

JL verbally reported that an updated version of the EDI action plan had been drafted and circulated to the Committee for their comments. Some progress was made on this work in terms of a potential template for an equalities impact assessment which would contribute to UKPHR’s policy work. This template will be taken to the next meeting of the RPG for their comments and approval and will then be brought back to this Committee before being taken to the Board for approval. The template can be used now and JL will be undertaking an equality impact assessment on the appeals policy and the ongoing UKPHR fees consultation work. The other activities on the action plan were around data strategy which is currently being worked through.

UKPHR has also been in discussion with the GMC on the management of their CESR applications, specifically the training of their portfolio assessors. The GMC have an expansive EDI work programme to ensure all of their processes are fair and robust. UKPHR will be looking further into training opportunities for its assessors and moderators working on the Specialist Registration by Portfolio Assessment (SRbPA) route. JL asked the Committee for any suggestions for training programmes and mentioned that UKPHR is working with a coaching company who will be able to personalise a training programme for UKPHR’s assessors and moderators and is a reasonable cost. There was also some discussion with the GMC on anonymizing applications and it was felt that due to the expansive nature of the portfolio applications, this wouldn’t be possible to achieve, therefore the focus will be on ensuring assessors receive adequate training. The Committee discussed the possibility of anonymizing applications taken to UKPHR’s Registration Panel and Registration Approvals Committee meetings and it was agreed that JL would discuss with Helen Jeffries about whether this was possible from a governance perspective.

The Committee was updated on the new standard set to be introduced by the Professional Standards Authority (PSA) in 2024 which would focus on EDI. The subgroup working on EDI felt that the work being undertaken currently will be sufficient to meet the new standard set by the PSA. There was also a consultation on the new standard and the subgroup were happy with what was being proposed.

	<b>WHO</b>	<b>WHAT</b>	<b>BY WHEN</b>
<b>ACTION 23/01</b>	JL	Discuss with Helen Jeffries about the possibility of anonymising applications taken to the Registration Panel and Registration Approvals Committee	ASAP

**6. Promoting UKPHR Specialty Registrar registration**

The Committee started discussions on promoting UKPHR’s Speciality Registrar registration at its last meeting. JL reported that she had a good conversation with the Faculty of Public Health about whether this was something Specialty Registrars would benefit from and what further work could be done to promote this category of registration. As a result, JL has been invited to a Heads of School meeting at the Faculty of Public Health in March to start discussions on this. JL has also had a conversation with the Lead Dean for Public Health who is very supportive of this and has invited UKPHR to a future COPMeD meeting which is the Conference of Postgraduate Medical Deans to discuss this as well.

The Committee was happy with the progress made and a suggestion to have an informal discussion with the Specialty Registrars Committee at the Faculty of Public Health was put forward. JL confirmed that the meeting with the Heads of Schools will have representatives from the Specialty Registrar Committee and then this will be discussed with them separately.

**7. Update on revalidation review task and finish group**

JL updated the Committee on the progress of the revalidation review task and finish group and said the meetings have gone well thus far. There is consensus across the group about simplifying the process for revalidation to reduce any duplication. ZE is currently working on an appraisal form which will be ready for the next Committee meeting for their recommendation to the Board. The group is still working its way through the role of the Responsible Officer (RO) as currently UKPHR fulfils the role of both the RO and regulator. The group is exploring the different processes run by different employing organisations in terms of the RO role and whether this could be expanded to include UKPHR registrants whilst reducing the burden on the existing system. Any key changes will be brought back to this Committee for discussion.

**8. Education and Training Committee name change**

It was felt that as UKPHR is not involved in the training processes as a regulatory body, it would be best to change the name of the Committee from Education and Training to Education and Standards to align with UKPHR’s work on standards. Following discussion, it was agreed that the name of the Education and Training Committee would be changed to Education and Standards. This would be taken to the Board as a recommendation at the next Board meeting. Following Board approval, ZE will work on ensuring any relevant information is updated on the materials, meeting invites and website.

	<b>WHO</b>	<b>WHAT</b>	<b>BY WHEN</b>
<b>ACTION 23/02</b>	ZE	Following Board approval of the Committee’s name change, ensure all materials, invites and website is updated with the new Committee name	ASAP

**9. Any other business**

The Committee discussed inviting a SRbPA moderator to join the Committee and were in agreement with extending the invitation to the moderators for future meetings. UKPHR will write to the moderators confirming the moderators attendance and sending across the meeting invites for the rest of the year.

JL updated the Committee on the Board recruitment as interviews have now been completed and two new members will join the Board. One of the members is a registered practitioner and the Board felt It would be good for them to join the Education and Standards Committee as a Committee member. The Committee fully

supported this and UKPHR will send the relevant meeting invites to the new Committee member and add them to the Committee's distribution list.

	<b>WHO</b>	<b>WHAT</b>	<b>BY WHEN</b>
<b>ACTION 23/03</b>	JL & ZE	Write to the moderators about joining the Committee going forward and adding them to the distribution list and meeting invites.	ASAP

	<b>WHO</b>	<b>WHAT</b>	<b>BY WHEN</b>
<b>ACTION 23/04</b>	JL & ZE	Send the new Committee member the meeting invites for the Committee meetings and add them to the distribution list	ASAP

10. **Next meeting**  
Tuesday 11<sup>th</sup> April 2023 at 14.30hrs was proposed and agreed.