

## UKPHR BOARD MEETING- AGENDA

**21 February, 14.00-16.00**

ITEM	ISSUE	PRESENTER
	<b>Public meeting</b>	
1	Welcome, apologies and new declarations of interest	Chair
2	Minutes of meeting on 29 November 2023	Chair
3	Actions and matters arising	Chair & CEO
4	Governance forward planner - 2024	Chair & CEO
5	Q3 23/24 Accounts	CEO & ARRC Chair
6	2024 Practitioner Conference - planning	Chair & CEO
7	For decision: 7a: Establishment of Complex Case panels	CEO & ZE
8	Registration reports Item 8a: RAC minutes 23 November 23 Item 8b: RAC minutes 14 December 23 Item 8c: RAC minutes 18 January 24 Item 8d: Registration statistics	Registrar/PJ
9	Audit, Risk and Remuneration Committee report – including Risk Register discussion  Item 9a: ARRC minutes (in particular, see item 5 p3-5) Item 9b: Risk Register	ARR Chair
10	Education and Standards Committee report (no meeting since last Board)	E&S Chair
	<b>Private meeting</b>	
11	Chief Executive's report	CEO
12	Any other business	Chair
13	Date and time of next meeting	<b>24 April 2024 14.00-16.00</b>

Minutes of the meeting of the UKPHR Board held on Wednesday 29 November 2023 via Teams at 15.00 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)  
Ranjit Khutan (RK)  
Marianne Coward (MC)  
Ben Humphreys (BH)  
Joanna Dowd (JD)  
David Evans (DE)

**Apologies:** Linda Smith  
Pav Johal

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

The Chair welcomed everyone to the meeting. Apologies were noted as above. There were no new declarations of interest.

**2. Minutes of Board meeting held on 14 September 2023**

The minutes of the meeting held on 14 September 2023 were agreed as a true and accurate record.

ACTION	WHO	WHAT	BY WHEN
	JL	Publish 14 September 2023 Board minutes on website	ASAP

**3. Actions and matters arising**

JL reported that the majority of the actions were on track or completed and therefore can be closed. It was acknowledged that the action to undertake a light touch review of UKPHR governance is yet to be started and the target completion date was amended at the last meeting to TBD to be in line with discussions surrounding the next Board Development day.

**4. Governance forward planner – 2024**

The Board received and acknowledged a copy of the Governance forward planner for 2024 which outlined the cycle of reporting and assurances provided at certain times of the year for the Board and Committees.

**5. UKPHR Strategy 2024-2029**

The Chair and JL thanked JS, DV, HF and LS for their significant input into drafting the strategy document. The version presented to the Board had been tweaked after receiving comments from previous Board meetings, the Registration Policy Group and a targeted positive consultation with key external stakeholders.

It was reported that a one-page summary document would also be produced to share wider with the intention to launch the new strategy at the end of January with a formal start date of 1<sup>st</sup> April 2024. The strategy document will also guide the structure of key organisational documents such as the operational plan, risk register and annual report.

The Board approved the strategy for 2024-2029

ACTION	WHO	WHAT	BY WHEN
	JL	Launch UKPHR Strategy 2024-2029	End of Jan 2024

**6. Q1 – Q2 Accounts**

JL reported UKPHR’s financial position for the first two quarters of 23/24. It was reported that the budgeting was relatively accurate and where there were discrepancies, there were clear reasons which will resolve themselves by the end of the year.

The increase in income compared to budget at the end of Q2 was due to fewer registrants taking the option of paying their renewal fees via Direct Debit and therefore more income was received in full payments. This is primarily a sequencing difference to income which results in more income received earlier in the year than planned.

Refunds reported were due to overpayments made by registrants where payments were not required and therefore returned. These should reduce over time with payments collected under the premise of one system, the new RO system which provides more control.

Expenditure was currently £18k overspent and this is accounted for by the back payment for the new IT system which was paid in May but reconciled to the previous financial year as it was issued in February. This was because some work had to be undertaken on the details of the invoice before it was paid. As a result, it equates to approximately an underspending of £11k half way through the year.

HF queried whether it is financially viable to provide a discount to those who pay their renewal fees via Direct Debit and JL responded that this could be discussed by the Audit, Risk and Remuneration Committee early next year.

DV reported that the Committee had a good conversation around the financial reports and were content. The Board accepted the financial position for 23/24 FY Q1 and Q2.

**7. Planning for Board Development Day, March 2024**

The Board were asked for some initial thoughts on the agenda for the next Board away day in March 2024, which would be focused on Board development as an introspective session.

The Board were presented with a paper with some suggestions for potential discussion questions; the Chair reiterated that the prompts in the paper have not been selected because they are an issue, rather to identify a willingness to have an open discussion. Prior to the meeting, Linda Smith suggested looking into something called Tiered Intelligence as a tool to help the session and JS referred to Liberating Structures. JS suggested considering the legal aspects or training around regulatory governance vs the principles and approached of good governance. JS also suggested and RJ endorsed getting a better sense of the skill set and abilities of the Board to identify gaps. DV recommended a benchmarking exercise to structure some of the conversations and to identify progress. The Chair suggested something along the lines of a Board members

having an annual appraisal. VS endorsed an introspective session and highlighted it was at the right time, given her historical perspective of the organisational governance.

ACTION	WHO	WHAT	BY WHEN
	Chair, JL, JS and LS	Begin to draft agenda for Board development day in March 2024	ASAP

## 8. For Board decision

### a. Recognition of trainers

JL reported that UKPHR have been asked to consider recognising registrants who are trainers on the public Register in a similar fashion to the GMC. The process to approve someone as a trainer is run by the Heads of Schools. This proposal has been discussed by the Education and Standards Committee who felt that there was no strong reason for UKPHR not to do so and that it promotes parity and equivalence across medical and multidisciplinary public health. There will not be any additional processes locally as multidisciplinary trainers are already approved and their names are available, a process needs to be set up for UKPHR to access the names so the public Register can be updated. The Heads of Schools have been kept up-to date on UKPHR's work through the FPH and they are pleased that we are pursuing with this. It is aimed that this new process creates minimal admin workload to the UKPHR team. There would be some expense and initial development work required to deliver a mechanism in which the new IT system could action this. The Board were provided with a draft policy that had been considered by the Education and Standards Committee for approval.

JL agreed to seek clarification if only educational supervisors are recognised on the Register so that the policy can be explicit. With that clarification sought, the Board agreed to approve the policy and process.

ACTION	WHO	WHAT	BY WHEN
	JL	Seek clarification if only educational supervisors are recognised on the Register and approve policy	ASAP

### b. Expenses policy

JL reported that whilst there was a reimbursement framework with amounts, there was no formal expenses policy. The Board were presented a draft expenses policy which was considered by the Audit, Risk and Remuneration Committee. The policy covers all bases and includes parameters on when it would be reviewed. It was drafted from best practise information.

HF queried whether travel insurance and international roaming charges or local SIM cards could be included in the case of international travel. JS suggested that fraud could be expanded on in detail in section 3. RK recommended removing "up to" in the mileage amount.

The Board agreed the policy with the amendments raised at the meeting and the policy would be circulated to the Board once changes were made for information.

ACTION	WHO	WHAT	BY WHEN
	JL & PJ	Update and approve Expenses policy and circulate final policy to Board for information	ASAP

### c. Registration Support Officer role

JL reported that at the previous Board meeting, the previous part-time contracted role of Practitioner Registration Lead was agreed to be a permanent part-time role. A new member of staff has been recruited to this role and will start in January 2024.

The Board were asked to decide on the next steps for the second part-time contract role, Registration Support Officer whose contract is due to expire at the end of March 2024, after a previous extension.

JL commented that this role was more difficult to link directly to increased income as it is a general supportive role across the whole organisation. It provides a lot of admin support to members of the team in order to provide additional capacity for developmental work as outlined in the strategy. It was proposed that the role is continued, and it would result in dipping into the reserves for 24/25 for approximately £14k. With the projections in income, it is not envisaged that reserves would need to be dipped into further and it would be funded from the annual income.

The Audit, Risk and Remuneration Committee discussed several options for this role in detail and agreed that as there is some uncertainty it was agreed to continue with the role for a further fixed term, with the acknowledgement that UKPHR wishes to be a responsible employer and would not consider a further extension at the end, rather decided whether to make the role permanent or no longer require the role.

The Board discussed this on the basis of the role and not the individual. The Board agreed that the continuation of another 1 year extension to the contract would align with achieving the goals set out in the strategy.

ACTION	WHO	WHAT	BY WHEN
	JL	Extend the Registration Support Officer role contract to 31 March 2025	ASAP

**9. Chief Executive’s report (including Chair decisions and meetings)**

JL reported that there is steady progress in Northern Ireland around the specialist workforce crisis. A lot of resources have been diverted to this and as a result, UKPHR have been invited to deliver a development programme in Belfast on the SRbPA route. They have been introduced to the London SRbPA Development Programme to share best practice. It also appears that they are willing to set up a Practitioner registration scheme in Northern Ireland.

JL was pleased to announce that NHS England have secured funding for their practitioner schemes for next year. It also appears likely that a follow up workforce summit will be held in Spring next year. Scotland have also formed a workforce group and there is now agreement to nationalise the Scottish practitioner registration scheme. The Chair also updated that a workforce forum is being worked towards in Wales.

RSPH were due to release a report on the wider public health workforce. There isn’t a clear call for regulation of this unregistered workforce but a call for recognition of the various roles. ADPH are now providing admin support to the UK People in Public Health group.

JL provided an updated on the apprenticeship route to practitioner registration and acknowledged that there is some work to be done to consider the impact of the endpoint assessments on the portfolio route to practitioner registration to ensure that there isn’t a strain on recruiting and retaining assessors within the schemes. The Institute of Apprenticeships are committed to review the apprenticeship in January 2025.

The Practitioner Conference was well attended and the Board were provided an analytical report. Northern Ireland guests attended for the first time and they were provided a session to provide general information on practitioner registration. JL thanked Board members for their contribution

and commented that the planning for next years conference would be on the Board agenda in February. BH suggested circulating the analytical report to the presenters of the sessions.

The London SRbPA development programme has been working well and VS has been supporting this in a separate capacity. It has been made clear that UKPHR's involvement is very high level and not providing individualised advice. Positive feedback has been received and whilst the London scheme has also of funding attached to it, it can be a good example to replicate across various regions.

**10. Registration report**

The Board received the registration statistics and the minutes of the Registration Approvals Committee and Registration Policy Group. GJ reported that everything was business as usual and reassured the Board.

**11. Audit, Risk and Remuneration Committee report**

In addition to previously discussed items, DV added that the committee have continued to review the Risk Register and there were some suggestions about restructuring it when the new strategy comes into effect.

**12. Education and Standards Committee report**

HK reported that there was nothing further to report beyond the minutes presented to the Board. JL reported that the Committee discussed the UKPHR submission to the PSA on the EDI standard, which PSA are yet to respond to.

**13. Any other business**

There was no other business.

**14. Date, time and venue of next meeting**

Wednesday 21st February at 14.00 via Teams.

**Action points from this meeting**

	<b>WHO</b>	<b>WHAT</b>	<b>BY WHEN</b>
<b>ACTIONS</b>	JL	<b>Publish 14 September 2023 Board minutes on website</b>	<b>ASAP</b>
	JL	<b>Launch UKPHR Strategy 2024-2029</b>	<b>End of Jan 2024</b>
	Chair, JL, JS and Linda Smith	<b>Begin to draft agenda for Board development day in March 2024</b>	<b>ASAP</b>
	JL	<b>Seek clarification if only educational supervisors are recognised on the Register and approve policy</b>	<b>ASAP</b>
	JL & PJ	<b>Update and approve Expenses policy and circulate final policy to Board for information</b>	<b>ASAP</b>
	JL	<b>Extend the Registration Support Officer role contract to 31 March 2025</b>	<b>ASAP</b>

The Chair closed the meeting at 16.59 hours.



## CONFIDENTIAL AND NOT FOR WIDER CIRCULATION

Private minute of the meeting of the UKPHR Board held on Wednesday 29 November 2023 via Teams at 15.00 hours

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**Present:** Andrew Jones (AJ) (Chair)  
Viv Speller (VS) (Vice Chair)  
Jessica Lichtenstein (Chief Executive)  
Gill Jones (GJ) (Registrar)  
Duncan Vernon (DV)  
James Sandy (JS)  
Ranjit Khutan (RK)  
Marianne Coward (MC)  
Ben Humphreys (BH)  
Joanna Dowd (JD)  
David Evans (DE)

**Apologies:** Linda Smith  
Pav Johal

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### 9. Chief Executive's report (including Chair decisions and meetings)

JL reported information that is not in the public domain and the FPH are keen that it remains a confidential matter. As part of the QA checks that the FPH carry out on their exams that are now conducted online, they employ a mystery shopper to engage with the exam and report back based on a set criteria. One person went beyond their remit of checks and reported back to the FPH that they were able to cheat in the exam and use an iPad.

The FPH swiftly informed UKPHR and GMC and provided some reassurance that they were investigating how this occurred with the provider of the online exam proctors. The GMC issued a letter informing FPH that they must cease issuing CCTs until there was confirmation that the issues were resolved and it didn't impact the results. JL commented that this was a serious step from the GMC which involved significant reputational risk for everyone involved. The question was posed as to whether UKPHR would issue the same sanction and not award CCTs. However, the FPH were able to provide additional reassurance to the GMC that resulted in the GMC allowing reinstatement of issuing CCTs within a matter of a few days. As a result, UKPHR were not placed in a position to have to make a decision.

The statutory powers granted to GMC provide them the power to stop the issuing of CCTs if there is a quality assurance issue, however UKPHR doesn't possess the same level of powers. It raised a question as to whether UKPHR would want to emulate GMC in such actions in a very specific statutory context. This case has resulted in a discussion which the Board needs to consider.

JL was pleased that the FPH provided UKPHR the same level of information as to the GMC so it was helpful to be treated as a partner. As a result of JL's GMC contacts she was able to confirm that the same online provider is used for other medical college exams and the GMC have had similar issues, which would explain why GMC took their decision so promptly.

The Board discussed this in much detail and how diverging from the view of the GMC would carry a reputational risk; the financial risk of ceasing applications for registration; the consideration of

mapping different scenarios and risk levels and UKPHR's own expectation of quality assurance third party processes which may result into a policy statement.

**13. Any other business**

DE reported that a previous proposal for a move to a single regulator for public health specialists has reappeared in a draft workforce strategy from the FPH. DE has been made aware of this as a member of the FPH workforce committee. DE's view is that this wasn't an appropriate recommendation for the FPH and a thorough assessment of the pros and cons, risks and benefits would need to be carried out as it would have a profound implication for multidisciplinary public health. It would also raise concerns about the registration of public health practitioners. It is hoped that the draft strategy would be presented to the UKPHR for consultation. JL confirmed that she was not made of aware of this through her regular catchups with the FPH, which have been held in the spirit of openness.

For Board Approval



UKPHR BOARD MEETING 21 Feb 2024  
ITEM 3

**UKPHR Board Action Log**

RAG Key	
Outstanding	
Likely to be delayed/ deadline not met	
On track	

Board Meeting Date	Number	Action	Owner	Progress update	RAG	Target for completion
29/11/2023	23/21	Extend Registration Support Officer role contract to 31 march 2025	JL			DONE
29/11/2023	23/20	Update and approve Expenses policy and circulate final policy to Board for info	JL			DONE
29/11/2023	23/19	Seek clarification as to whether only educational supervisors are recognised on the Register and amend policy if needed	JL	Confirmed with FPH that only Ed Sups should be recognised		DONE
29/11/2023	23/18	Draft agenda for Board development day	CEO, Chair, VCs			
29/11/2023	23/17	Launch UKPHR Strategy 2024				
09/02/2022	21/55	Undertake a light- touch review of Board and committee structures, reporting, and terms of reference.	CEO, Chair	Not yet started		TBD

## UKPHR Governance forward planner 2023-24



### UKPHR Board meeting 29 November 2023

#### Item 4

<b>MONTH</b>	<b>Board</b>	<b>Audit, risk, &amp; remuneration committee</b>	<b>Education &amp; standards committee</b>
<b>JANUARY</b>		Q3 23/24 accounts Detailed risk discussion	Apprenticeship registration- 1 <sup>st</sup> cohort SRbPA review update
<b>FEBRUARY</b>	Q3 23/24 accounts 2024 Practitioner conference		
<b>MARCH</b>		2024-25 Budget/Op plan Staff pay rises Monitoring our Strategy	
<b>APRIL</b>	2024-25 Budget/Op plan 24-25 Operational plan Staff pay rises Monitoring strategy Governance/decision making review discussion		SRbPA review- approval of changes Post-practice registration Practitioner moderator's report

## UKPHR Governance forward planner 2023-24

<b>MAY</b>		23-24- initial draft EOY accounts	
<b>JUNE</b>	SRbPA – approval of changes		
<b>JULY</b>		23-24 EOY accounts- updated draft 24-25 Q1 accounts	

Summary

1. This paper reports UKPHR's financial position for the third quarter of 2023-24.

Discussion – Q3 management accounts

2. The details of all income and expenditure are included in the spreadsheet at Item 5a, which allows us to group expenses together and compare against what was originally budgeted for the first three quarters and our remaining balance budgeted for the rest of the year.
3. Note that these accounts are on a CASH basis- ie reflect all payments that went in or out during the calendar months. Only the EOY accounts will wholly reflect an ACCRUALS approach.
4. Overall, our expenditure and income are roughly as expected and we remain financially stable. Key points are as follows:
  - a. Actual income for the three quarters was £356,092, while the YTD budgeted income was £293,201- a variance of £62,891. Note that £63,507 in payments from individual practitioner schemes were received late and not included in this year's budget, although they're counted as cash income here. If this is taken into account, our income so far is very close to what was budgeted.
  - b. Actual expenditure was £375,929, while the YTD budget is- a variance of £20,408. The £30,000 payment for ROL was made in May, but reconciled to last year's accounts. If this is removed, we were underspent by £11,170.
  - c. The Board approved a budget that anticipated spending approximately £43,379 more than we took in income over the 23/24.  $\frac{3}{4}$  of the way through the financial year we have significant wiggle room in spending, leaving us in good shape.
  - d. Reserves as of end of Q3 stood at approximately £104,400. The reserves policy stipulates that we should aim for reserves to cover at least 3 months of operating costs. At the moment, we have a little over 2.5 months of operating costs in our reserves, slightly under our target. This happened because we were unable to send out practitioner scheme invoices in December as we'd planned, because of a staff vacancy. These have now been sent to schemes and payments are coming in. As of the date of this report (13/2/24) reserves come to £122,474, bring us back up to over 3 months operating costs, and back within the confines of our policy. Note that reserves predictions for next financial year are more generous, so the risk of being in this position again is low. However this highlights the risk around our very small size

and the impact of individual team members on the overarching operations of the organisation. This is now addressed in the risk register.

Recommendation

- 5. The Board is asked to approve the management accounts for Q3 of 2023-24.**

## Item 6: UKPHR Conference

### Summary

1. Following a very successful virtual Practitioners Conference in October 2023, the team are starting to work towards next year's conference.
2. Attached at item 6a is a document put together by Chamberlain Dunn regarding options for the conference, which provides detailed proposals and costings for an in-person meeting in Birmingham (London was dismissed as too expensive and logistically more difficult for the team), hybrid, and virtual options.
3. There is a significant difference in costings, which are clearly outlined. However, there are some things which could offset or impact:
  - a. we could charge attendees who are not registered practitioners; it has always been free for everyone so this would need to be a carefully managed change. Note that last year we did actively invite non-registered practitioners so presumably there is an audience for this- but again, we may need to think about charging non-registrants. This approach also makes access to the conference a very clear benefit of upkeep of registration and could help us combat attrition.
  - b. An in-person or hybrid event could mean income from sponsors; we didn't pursue sponsorship last year because of the virtual nature, but this is something we could explore further, including corporate sponsors, for next year. Some of the challenges around this are outlined.
4. Note that the virtual proposals are via Zoom, rather than the more sophisticated platform we used last year. The costs of that platform increased significantly to over £10,000. Although it was a good platform, we didn't utilise all of the features and it's hard to justify the cost when we can offer a very similar programme for much less.
5. We may also want to think about other, smaller, more localised events as a compliment to an annual conference- particularly if it is held in person. This of course will require additional resources, but with local cooperation could be an option. Note this has not yet been explored in any detail.
6. Although work in earnest won't start for a while, it would be helpful to have a small group of Board members contributing to shaping the agenda. Themes have not yet

been explored, but any ideas welcome. The last 2 focusses were on 'supporting the practitioner workforce', and 'equality diversity and inclusion'.

### Action

7. Board to agree whether to hold a virtual, in -person, or hybrid conference.
8. Board to discuss whether other supplementary network activities could be explored.
9. Board members to volunteer to help shape the agenda, with potential ideas for themes.



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# **UKPHR: CONFERENCE AND AWARDS 2024**

## **SOME COMPARATIVE COSTINGS FROM CHAMBERLAIN DUNN**

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## UKPHR Conference 2024 - options

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To help the UKPHR Board to make decisions about its 2024 event, we have prepared some options. You are considering whether to be virtual, in-person or hybrid, whether to expand the event to open it to all registrants, and looking at holding the event in Birmingham.

Set out here are indicative costs (which exclude VAT) and do not include marketing, event management or other costs associated with the awards programme. Venues, unfortunately, do not provide costs in a uniform way, but to help comparisons we have included daily delegate rate or equivalent, three breakout rooms, and audio-visual provision.

You requested:

1. Costs for an entirely virtual conference (300 participants), versus an in- person event for practitioners (150 participants) and a hybrid event (100 virtual, 150 live participants)
2. Comparative costs for venues in Birmingham
3. Sponsorship potential for an in-person event.

### Summary practitioner conference options

Based on the **Studio Birmingham**:

	In Person	Hybrid	Virtual
Total capacity	150	250	300
In person delegates	150	150	0
Virtual delegates	0	100 (up to 300 possible under this platform fee)	300 (max capacity under this platform fee)
Venue DDR Costs	£7,043	£7,043	N/A
Breakout room and catering room hire where applicable	£1,835	£1,835	N?A
Venue Audio visual provision and support <sup>1</sup>	No additional costs, as venue do not recommend PA system in breakout rooms	N/A	N/A
Additional equipment/provision for virtual broadcast <sup>2</sup>	N/A	£1,800 Breakouts will not be streamed. Virtual audience offered zoom breakouts option(s) only.	N/A
Organisers fee <sup>3</sup>	£8,000	£11,500	£6,000

1 Main auditorium - Projector and screen, PA System suitable for 150 audience, lectern with microphone, 2 x lapel microphones. Breakout rooms (3) - Projector and screen only for the **studiobirmingham** venue.

2 Equipment for live-streaming: one 4K camera, audio feed from in room audio, one technician, two laptops, professional remote clicker, comfort monitor.

3 Refer to appendix 1

With your virtual conference, you are looking to deliver a series of presentations and panel pieces with emphasis on the ability for the participants to ask questions, and to voice their comments in an interactive way. Simple breakout sessions are possible on Zoom - you may choose which participants you'd like in each breakout room, assign participants automatically to rooms or let participants choose the room they'd like to be in. Please note that while Zoom has breakout functionality, it is not as complex as the previous platform Airmeet, and therefore the programme would need to be pared down. However, use of Zoom over Airmeet lowers the cost considerably.

For hybrid it is important that the face-to-face room and the virtual room are weaved together. Streaming the in-person event in a professional way with good audio feed, clear pictures and well-briefed speakers will be critical.

To manage the cost of the hybrid element we are suggesting you use a simply plug and play USB camera at the back of the auditorium, and two linked laptops with comfort monitor. This option also allows all microphone inputs into the mixing desk to be available for the virtual audience, the camera feed and the slide deck. However you do need to plan carefully the styles of sessions, and how they will be received by both the in person and the virtual viewers.

Furthermore, we suggest that you do not live stream your breakout sessions, and instead, your virtual audience may only take part in zoom-only breakout sessions as they would at a virtual event (speakers for these breakout sessions would also be joining virtually).

It is worth remembering when planning your programme that for your zoom breakout sessions, you may only allocate delegates to breakout groups (pre-event) or allow self-selection by delegates as the breakout session begins.

## Midlands Venues

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### Option 1 – thestudiobirmingham

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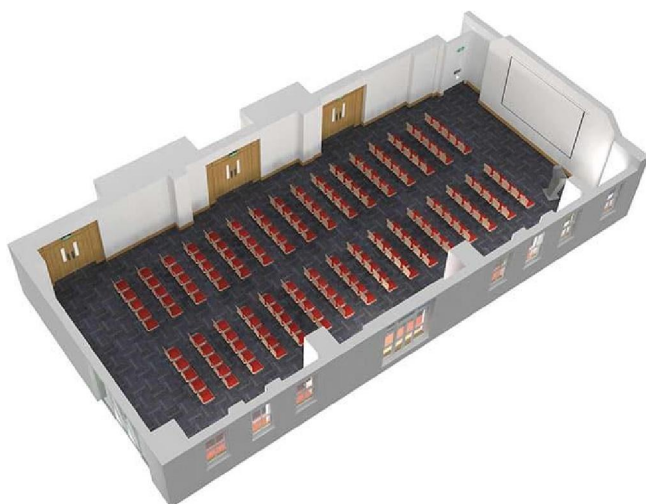
#### Main plenary room 'Explore'

Theatre style – capacity 220 (minimum numbers 140)

UKPHR have used this venue for previous conference. Limited space for exhibition and good-sized breakout rooms space are available. Cost of hire includes unlimited tea and coffee breaks, served with a selection of snacks throughout the day, including seasonal fruit, pastries, and afternoon cakes and a 2-course hot buffet lunch. Room rental, PA system, microphones, projector & screen are all included in the plenary room. PA systems not advised for the breakout spaces.

Estimated costs for 150 delegates DDR (£46.95) and main room hire is **£7,043+VAT**, with additional costs for breakout rooms at a further **£1835+VAT**.

The venue offers live streaming production in-house from supplier Bryght for sessions held in 'Explore' at a cost of **£3,000+VAT per day**.



*ThestudioBirmingham is a purpose-built conference centre located centrally in Birmingham city centre, with good links to major railway stations, and many accommodation options available in the surrounding area. This venue is cost-effective, has enough space to accommodate your numbers and a limited selection of stands, and has an in-house production team that would be optimum for producing live-stream.*

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## Option 2 - Birmingham Conference and Events Centre

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### Main room - Mercian room

Cabaret style max capacity – 400

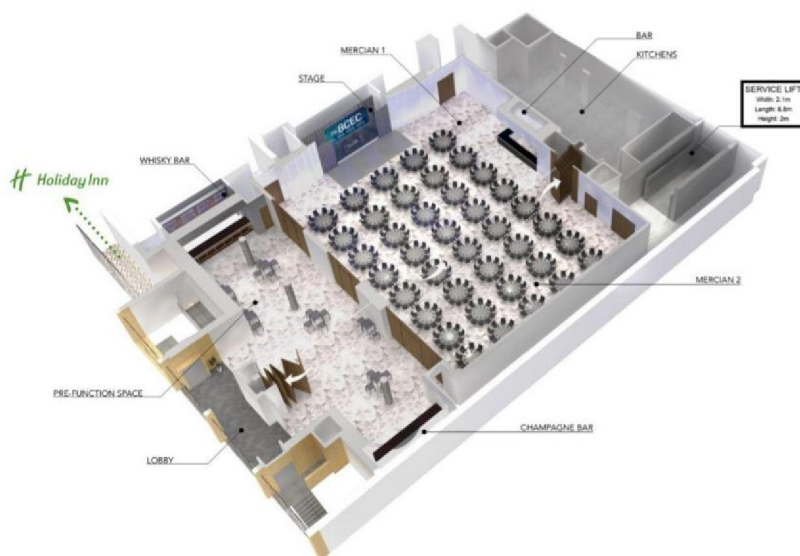
Additional space for breakout rooms can be hired. Limited space for exhibition in the lobby and pre-function space. Cost of hire includes three servings of tea and coffee and a buffet lunch.

Estimated costs for 150 delegates DDR (£52) and main room hire, **£7,800+VAT** and main room hire with additional costs for AV and breakout rooms a further **£4,523+VAT**.



*The Birmingham Conference and Events Centre is a purpose-built venue located a two-minute walk from Birmingham New Street Station, with a host of accommodation available surrounding and links with the Holiday Inn. This venue is cost-effective and easily has enough space to accommodate your numbers.*

*Catering can be provided in the lobby and pre-function space; there is also limited space for exhibition stands. There are further spaces available to hire for breakout rooms, but these would be on another level of the venue.*





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## Option 3 - Chesford Grange

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### Kenilworth Suite

Cabaret style, max capacity - 360.

Additional space for exhibition and breakout rooms can be hired. Cost of hire includes unlimited tea and coffee breaks, served with a selection of snacks throughout the day, including seasonal fruit, pastries, and afternoon cakes and a buffet lunch. Room rental, projector & screen are included.

Estimated costs for 150 delegates DDR (£60) and main room hire at **£9,000+VAT** with additional costs for AV and breakout rooms, at a further **£2,491.85+VAT**.

Hard-wired internet is available to be purchased at **£600+VAT** for the duration of the event.



*Chesford Grange Hotel is located off of the A46 outside Kenilworth, around a 45-minute drive or 1 hour travel on public transport. The price is higher than the more budget-conscious options 1 and 2 above, however it does offer some AV included, unlimited refreshments, plenty of room for a higher capacity and an overall more pleasant and more professional environment, with accommodation on-site.*

*There are various other spaces available for exhibition and breakout rooms. The hotel also has the facility to provide hard-wired internet but all of the above will come at an additional cost.*

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### **3. Sponsorship potential for an in-person event**

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Sponsorship potential is far greater for an in-person event than for a virtual event, for example - exhibition space at the conference, speaking opportunities, event partner recognition, lanyard/badge branding and so on.

Securing sponsorship in the current financial climate is challenging but if we can demonstrate your delegate audience has 'buying power' or are 'decision makers in their organisations' the conference opportunities can be attractive for suppliers who find it increasingly difficult to get face to face opportunities with potential clients.

Investment in an in-person event will allow you to begin to nurture the supporter relationships you need.

We look forward to discussing this further with you in due course and supplying additional costs and a draft budget when needed.

Chamberlain Dunn  
February 2024



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## Appendix 1

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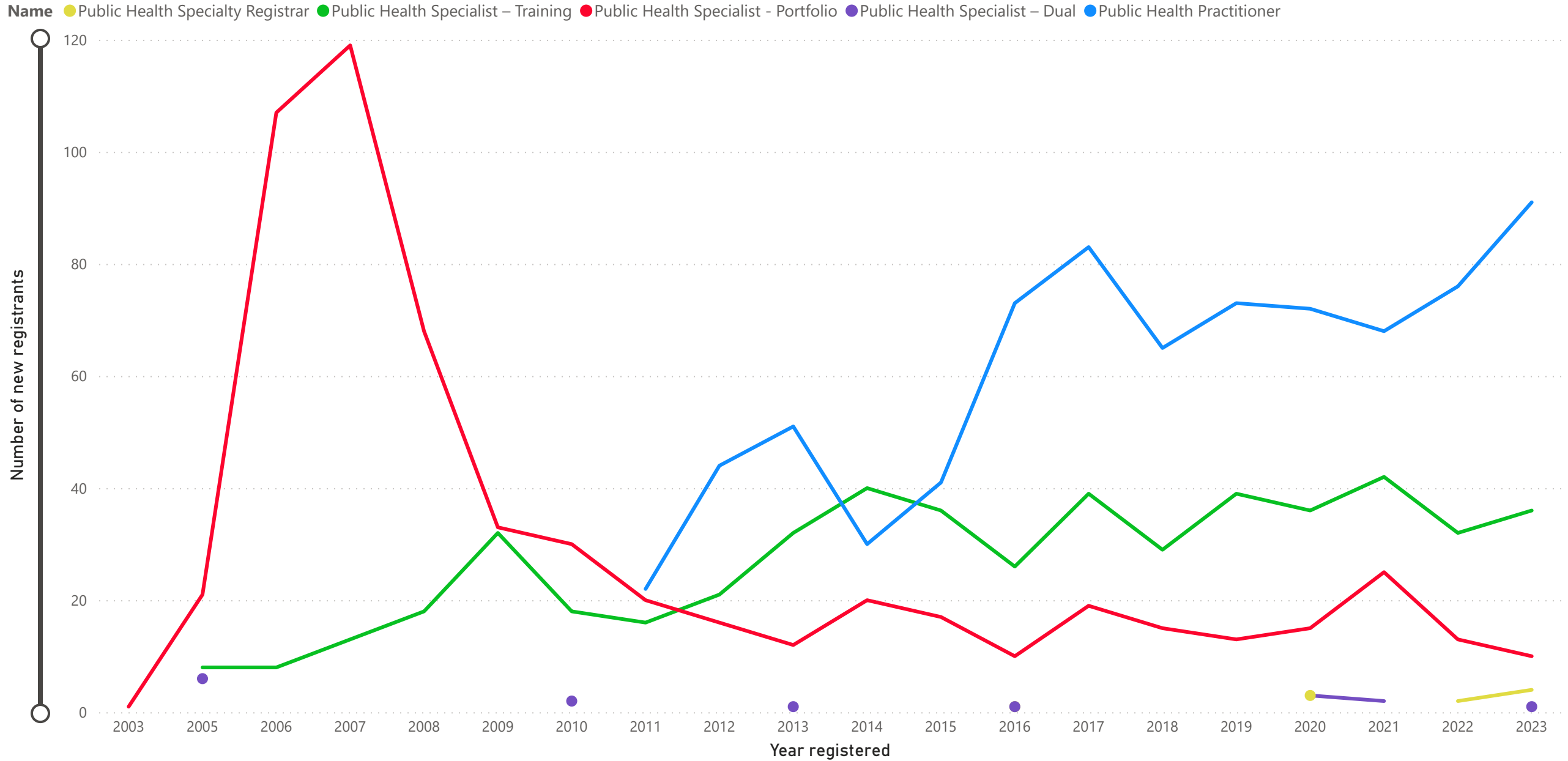
### Organisers fee package outline

With our event packages, our team will take on all major roles to launch, run and deliver an interactive and immersive conference whether in person, hybrid or virtual. This includes:

- Develop the delivery strategy including project plans, timelines, role & responsibilities map and contingencies for conference.
- Develop attendee nurture email sequence in the run up to all event and including joining information.
- Preparation: attending planning meetings, venue research, venue booking, all ongoing venue liaison
- Programme development: participation in programme development; speaker liaison, administration of payments to speakers, reimbursement of travel etc expenses
- Develop & deliver training/ coaching to all speakers, individually giving opportunity to test the tech, lighting, camera and microphone. Test their speech, and all equipment to ensure they are presented in the most professional way in session (for any speakers not in the room).
- Consultation with speakers and invested parties to discuss the proposed format of their talks, and media to be played/ included and QA the format of this media.
- Delegates: registration, badging, provision of delegate information
- Venue liaison: Full liaison with venue over catering, security, access, deliveries, arrangement of rooms etc, signage, organising hotel accommodation if needed.
- Exhibition: preparation of exhibition manual, all pre-event liaison with exhibitors; supervising build-up and breakdown
- Post event: analysis of evaluation forms, thank you letters to speakers if required, preparation of final budget, distribution of follow up materials as required.
- Development of participant pre-event material including tutorials on the technology, joining instructions that explain and make attendance as simple as possible, plus access to a help desk pre-event for in person and hybrid attendees.
- Streaming links set up from the venue with control of camera angle and audio output (if hybrid)
- MC function where required, introducing speakers/ topics and housekeeping to online audience.
- Q&A management – feeding this to the in-real-life stage (if hybrid)
- Recording management & file coordination
- Addition of all resources, papers and articles mentioned into the chat for instant access by delegates.
- Hosting a help desk, dedicated email for help, with tech, with more information, with resources.
- Coordination & management of the delivery team, including your team members.
- Follow up collateral development & delivery for the participants, post-event; including links to all recorded session, sorted by topic and resources mentioned in the sessions.
- Post event report, learning for the future and summary of the sessions and attendances for your records.

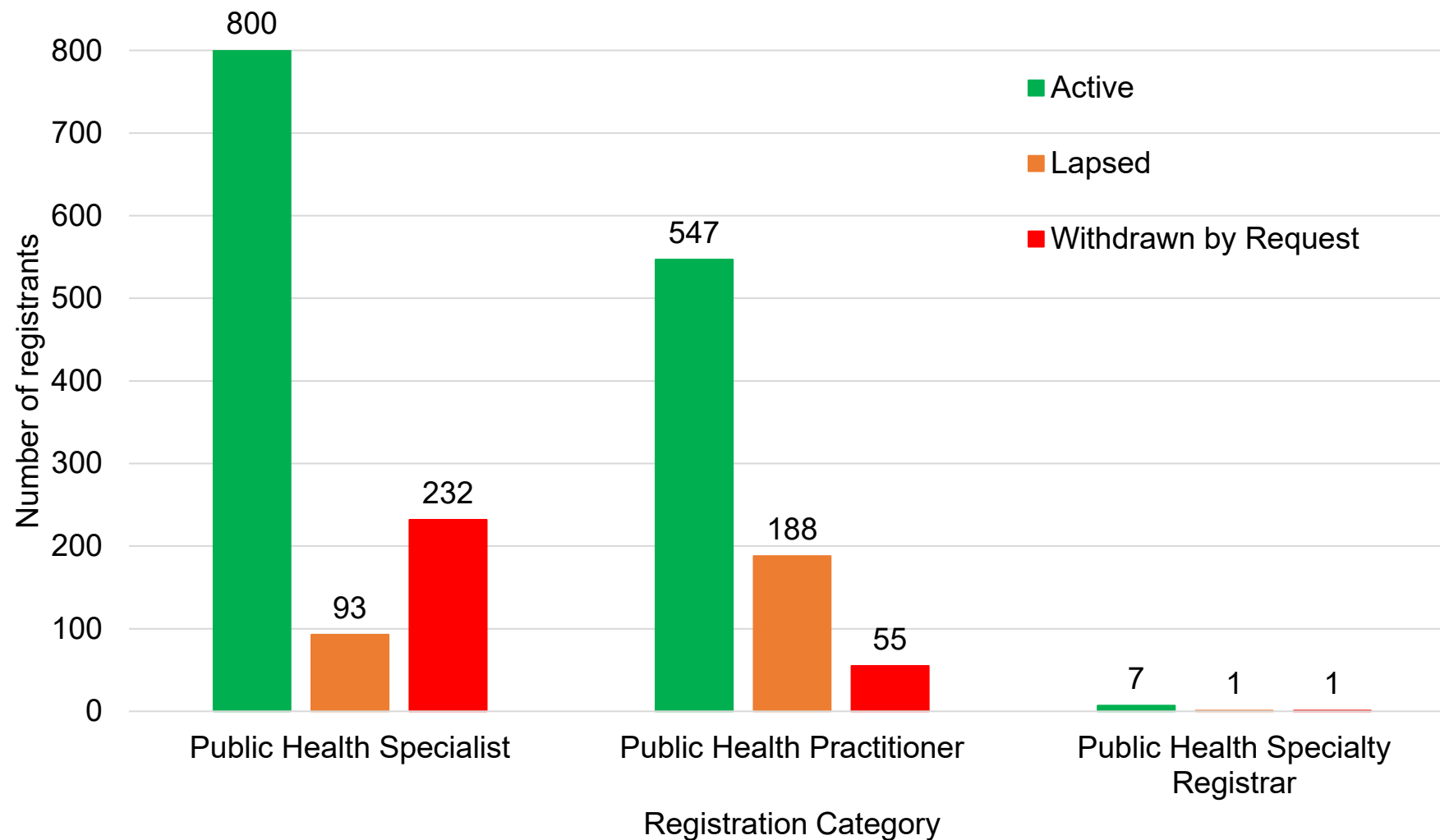
# New UKPHR Registrants by category over time

Number of new registrants by Year registered and Name

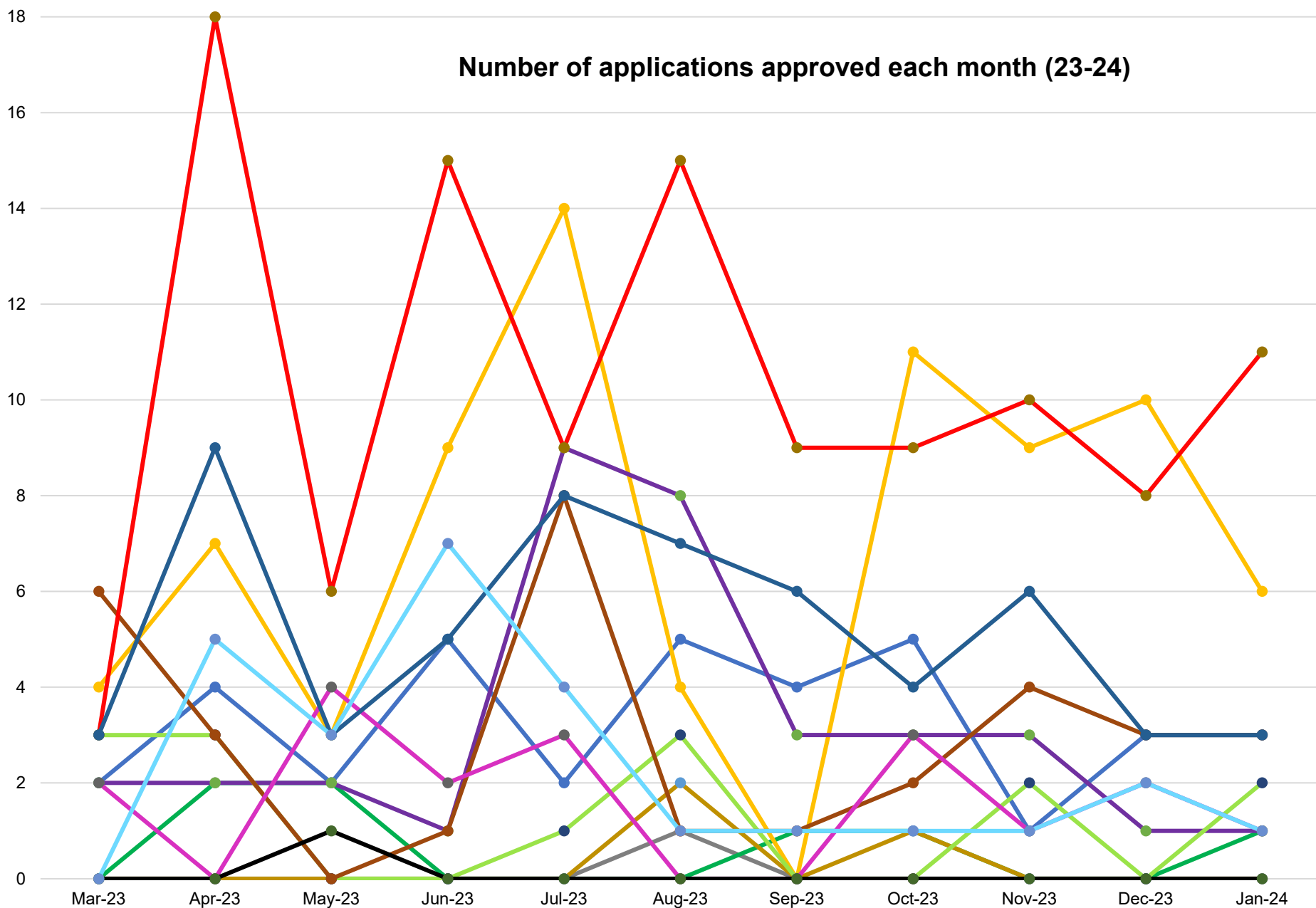


UKPHR Board 21 February 2024

Registration Status as of 12 February 2024



### Number of applications approved each month (23-24)

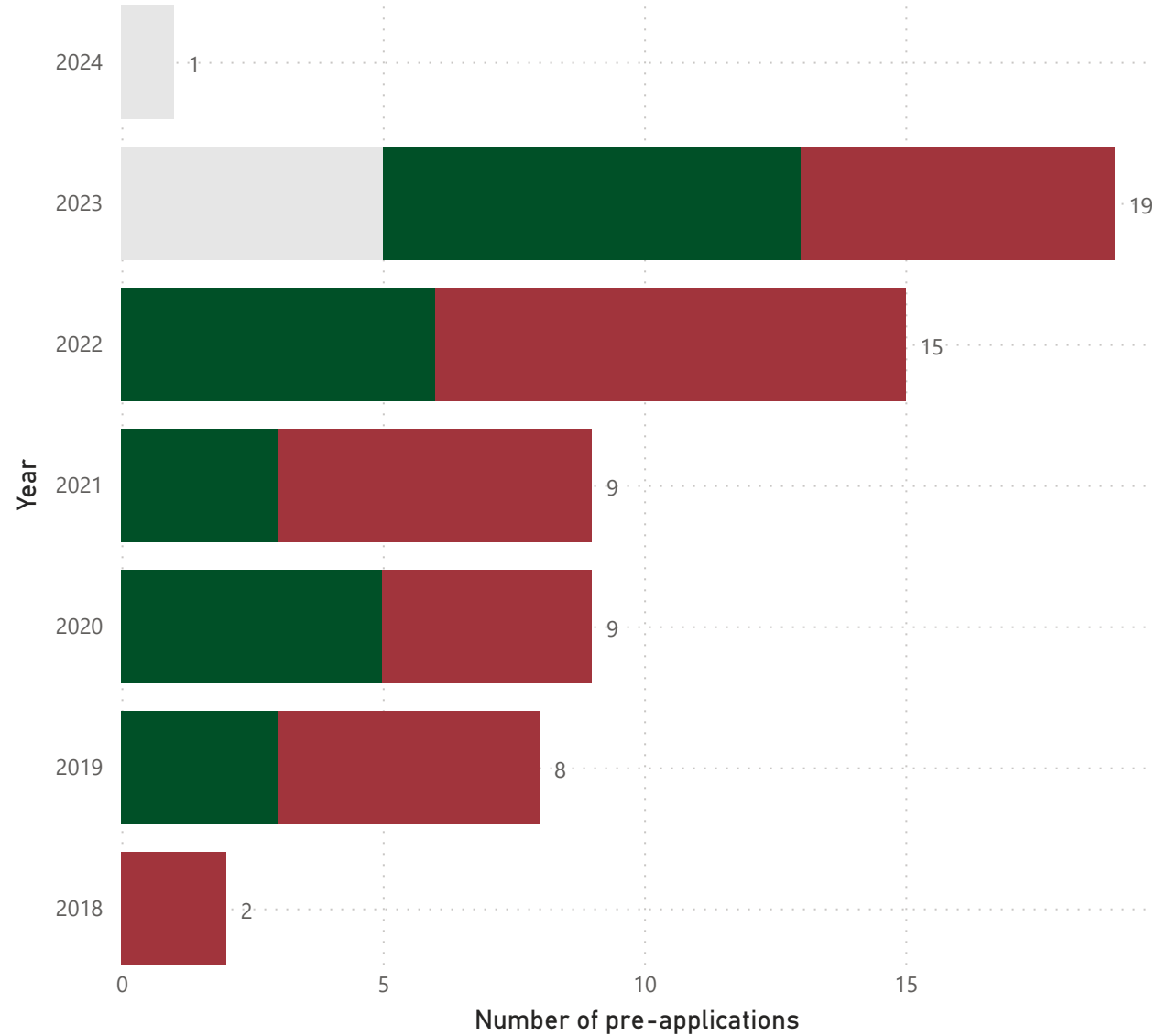


- Public Health Specialist - Training
- Public Health Specialty Registrar
- Name/Title Change
- Voluntary Withdrawal
- Public Health Specialist - Dual
- Restoration
- Revalidation
- Public Health Specialist - Portfolio
- Deferral
- Re-registration
- Exemption
- Self-Referral

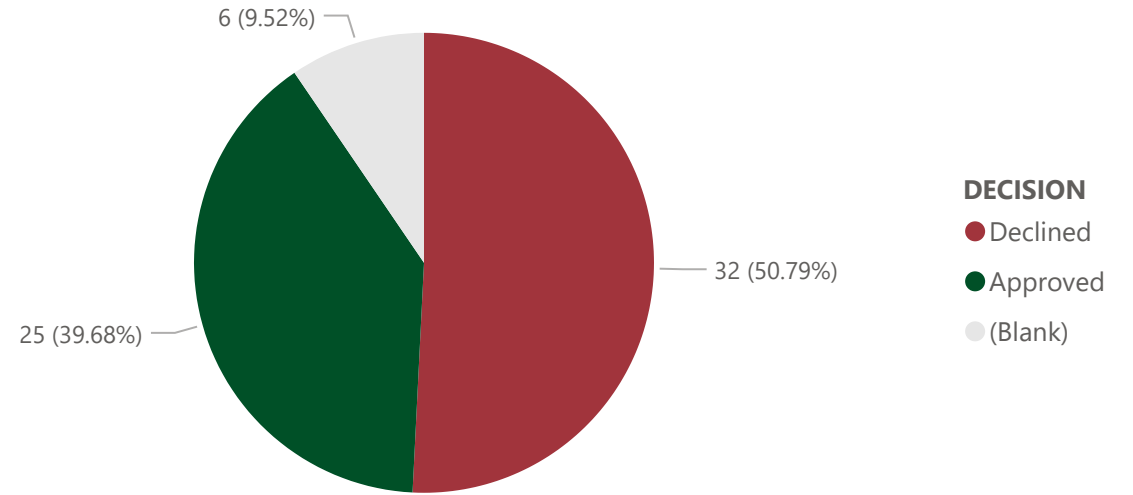
# Specialist Registration by Portfolio Assessment (SRbPA) - Pre-application Statistics

Number of pre-applications by Year and Decision

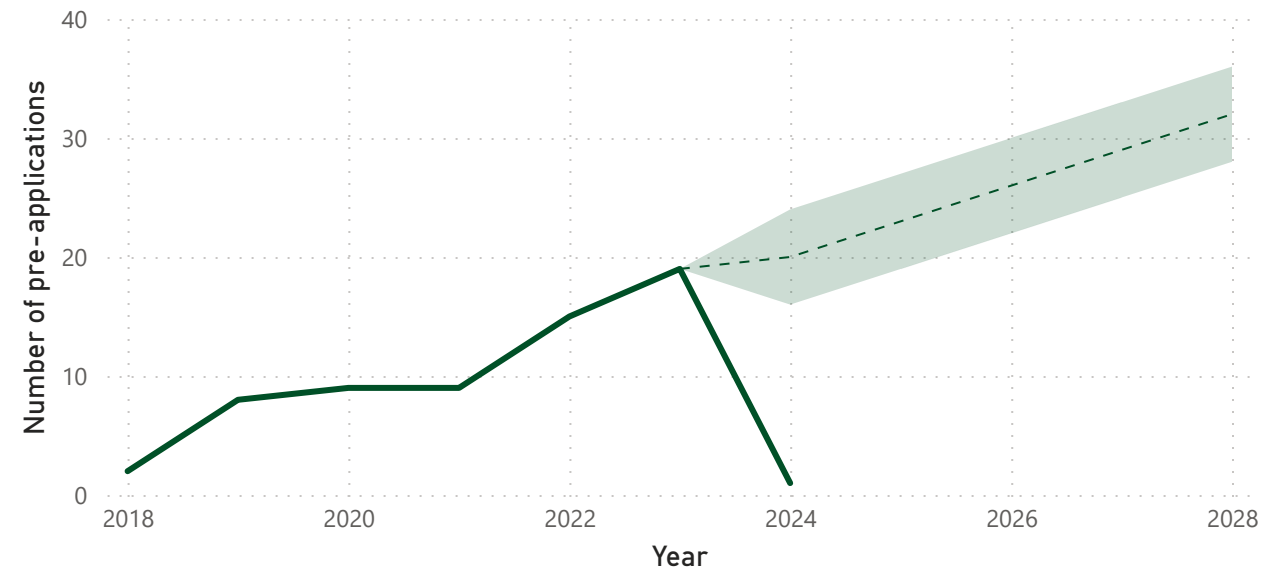
**DECISION** (Blank) Approved Declined



To-date Decision %



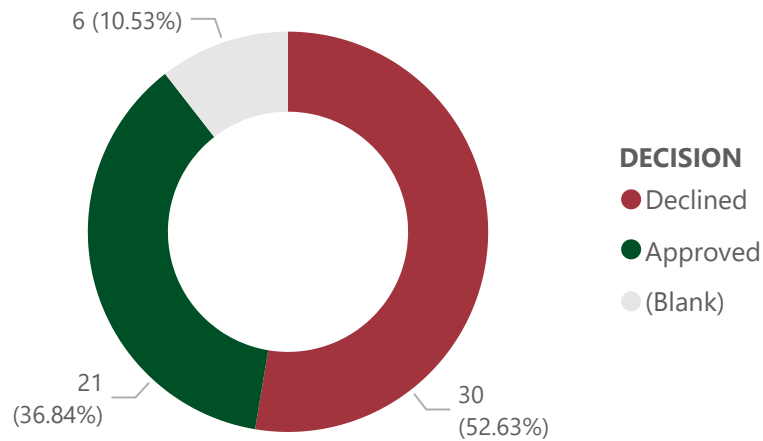
Number of pre-applications received by Year and 5 year forecast



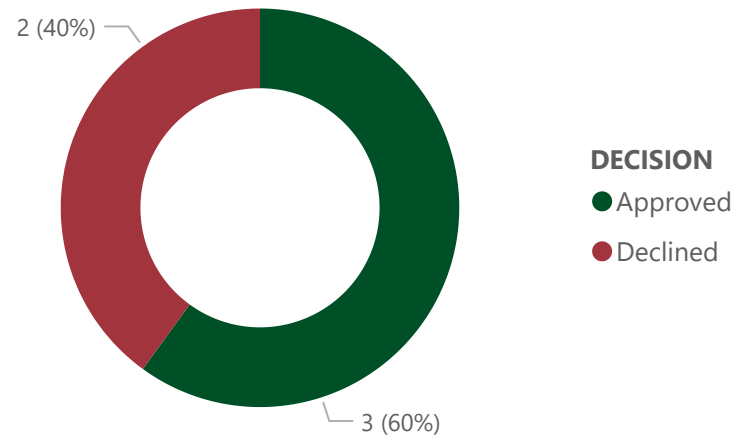
# Specialist Registration by Portfolio Assessment (SRbPA) - Pre-application Statistics

ATTEMPT	2018	2019	2020	2021	2022	2023	2024	Total
1st	2	8	9	9	11	17	1	<b>57</b>
2nd					3	2		<b>5</b>
3rd					1			<b>1</b>
<b>Total</b>	<b>2</b>	<b>8</b>	<b>9</b>	<b>9</b>	<b>15</b>	<b>19</b>	<b>1</b>	<b>63</b>

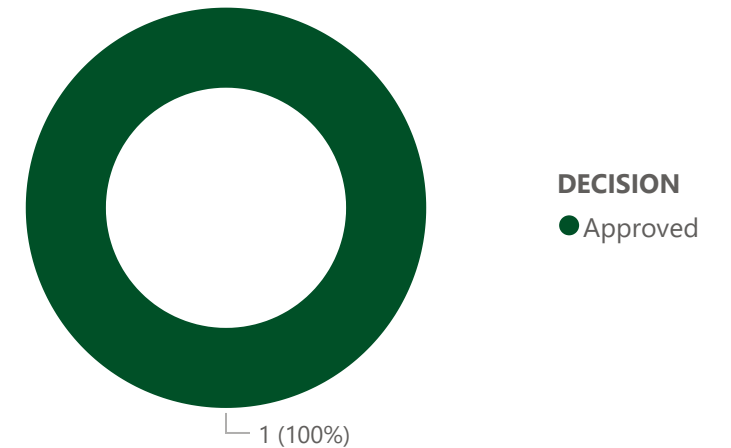
1st attempt - decision



2nd attempt - decision

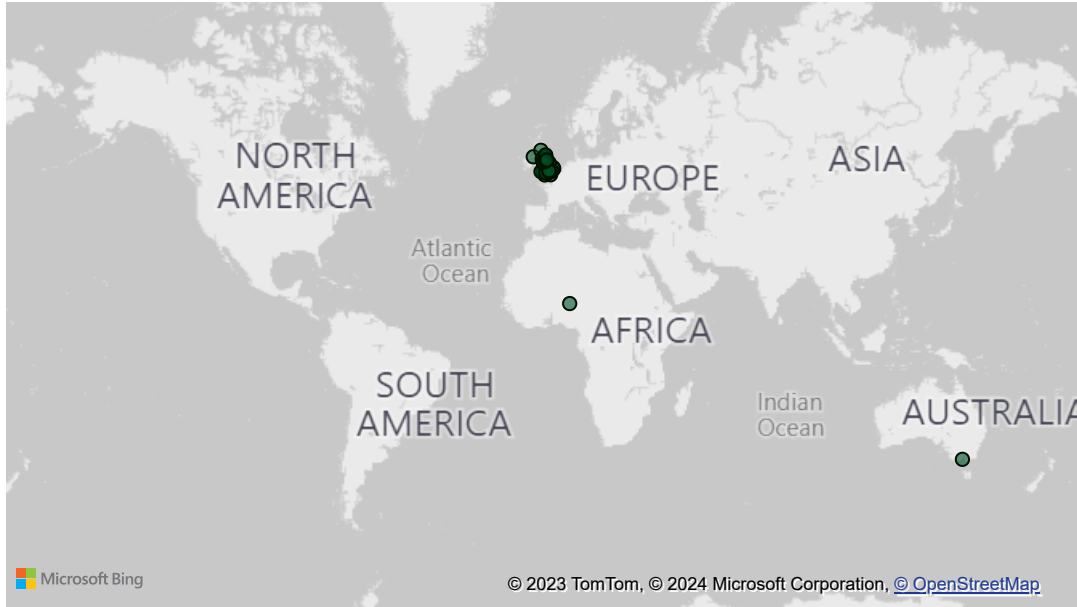


3rd attempt - decision

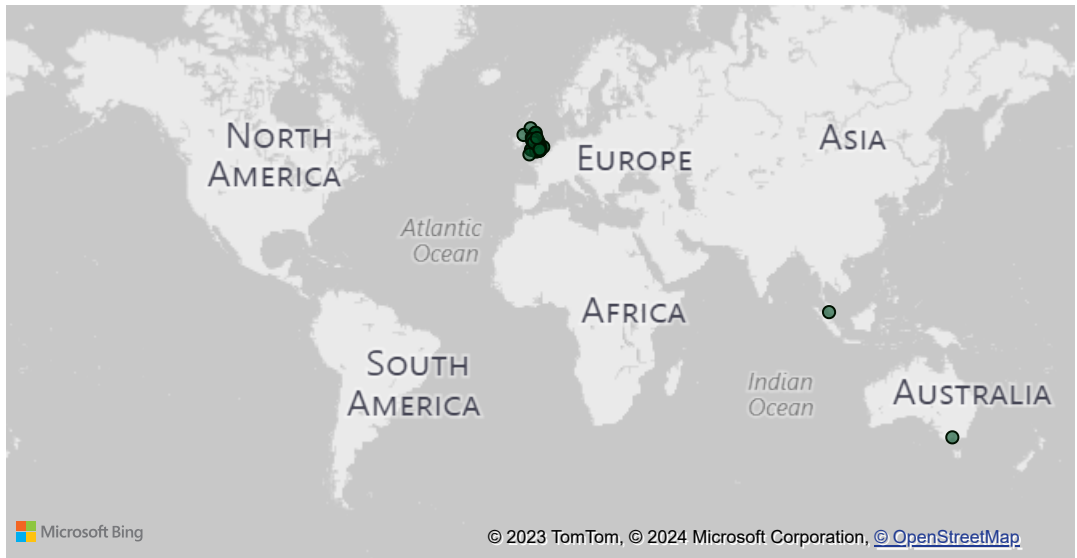


# Specialist Registration by Portfolio Assessment (SRbPA) - Pre-application Statistics

## Home location

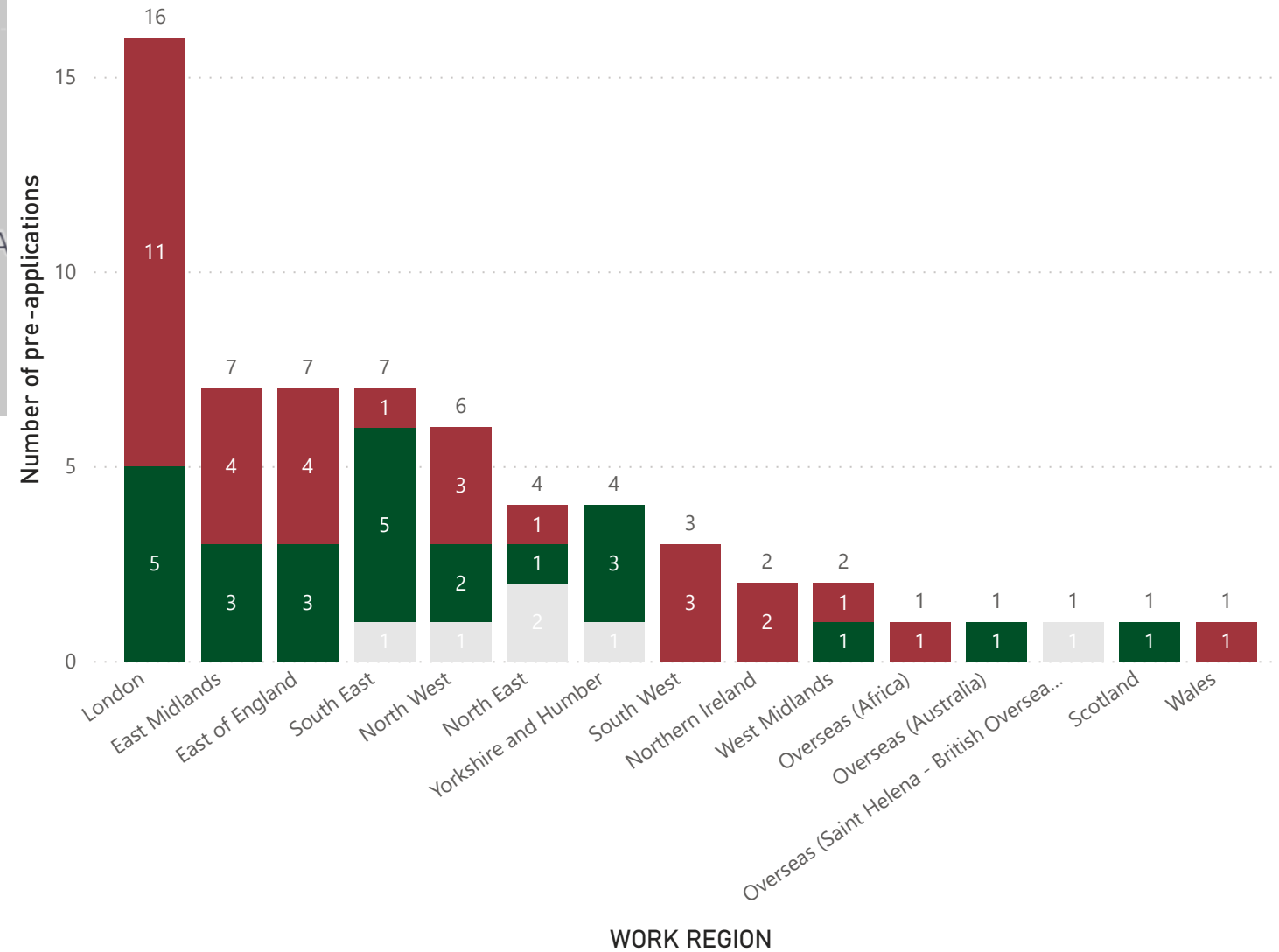


## Work location



Number of applications by work region and decision

DECISION ● (Blank) ● Approved ● Declined



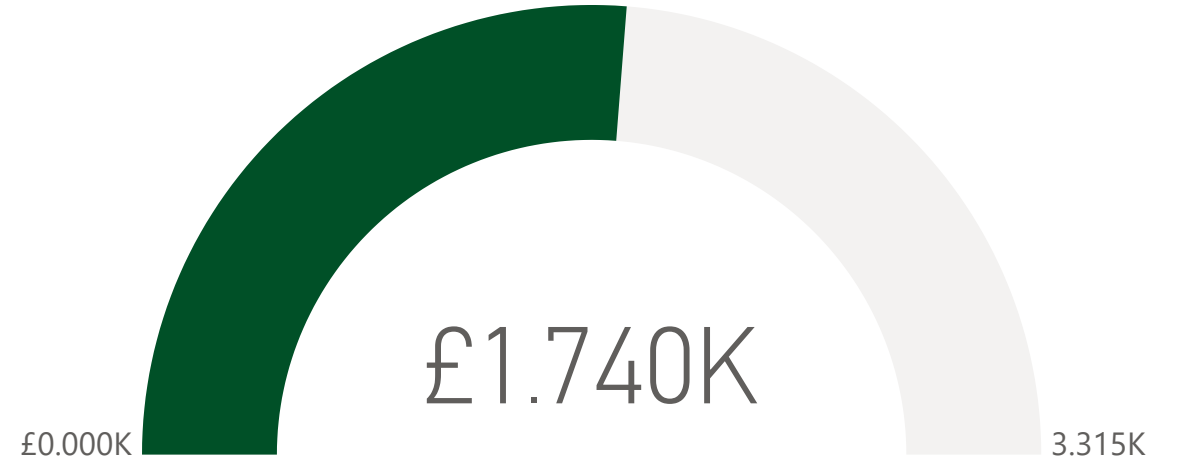


# Specialist Registration by Portfolio Assessment (SRbPA) - Income

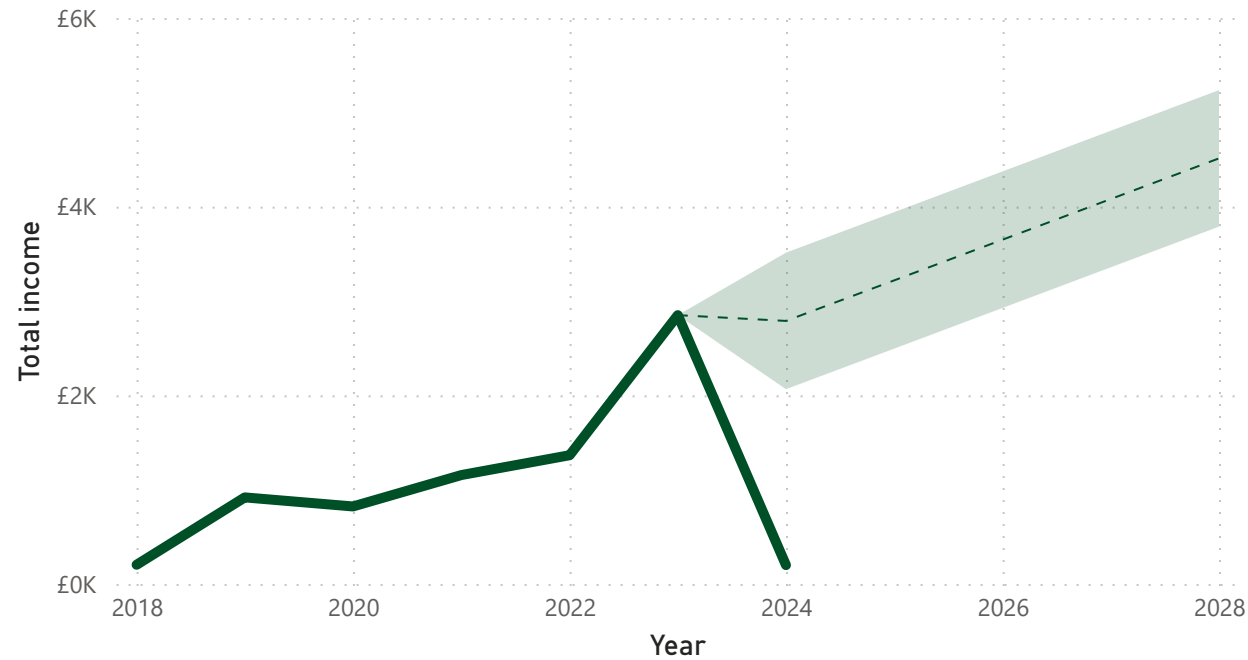
Pre-application income received vs 23/24 budgeted income



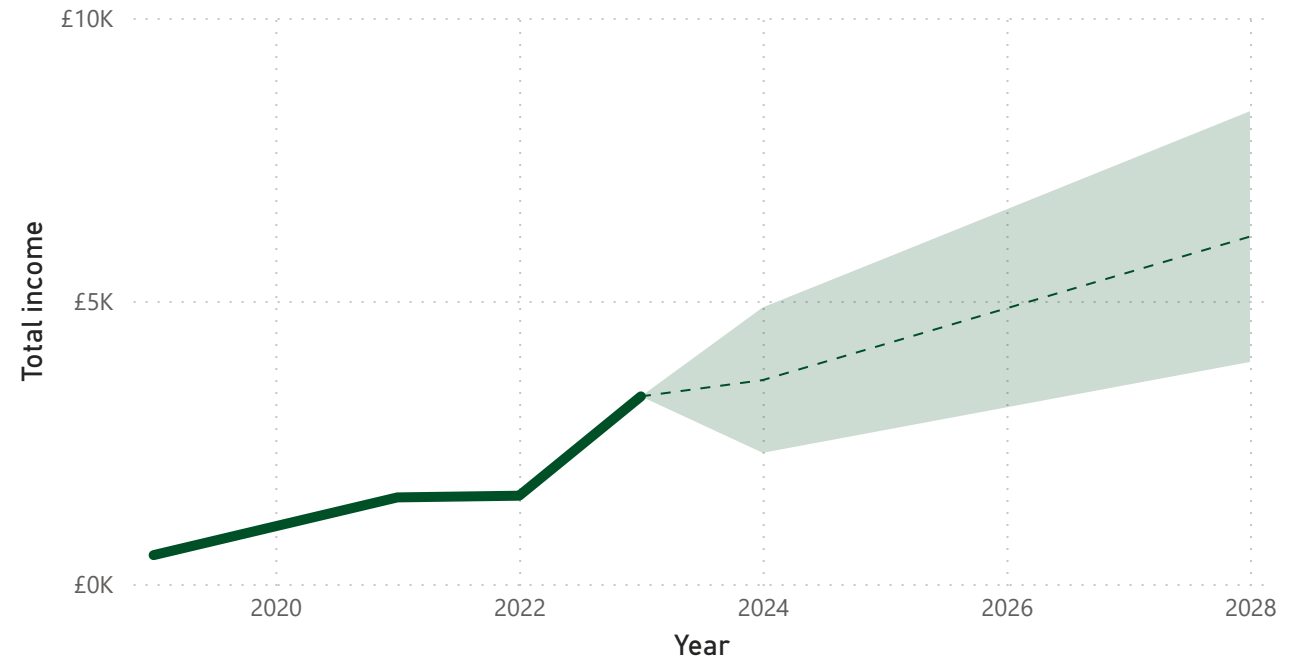
Portfolio income received vs 23/24 budgeted income



Preapplication income received and 5 year forecast

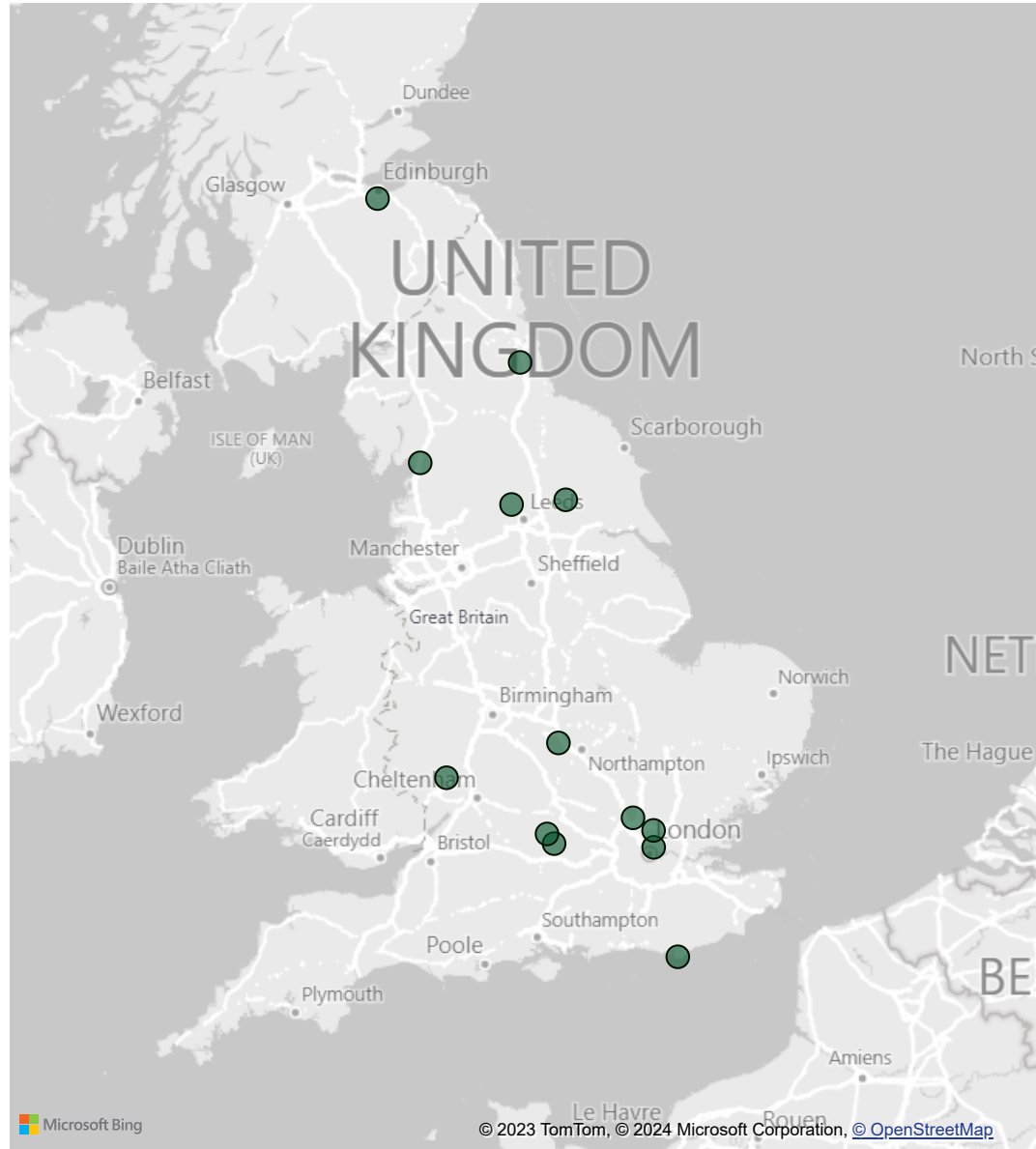


Portfolio income received and 5 year forecast

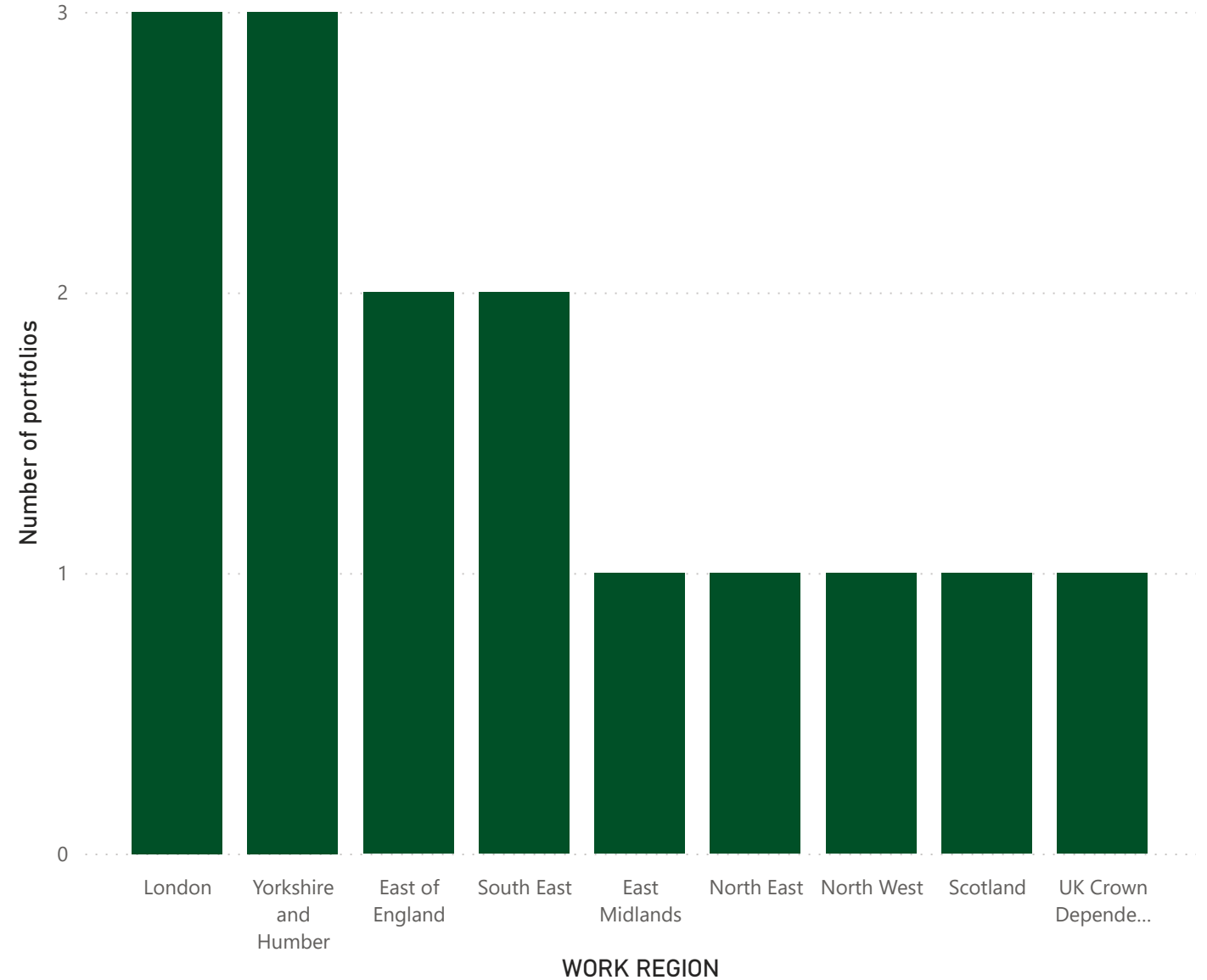


# Specialist Registration by Portfolio Assessment (SRbPA) - Portfolio Statistics

Home location

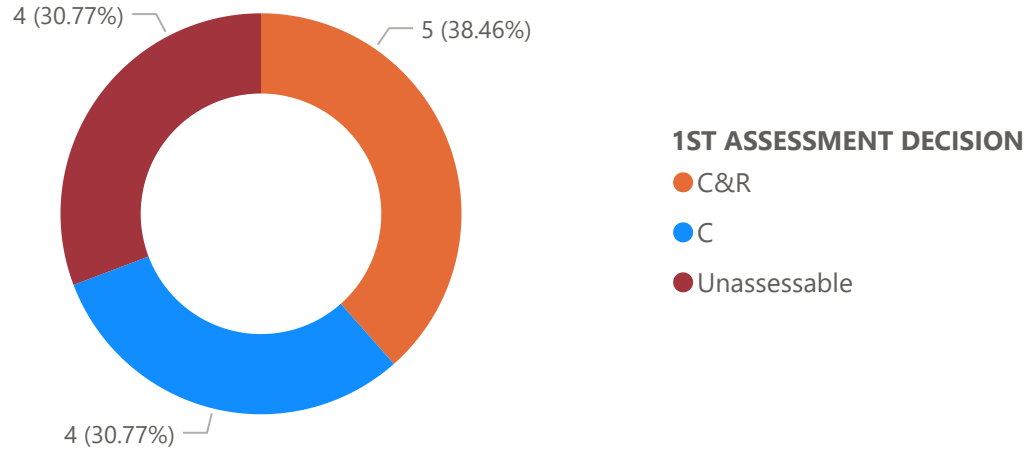


Number of portfolios received by Work Region

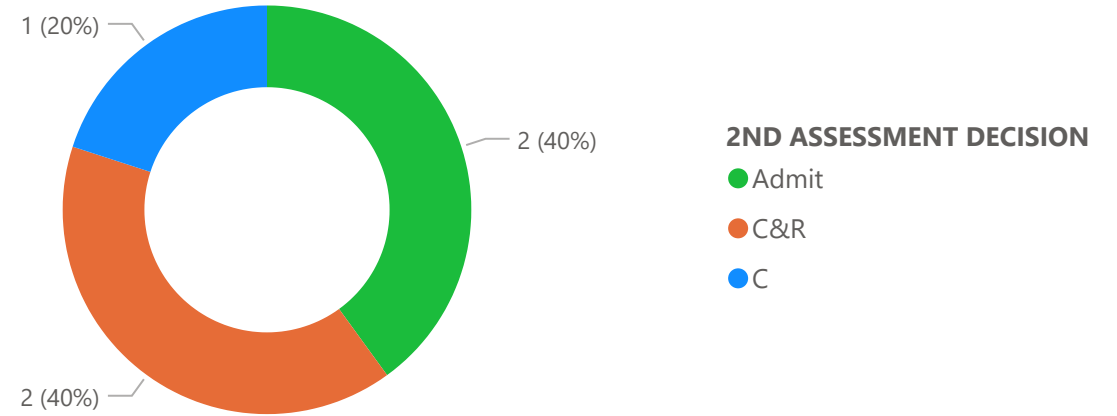


# Specialist Registration by Portfolio Assessment (SRbPA) - Portfolio Statistics

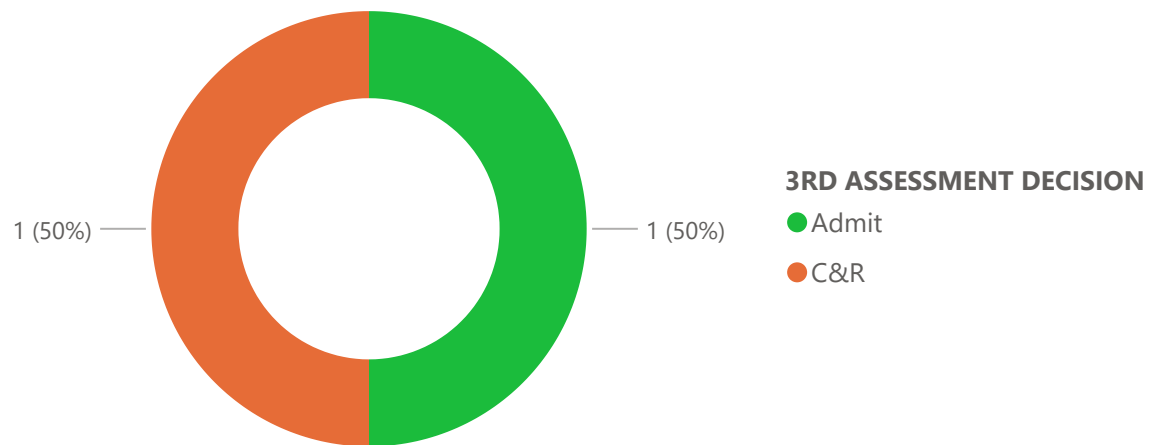
Assessment decision at 1st assessment



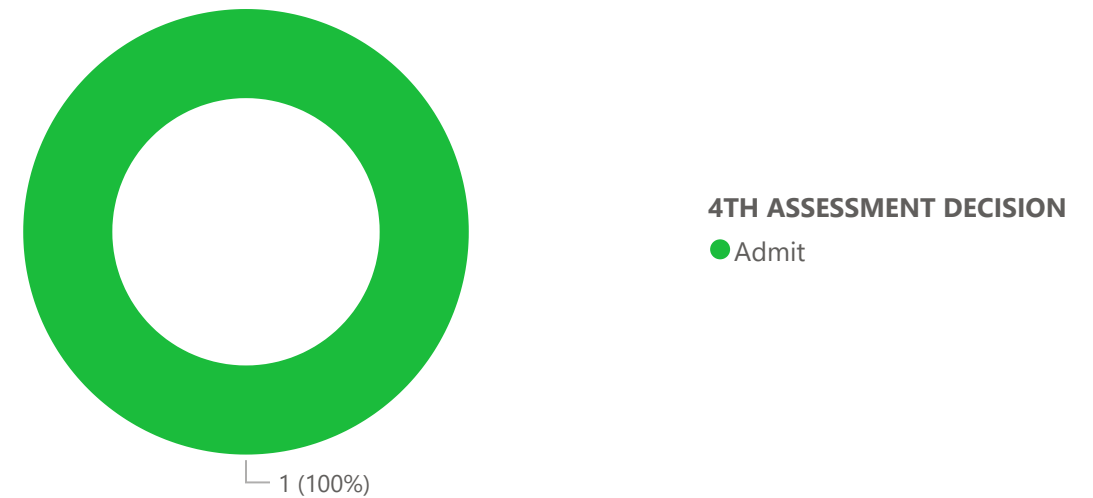
Assessment decision at 2nd assessment



Assessment decision at 3rd assessment



Assessment decision at 4th assessment (exceptional)



# Specialist Registration by Portfolio Assessment (SRbPA) - Portfolio Statistics

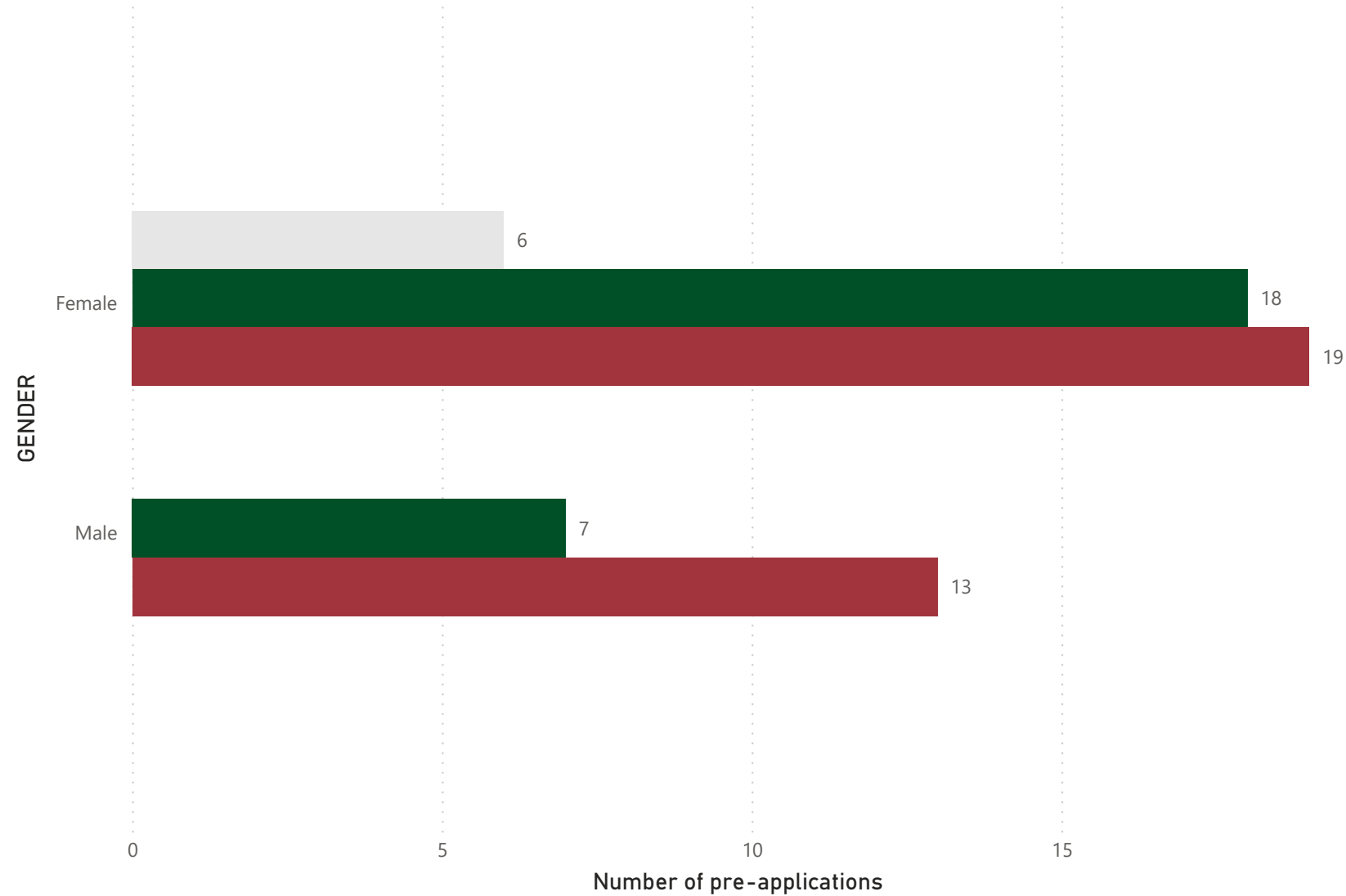
Number of new Public Health Specialist - Portfolio by Year - With 5 year forecast, minimum, maximum and average lines



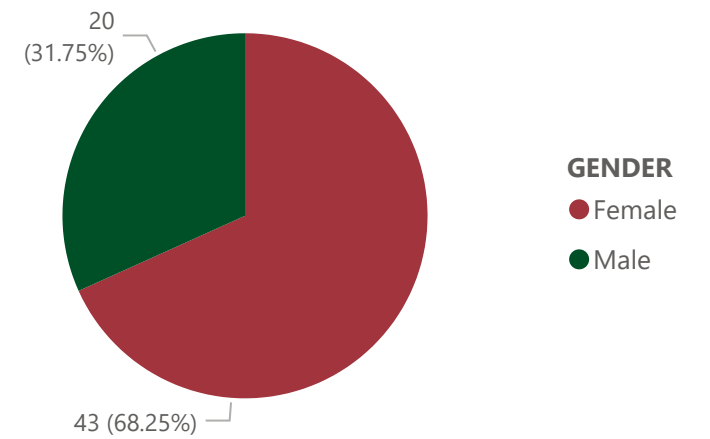
# Specialist Registration by Portfolio Assessment (SRbPA) - EDI

Number of pre-applications by Gender and decision

DECISION (Blank) Approved Declined



Number of pre-applications by Gender



## Audit, Risk, & Remuneration Committee

### Minutes of meeting on 18 January 2024



**Present:** Duncan Vernon - Chair (DV)  
David Evans (DE)  
Jenny Douglas (JDoug)  
Joanna Dowd (JDowd)  
Helen Featherstone  
Linda Smith

**Apologies:** James Sandy

Jessica Lichtenstein (JL)  
Pav Johal (PV)

#### Item 1 – Welcome, apologies, and declarations of interest

1. DV welcomed the group and noted apologies from James Sandy. There were no new declarations of interest.

#### Item 2 – Minutes from last meeting

2. The committee noted the minutes from 19 October 2023 as an accurate record.

#### Item 3 – Action points and matters arising

3. Outstanding actions from the last meeting were discussed.
4. JL provided updates on all open actions. She noted that 23/18 relating to the portfolio route was being progressed- the SRbPA review group had met twice and were identifying several improvements to the process. Once the review has concluded, the proposed changes will be discussed by the Education & Standards Committee and approved by the Board.
5. DV asked about whether we're communicating about this with public health registrars. JL confirmed that she'd been engaging with the FPH's specialty trainee committee and had been invited to present to them in February about UKPHR. She is expecting this to become a regular feature of the FPH's annual pre-CCT session with trainees.
6. JL noted that the team would undertake a 2024/25 operational planning day with the team, which would determine budget construction.
7. JL noted that 22/22 regarding distribution of funds across accounts had not been actioned yet, although all was up and running and smooth with the new CAF bank account.

#### Item 4 – Q3 23/24 accounts

8. JL confirmed that the accounts indicate that UKPHR is still in line with what had been budgeted. She reminded the ARRC that these accounts reflect cash accounting so some of the reconciliation we'd see at the EOY accounts are not made.

9. JL confirmed that refunds being issued to registrants was because of a quirk with the new system, which had to overcharge some registrants upon their first payment through Registration Online (ROL). This will stop after July 2024.
10. It was noted that salary costs will rise again as Anisah started in January.
11. The IT costs need to be broken down further for the next budget; there are some unanticipated costs associated with running ROL, and the ARRC needs to know how much is being spent on what. UKPHR is applying for a Microsoft charity discount to reduce some of these costs.
12. It was noted that the benefits of ROL will be reflected in additional activity UKPHR can undertake, rather than actual cost savings.
13. JL confirmed that things were going well with Accuo accounting, and that the new approach to budgeting and reporting, as well as direct payment of invoices, was working appropriately.
14. The ARRC noted that reserves had dipped below the target of at least 3 months operating costs, reflecting approximately 2.5 months. JL explained that there were several reasons for this unpredicted dip, both unlikely to happen again:
  - a. Invoices for individual schemes had gone out in January in previous years. Because there is always a financial dip in Q4, we'd changed the schedule for these to go out in December instead, and reserves predictions had been based on this. However, because of staff vacancy, the invoices were pushed back to January. The same income will come in, but slightly delayed. JL confirmed that this is a one-off situation and should not happen again next year.
  - b. Moderators have been encouraged to submit monthly invoices, to make payments more predictable and spread costs. The number of moderations is increasing. These are billed back via the practitioner schemes annually (as per paragraph 14a). Because of these changes, more money has been paid out upfront to Moderators, rather than at the end of the financial year- causing reserves to dip. The budget will be adjusted to account for this in 2024/25.
15. The ARRC confirmed that these explanations made sense and that they were not particularly concerned, particularly as the amount below the reserves target was not significant. They agreed that they would look at an update at the next ARRC meeting in March.
16. The ARRC confirmed that they received appropriate assurance as they meet 5 times per year; JL agreed to update on reserves and to flag dips below the reserve targets during quarterly management account discussions.

**Action: To ensure a reserves update is provided at the March ARRC meeting.**

17. The ARRC agreed that these issues highlighted additional financial risk as a small organisation. It was acknowledged that the UKPHR Business Continuity policy would be reviewed and presented to the ARRC, at the March or May meeting.



**Action: Financial risk associated with disruptions that could be experienced as a small organisation with limited capacity to be added to the risk register.**

#### Item 5 – Risk register and risk appetite

18. JL introduced an updated risk template for consideration. She confirmed that she'd researched and consulted with publications from the Institute of Risk Management (ILM) on best practice, and that this format is standard for an organisation like UKPHR. She noted that she belongs to a Audit and Risk special interest group through the Institute of Regulation. Many larger regulators have bought in IT systems to manage risk, but this is expensive and probably not suitable for an organisation's size/scope.
19. Two key changes, other than updating content, are the mapping of Strategy themes to each risk, and the division of risks into three categories: inherent risk (or risk associated with healthcare regulation), UKPHR-controlled risk, and public health systemwide risk. The 'risk tolerance' column was removed, as it was unclear how the ratings were determined, and the group would be revisiting risk appetite later in the agenda. HF suggested that an additional column with an arrow indicating if the risk level is rising, falling, or is flat would also be helpful.

**Action: JL to add a rise/fall/flat metric to each risk on the register**

20. The ARRC confirmed that the organisation and structure of the risk register was appropriate and an improvement and confirmed that a change log will continue to be helpful to track over time.
21. The ARRC discussed risk appetite, according to some guiding questions from the ILM, although the ILM guidance is geared towards larger more complex organisations. It was noted that the discussion would focus on risk appetite, rather than risk tolerance, as it's more widely understood. The group agreed that they were keen not to overcomplicate things.
22. It was noted that there were some risks the ARRC have a very limited appetite for, ie reputational and risk to the public. It was agreed that there was a slightly increased appetite for financial risk- hence the Board's willingness to spend some reserves and invest in new staff (although this is still quite limited and monitored according to an agreed framework). However, ultimately UKPHR is a health regulator, and risks of not operating as intended could risk public safety. Overall, regulators tend to have very low risk appetites. The small size also means that UKPHR must be risk averse.
23. It was also noted that things do not change particularly quickly for UKPHR- it is not a dynamic or quick paced environment. So, risk mitigations happen slowly, and much of the time through relationships or process improvement activity.
24. Regarding risk culture, because of the small size of UKPHR this tends to be consistent.

25. The ARRC agreed that a short universal statement, outlining who we are and where we've come from, in the context of justifying our low-risk appetite (on a scale of low/medium/high), would be useful, and that specific risk appetite assignments for each individual risk was not necessary. It was also noted that with risks, come opportunities. It was also agreed that the level of risk monitoring through the current Board/committee structure feels appropriate.

**Action: JL to draft a short risk appetite statement based on the discussion, to be shared with the Board at the February 2024 meeting.**

26. Regarding risk owners, JL explained that she appears next to every risk, but has also added operational owners. It's assumed that the Board will also own all risks.

27. It was noted that the risk register is a working document. Previous versions of the risk register are archived and that a change log will be re-introduced at the next ARRC meeting.

28. The ARRC discussed each individual risk in the risk register. The first group was risks associated with public health regulation, which would likely appear on other professional regulators' risk registers. It was noted that UKPHR has limited control over what registrants do, but more control over the UKPHR response and how we communicate with registrants and manage issues that arise. The group examined each risk in this category and felt that the content in the register was appropriate, the risks were described well, and mitigations/controls were in place.

29. The second group of risks are ones that are more within UKPHR's span of control. Risk 5 regarding 'failure to expand' practitioner registration, should be more about maintenance and expansion, as attrition is an increasing issue. It was noted that KPI monitoring happens and should be reflected in the register, and that we're looking at the results of leaving surveys to understand why people might drop off.

**Action: JL to add KPI monitoring as a mitigation to Risk 5**

30. Staff retention was also highlighted as a key risk to monitor, considering the issues we'd had with a recent vacancy. Risk 11 should be expanded to include the financial impact of staff vacancies.

**Action: JL to expand on risk 11 to include financial impact of staff vacancies**

31. The ARRC discussed the system risks, which are largely out of the UKPHR's control. They noted that there should also be another risk around the apprenticeship schemes and the specific challenges around them, including the external risk of universities phasing them out because of the complexity of delivery.

**Action: JL to add a system-wide risk regarding apprenticeships**

32. JL confirmed that risk 12, regarding disruption to UKPHR's function and operation had not changed, as the Faculty's workforce plan reference to a single PH regulator (preferably the GMC), was being removed.

33. The ARRC highlighted, in relation to Risk 13, that additional institutional and regulatory changes to PH bodies in all four countries could be impacted by the various COVID-19 enquiries and elections/new governments coming in.

**Action: JL to add additional content regarding impact of COVID-19 enquiry recommendations and potential political changes on PH systems.**

34. The ARRC confirmed that they were satisfied with the updated content and layout and thanked the team for working on this. They agreed that they would suggest an expanded discussion of the risk register at the next Board meeting in February, to accompany discussion on a Risk Appetite statement.

**Action: Dedicated item on risk, with risk register circulated, at next Board meeting in February 2024.**

Item 6 – any other business

35. PJ noted that we are working through a list of developments to be made to Registration Online, such as adding functionality for recognised trainers and apprentice registrants, collecting better EDI information, and tweaking the renewals process. With the credits we've accrued from Fortesium, this work will be significantly discounted, likely to cost less than £10,000. It's expected that development will happen on an annual basis, and that we're likely to need less next year. These costs will be added to the annual budget in the future.

36. DV thanked the group and confirmed the next meeting on 21 March 2024.