

Minutes of the meeting of the UKPHR Board held on Thursday 27 June 2024 via Teams at 14.00 hours

Present: Andrew Jones (AJ) (Chair)
 Jessica Lichtenstein (JL, Chief Executive)
 Gill Jones (GJ) (Registrar)
 James Sandy (JS) (Vice Chair)
 Marianne Coward (MC)
 Joanna Dowd (JD)
 David Evans (DE)
 Duncan Vernon (DV)
 Anna Lubasinska (AL, Secretariat)

Apologies: Helen Featherstone (HF)
 Helen King (HK)
 Linda Smith (LS)
 Viv Speller (VS) (Vice Chair)
 Ranjit Khutan (RK)
 Ben Humphreys (BH)

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 24 April 2024

The minutes of the meeting held on 24 April 2024 were agreed as a true and accurate record.

ACTION	WHO	WHAT	BY WHEN
	JL	Publish 24 April 2024 Board minutes on website	ASAP

3. Actions and matters arising

JL reported that all actions were on track. Chair proposed to focus on new matters arising. JL provided a personnel update relating to two members of staff that started maternity leave. The Board wished them well.

24/2 – Complex case panels – we continue to experience low numbers of cases, therefore reporting on this area would not be meaningful enough at this stage. The Board agreed that this action can be closed now, and GJ and JL will monitor the situation, reporting back to the Board accordingly.

4. Governance forward planner – 2024 JL summed up the next quarter’s key activities, with specific attention to Education and Standards Committee in July. The Board will be sighted on a forthcoming draft of Public Health Practise review in due course.

For decision

5. Policies relating to working with other regulators’ decisions

- 5a. Policy statement on inter-regulatory decision co-ordination
- 5b. Processing applications from those with pending investigations from other regulators

The discussion first focused on Item 5a.

AJ gave short context information to these two papers coming for Board’s consideration. AL then presented the specific points relating to Items 5a & 5b. She explained that the papers were drafted by Pav Johal (now on maternity leave) in collaboration with GJ and JL.

DE made a point about the relationship between other regulators’ decisions and our response, where the source decision may impact on UKPHR registrants or UKPHR usual operational procedures.

DV praised the intention behind both policy statements and questioned a scenario where another regulator makes a decision on areas of practise not related to public health and our response to that. AJ commented that UKPHR should be looking at professional practise holistically and considering it on a whole as practising as a health professional (whole practice appraisal). GJ added that our approach should follow the principle of professionalism, irrespective of specific area of professional practice in question. GJ also made a point that these issues relate to small numbers of registrants.

The conversation then turned to the principle of reciprocity, and JL confirmed that the policies are intended to work in this way, i.e. UKPHR sharing information with other bodies as well as acting on information received. JL also reminded the Board that UKPHR is and will remain independent in our decision making, and our policy should reflect that.

JS welcomed the paper and commented that it is important to make a distinction between reactive actions, joint statements, and collectively agreed positions or decisions. JS also requested for version control information to be added to the drafts.

The discussion then turned to Item 5b.

AL gave an overview of the document. GJ added that investigations with other regulators may take several years to conclude. Although we work in the spirit of presumption of innocence, we also need to be able to react appropriately when we are aware of these investigations and make decisions relating to UKPHR registration. GJ also made a point that other regulators commonly would not share information relating to an ongoing investigation. AL confirmed that Item 5b relates to new applications for registration, and JL said that it could also be applied more widely, i.e. to annual renewal declarations and any other point of the registration journey. AJ agreed this could be made clearer in the policy.

The Board agreed that the drafts under Item 5a & Item 5b can be approved in principle, and that minor amendments to reflect the discussion above could be made. AL and JL will work on these and share the updated versions with Chair for final approval. Final versions would be shared with the Board in due course.

	WHO	WHAT	BY WHEN
ACTION	JL & AL	Update the drafts of: 5a. Policy statement on inter-regulatory decision co-ordination; 5b. Processing applications from those with pending investigations from other regulators; and circulate to Chair and the Board.	ASAP

6. **Standing orders statement on assessors & Board members**

JL explained that this issue was spotted by one of the employees whilst reviewing various governance papers. UKPHR Standing Orders preclude our Board members to act as assessors. These were drafted a long time ago and the previous reasoning for this is not documented.

Currently, we have two Board members who also act as assessors, and their wider perspective on Registration matters is beneficial. The Standing Orders are due to be reviewed in the autumn.

The Board recognised that the Standing Orders may not reflect and align with the current practice in this area, and that they are satisfied that co-existing an assessor role and a Board member role is an accepted practice going forward. As a mitigation until the Standing Orders are reviewed and brought up to date, it was agreed that Chief Executive will write to the two Board members who are also assessors, requesting a declaration of any conflict and reiterating the principles of impartiality in decision making in both of these roles.

Agreement by the Board to recommend the removal of this provision in the next version of the Standing Orders, with the rationale documented (this to be undertaken later this year).

ACTIONS	WHO	WHAT	BY WHEN
	JL	Write to the Board members who also serve as assessors.	ASAP
JL	Conduct full review of Standing Orders and share with the Board for approval	Q4 2024	

7. Professional Standards Authority Accredited Register assessment report

The assessment report has been circulated to the Board last month. JL reminded the Board of the periodic PSA assessment process. This year we have undergone a full assessment. The team ensured that the submission has been prepared in an accessible and proportionate way. There were few points that needed clarification.

JL summarised the findings of the report, as per Item 7b:

Item	Action	Deadline
Conditions:		
The UKPHR should make clearer how people who have gained qualifications and/or experience overseas can demonstrate equivalence with the requirements for registration	This has been discussed as part of the SRbPA task and finish group (reporting to Board in September), and the Registration Policy Group. Moderators are considering new guidance, and we're consulting with the FPH on how to assess overseas competencies (they do this for GMC portfolio route)	February 2025
The UKPHR should document its interim suspension order process, so it is clear how interim orders are issued, reviewed, and lifted	We do not have an interim suspension orders process as part of our FtP. This is usual practice across healthcare regulators. Interim orders allows a regulator to stop a registrant from practicing if there is potentially a significant risk to patients/public while investigations and hearings proceed. This is on our operational plan for summer/autumn. Should be fairly straightforward to draft a policy.	October 2024

Recommendation		
UKPHR should consider creating a field on its register showing the registrants registration with a statutory regulator if applicable. This will assist the public in making informed decisions and facilitate raising concerns with appropriate bodies.	This is on our improvement log for Registration online, which is addressed annually (early 2025).	February 2025

The Board was satisfied with the listed conditions and recommendations and approved them for further work and implementation.

ACTION	WHO	WHAT	BY WHEN
	JL	Action the conditions and recommendations as per the report.	October 2024 and February 2025

8. Annual Report Template

AL gave an overview of the background of the new template, and its components. The new template proposes to consolidate statistics such as KPIs, EDI measures, Register reporting and monitoring data into an annual report to ensure they're meaningful. It is also a good way to monitor progress against our strategy.

JS made a point that it would be useful for the report to clearly draw connections between different bits of data and governance/decision making processes.

DV welcomed the opportunity to draw more insights through the report, such as our engagement with training programmes and practitioner schemes, and not only the financial information.

JL explained that the Registration Policy Group has looked at the template and discussed it at depth, making valuable input which is now recognised in the template.

GJ reminded that when preparing the data for the report, we should be mindful of areas where only small sample is available and support the data with contextual information and analysis.

DE highlighted that it is useful to also look at the data relating to lapsed registrations and understand the drivers behind these. JL said that the team is thinking about how to best capture this type of data, and a survey will be sent to registrants who did not renew their registration in July'24.

The conversation then moved on to the cycle of registration data reporting – JL said that previously, the Board would receive registration data at each of their meetings, but this seemed not to be meaningful enough to allow an in-depth discussion. The Board agreed that a lesser frequency would be more appropriate, and after some discussion it was decided that there will be two registration data reporting points: the Annual Report, and a mid-year smaller scale data update. In the case of the lighter-touch report, the Executive will review the data and if anything arises that is of note or concern, it will be then presented to the Board.

The Board approved the new Annual Report template and the new registration data review schedule.

ACTION	WHO	WHAT	BY WHEN
	AL	Finalise the Annual Report template and prepare the completed report for the next Board meeting.	Board meeting and AGM on 25 September
	JL	Implement the new registration data reporting approach.	ASAP

9. Faculty of Public Health - *Vision for the Public's Health*

The Chair introduced the document prepared by Faculty of Public Health, Vision for the Public's Health, and was satisfied that UKPHR's views were recognised in it. This demonstrate the positive engagement that is being cultivated. JL explained that she is also planning to engage with the new government post-election, by drafting a letter to be signed by herself and the Chair. This will be timed to align with what other regulators are preparing.

ACTION	WHO	WHAT	BY WHEN
	JL	Engage with new government post-election.	ASAP

10. Registration reports

The Board had no questions or comments relating to the minutes.

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

DV gave an update from the last ARRC meeting. There were no particular areas of concern to be flagged to the Board.

12. Education and Standards Committee report

The Board acknowledged that there was no Education and Standards Committee meetings since the last Board meeting.

13. Chief Executive Report

Discussed in private meeting.

14 Any other business

JL gave an update on the ongoing Annual Renewal season. AL presented the current renewal statistics, with 74% of those invited already completing their renewal process. This is consistent with renewal progress in previous years. The deadline to renew is 1 July, however registrants get a grace period afterwards when they can still complete the process without additional cost. In previous years many registrants completed their renewal after the final reminders, so AL remained confident that the final renewal numbers will be much higher.

15. Date, time and venue of next meeting

Wednesday 25th September 2024 at 11.00 in person at UKPHR office in Birmingham.

Action points from this meeting

ACTIONS	WHO	WHAT	BY WHEN
	JL	Publish 24 April 2024 Board minutes on website	ASAP
	JL/AL	Update the drafts of: 5a. Policy statement on inter-regulatory decision co-ordination. 5b. Processing applications from those with pending investigations from other regulators. and circulate to Chair and the Board.	ASAP
	JL	Write to the Board members who also serve as assessors.	ASAP

JL	Conduct full review of Standing Orders and share with the Board for approval		Q4 2024
JL	Action the conditions and recommendations as per the PSA report.		October 2024 and February 2025
AL	Finalise the Annual Report template and prepare the completed report for the next Board meeting.		Board meeting and AGM on 25 September
JL	Implement the new registration data reporting approach.		ASAP (linked to action above)
JL	Engage with new government post-election.		ASAP

The Chair closed the meeting at 15.33 hours.