

Minutes of the meeting of the UKPHR Board held on Wednesday 21 February 2024 via Teams at 12.00 hours

Present: Andrew Jones (AJ) (Chair)
 Viv Speller (VS) (Vice Chair)
 Jessica Lichtenstein (Chief Executive)
 Gill Jones (GJ) (Registrar)
 James Sandy (JS)
 Ranjit Khutan (RK)
 Marianne Coward (MC)
 Ben Humphreys (BH)
 Joanna Dowd (JD)
 David Evans (DE)
 Helen King (HK)
 Linda Smith (LS)
 Helen Featherstone (HF)

Pav Johal (PJ) (Secretariat)

Apologies: Duncan Vernon (DV)
 Jenny Douglas (JD)

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 29 November 2023

The minutes of the meeting held on 29 November 2023 were agreed as a true and accurate record.

| ACTION | WHO | WHAT | BY WHEN |
|--------|-----|---|---------|
| | JL | Publish 29 November 2023 Board minutes on website | ASAP |

3. Actions and matters arising

JL reported that all but one of the actions were completed. The only amber action was to undertake a light-touch review of the Board and Committee structures, reporting and terms of reference. The Chair, LJ and JS agreed that it would be ideal to begin this after the Board strategy day in March 2024. A timeline will be set for this review in the coming year and consideration will be given if any external input needs to be budgeted for.

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. The Board were also informed that the team had begun preparing the operational plan for 2024/2025.

5. Q3 23/24 Accounts

In DV's absence, JL reported that the Audit, Risk and Remuneration Committee had scrutinised the accounts at their last meeting. The accounts were on track in accordance with the budget. There were some variances with clear reasoning behind them. For example, an increase in annual income by approx £62k but this was because some of the practitioner scheme invoices were paid late and into FY23/24 but in the final accounts these would be adjusted. In regard to annual expenditure, we were over budget by approx £20k but similar to annual income, this was due to payment of the annual fee for the new registration software in FY23/24, but it will be accounted for in the correct year in the final accounts.

JL reminded the Board that they had agreed a 2-year increase in registration fees, therefore there is no governance process required for the new 24/25 fees but the re-communication of this to registrants will be actioned.

It was also noted that the Committee discussed the reserves, which did dip below the threshold that we had agreed through our reserves policy. There was specific reasoning for this, relating to the delay in issuing invoices for the practitioner schemes because of the vacant Practitioner Registration Lead role until January. The invoices were raised promptly, and the level of reserves returned to the expected level. It was acknowledged that moving forward, the invoice cycle will be revised. The Committee discussed due diligence in terms of informing the Chair and the Committee chair, which was actioned. The Chair confirmed that due diligence was followed, and the Board acknowledged this process. DE also reiterated as Committee member that this is closely followed by the Committee.

6. 2024 Practitioner Conference - Planning

The Board was presented a report by Chamberdunn on proposals for a virtual, hybrid or in-person annual Public Health Practitioner Conference and Awards. In addition to the possibility of sponsors and whether local events could be considered. The Board engaged in in-depth discussion on the pros and cons of each option, without being led by the costs. Whilst the Board was unable to reach a clear decision, it was agreed that a hybrid option was not preferred. The Board wished to seek additional guidance from the local scheme coordinators on the purpose/theme of this year's event to help guide which format would be more appropriate to meet the aim. It was also noted to clarify if the costs include the coordination of the annual awards.

It was also discussed to consider alternative venues such as Universities; whether bursaries from sponsors could fund travel for an in-person event; charging non UKPHR registrants to attend and working collaboratively with workforce leads on existing local events could be considered.

BH and RK volunteered to support developing the agenda for the conference.

| | WHO | WHAT | BY WHEN |
|---------------|------------|---|---|
| ACTION | JL | Work with Practitioner Registration Lead and local scheme coordinators to agree theme of the conference in order to determine format of the conference & clarify conference and award costs with Chamberdunn | By next scheme coordinator meeting on 27th Feb 2024 |

7. **For decision:**

a) **Establishment of Complex Case Panels**

JL reported that this item would be deferred to the next Board meeting as it was agreed that as a result of a low number of panels being held, additional time was required to produce an informative pilot.

| ACTION | WHO | WHAT | BY WHEN |
|--------|-----|--|---------------|
| | JL | Defer report on establishment of complex case panels to next Board meeting | 24 April 2024 |

8. **Registration reports:**

a. **RAC mins 23 November 2023**

The Board acknowledged the minutes.

b. **RAC mins 14 December 2023**

The Board acknowledged the minutes.

c. **RAC minutes 18 January 2024**

The Board acknowledged the minutes

d. **Registration statistics**

The Board acknowledged the statistics. PJ reported a new report on the trend of new registrants by category since UKPHR's incorporation. The Board discussed additional reports that would be useful, including trends of different registration status. PJ reported that she would explore what would be possible in the additional data that has been provided by the new registration software provider.

| ACTION | WHO | WHAT | BY WHEN |
|--------|-----|--|----------------------------------|
| | PJ | Explore additional registration data reports | Next Board meeting in April 2024 |

9. **Audit, Risk and Remuneration Committee report – including Risk Register discussion**

In DV's absence, JL reported that the Committee had conducted a deep dive into UKPHR's Risk Register at their last meeting. The Risk Register was reframed to map to the themes of the new strategy and recategorisation of different types of risk. The revised Risk Register was presented to the Board for information, and it was noted that the Committee would continue to monitor it. As the Board inherently are owners of the risks, it was recommended that the Board would be kept up to date of the red risks via the Chief Executive's report. The Committee also held discussion around risk appetite and whether there should be a risk appetite statement. The Committee considered advice published online which was tailored towards larger more complex organisations. The Committee agreed that in general, UKPHR had a very limited risk appetite because of the nature of organisation. However, there were some risks that UKPHR was more willing to take, particularly around financial risk, as demonstrated by recent discussions around reserves and that UKPHR will invest money in something that's a little higher risk, if we feel that it promotes our mission and our aims and objectives. JL had drafted a risk appetite statement within the revised Risk Register.

| ACTION | WHO | WHAT | BY WHEN |
|--------|-----|---|---------------------------------------|
| | JL | Include <i>red</i> risks from UKPHR Risk Register in Chief Executive's report to Board meetings | From next Board meeting in April 2024 |

10. **Education and Standards Committee report**

RK reported that there was no meeting since the last Board meeting and therefore nothing to report.

12. **Any other business**

The Board acknowledged that this was VS and HK's last Board meeting. The Board thanked both VS and HK for their immense contribution to UKPHR and recognised the ongoing opportunities to continue working together to support the public health workforce.

13. **Date, time and venue of next meeting**
 Wednesday 24th April 2024 at 14.00 via Teams.

Action points from this meeting

| | WHO | WHAT | BY WHEN |
|----------------|-----|--|---|
| ACTIONS | JL | Publish 29 November 2023 Board minutes on website | ASAP |
| | JL | Work with Practitioner Registration Lead and local scheme coordinators to agree theme of the conference in order to determine format of the conference & clarify conference and award costs with Chamberdunn | By next scheme coordinator meeting on 27 th Feb 2024 |
| | JL | Defer report on establishment of complex case panels to next Board meeting | 24 April 2024 |
| | PJ | Explore additional registration data reports | Next Board meeting in April 2024 |
| | JL | Include <i>red</i> risks from UKPHR Risk Register in Chief Executive's report to Board meetings | From next Board meeting in April 2024 |

The Chair closed the meeting at 15.55 hours.

CONFIDENTIAL AND NOT FOR WIDER CIRCULATION

Private minute of the meeting of the UKPHR Board held on Wednesday 21 February 2024 via Teams at 14.00 hours

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|-----------------|---|-------------------|--|
| Present: | Andrew Jones (AJ) (Chair) Viv Speller (VS) (Vice Chair) Jessica Lichtenstein (Chief Executive) Gill Jones (GJ) (Registrar) James Sandy (JS) Ranjit Khutan (RK) Marianne Coward (MC) Ben Humphreys (BH) Joanna Dowd (JD) David Evans (DE) Helen Kind (HK) Linda Smith (LS) Helen Featherstone (HF) | Apologies: | Duncan Vernon (DV) Jenny Douglas (JD) |
| | Pav Johal (PJ) (Secretariat) | | |

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

JL reported that the Chair's action since the last Board meeting. This was in relation to a minor clarification in the revised revalidation policy around the training that appraiser appraisal providers must undergo in order to appraise public health professionals. To confirm that appraisers don't need public health specific appraisal training, they need general appraisal training but support from their employer to be able to appraise public health professionals.

JL travelled to Belfast for a positive visit to the Public Health Agency, meeting the Chief Executive, Chair and other senior members of the leadership team. JL was introduced at a session for individuals embarking on the SRbPA route. 3 pre-applications are anticipated from Northern Ireland in 2024, which is positive. There was the opportunity to discuss the development of a practitioner registration scheme. There are currently major workforce issues in Northern Ireland and therefore they are unable to source skilled staff to do the to do the work they need to do, despite being in a position where funding and commitment is agreed. JL has agreed to make introductions to the existing scheme coordinators.

NHS England is still undergoing its transformation programme after HEE's move. Uncertainty remains around leadership across public health within England and ongoing discussions are being held between the FPH, NHS England, OHID and UKHSA regarding who takes responsibility for development of the public health workforce. There will be workforce summit in March to continue discussions.

Public Health Scotland is currently working on their strategy, particularly their financial strategy to understand funding for the public health workforce will come from. They are also implementing support for career development and supporting people through the SRbPA route. It also looking likely that the practitioner scheme will be managed nationally moving forward.

Public Health Wales is increasing its focus on the public health workforce with dedicated resource targeted at supporting multidisciplinary public health. The Chair in his role at PHW is also considering a responsible officer function for UKPHR public health specialists to ensure equivalence.

The first cohort of individuals have graduated from the public health practitioner apprenticeship. UKPHR are yet to receive applications for registration. There has been a lot of feedback on the assessment process and UKPHR, including the practitioner moderators who are acting as end point assessors are working with the Department of Education and Institute of Apprenticeships to streamline the process.

Anisah Ali has started her role as UKPHR Practitioner Registration Lead and is well engaged. She had a broad range of skills, including EDI training which will be capitalised on. There local practitioner scheme coordinators will be engaged with to potentially review the fee structure, which if applicable, will be brought before the Board.

JL and VS have been working together with specialist moderators and Kate Lees and Sandra O'Hagan (independent consultants) on delivering targeted SRbPA support programmes to individuals who are preparing their pre-applications. There has been very good feedback. A session targeted to people facilitating support was also delivered with facilitators, mentors and workforce leads in attendance from across all 4 nations. It was also noted that there will be a new SRbPA assessors' recruitment round later this year in anticipation of an increase in pre-applications. The new statistics on the SRbPA would be a good source to monitor the effectiveness of these support programmes. The Board also acknowledged its role as a regulator whilst facilitating these support programmes.

The revised Medical Act is now live and the GMC is now also regulating Medical Associated Professions, Physician Associates and Anaesthetic Assistants. This has been an interesting debate to observe and UKPHR will continue to monitor if there any implications for other healthcare professions both within and outside of the statutory framework. It was noted that the expansion of statutory regulation of healthcare professions is unlikely a priority of the Government with the upcoming election.

UKPHR have submitted their annual PSA return, which is a full review this year, a copy was made available to the Board. The PSA will conduct a deep dive into the business, including observing a Board meeting and reviewing finances. It is anticipated that a recommendation regarding Fitness to Practise will be made.

JL reported that PJ is due to go on maternity leave in May 2024, returning in Feb 2025. Recruitment will begin shortly for a secondment to cover her leave. Reassurance has been received in relation reimbursement of statutory maternity pay due to annual turnover threshold and the 24/25 budget will take into consideration any financial implications. The Board congratulated PJ.