

Audit, Risk, & Remuneration Committee

Minutes of meeting on 23 May 2024



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

Apologies: James Sandy

Jessica Lichtenstein (JL)
Anna Lubasinska (AL)

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.
2. The group welcomed Anna Lubasinska, the new Head of Business Development and improvement, providing maternity cover for Pav Johal.

Item 2 – Minutes from last meeting

3. The committee noted the minutes from 21 March 2024 as an accurate record. JL noted that she would ensure to circulate the draft minutes of ARRC meetings at the same time as they were sent to DV, who was happy for this action to be taken.
4. It was also noted that JS was erroneously noted as absent from the March meeting, although he did attend. The minutes will be amended.

Action: JL to circulate DRAFT ARRC minutes to the entire ARRC when they are ready

Item 3 – Action points and matters arising

5. Outstanding actions from the last meeting were discussed. JL confirmed that the office was fire safety compliant. She also confirmed that the office had been in touch to ask each Board member to update their bio and conflicts of interest for the UKPHR website.
6. JL gave an update on the Specialist Registration by Portfolio task and finish group, who had been looking at reviewing the process. The group met three times and has made a number of recommendations which will go to the E&S

Committee and the Board in due course, likely in September. There was some discussion about ensuring that the pre-application remains light touch and provides a 'gatekeeping' function to identify those who are practicing at the right level to submit a full application. It was noted that there would be minimal risks arising from the work of the review, as we're tightening up the process rather than making fundamental changes. However, there may be a risk associated with opening up the route to international candidates, as this is as of yet untested. Work on this will progress throughout the year. However, this change would minimise the risk associated with the process not being inclusive and UKPHR not meeting its obligations around EDI.

Item 4 – EOY accounts for 23/24

7. JL confirmed that the accounts were not yet ready as there was a significant amount of reconciling work to be done by the accountants, and some payments for the previous financial year hadn't yet come in because of the NHS England transformation programme. She assured the group that there shouldn't be significant changes from the very draft predictions that were provided alongside the budget at the March meeting. The accountant would be invited to the July meeting to talk through the accounts with the ARRC to ensure full discussion and that the group have all the information they need to recommend that the Board accept the accounts.
8. JL noted that she was working with NHS England WT&E to ensure UKPHR is on their procurement list for next year, and to secure funding for the schemes in England.
9. Item 4 will be discussed substantively at the next meeting in July 2024.

Item 5 – Risk Register

10. The group discussed a few changes to the risk register.
11. Risk 2 addressing revalidation has been changed from Amber to Green. The new system has now been implemented and it is working very well. All reminders for revalidation dates are now automated, and we have a better handle on managing our registrants' revalidation. Feedback from users so far has been positive, and the guidance is much clearer and requirements have been revised to better align with the GMC's requirements, making things easier for employers to manage. Most consultants in England use the SARD appraisal system, and ROL more easily talks to SARD now- which means that employers can do chasing for those who haven't engaged with appraisal, rather than it coming only from us. In addition, employers have been truly engaged with the Revalidation review and better understand our requirements. Some organisations are working on pilots to give responsible officers oversight of UKPHR registrants.

12. Risk 9 around financial risks has changed from Green to Amber, as the 2024/25 budget is in deficit. The deficit is 4% and there is a clear plan to ensure this is not the case for the next year, but the ARRC felt it reasonable to reflect this in the risk register. It was noted that the risk would be updated to reflect that a proportion of income is reliant on NHS systems, and transformation programmes or changes in priorities could impact payments coming in. The mitigation is that we're working with NHS to become a preferred provider.

Action: To update risk register's financial risk item to reflect external impact (ie NHS England) on income from practitioner schemes

13. Risk 12 refers to healthcare regulation in general and touches on moving in and out of statutory regulation. This topic has gone quiet in recent times as there didn't seem to be any government initiative to bring additional professions into statutory regulation, and the GMC is not looking to bring UKPHR registrants into its fold. However, with the introduction of Medical Associate Professions regulation coming under the GMC, the topic has made some noise in the system again. There was a discussion as to whether this should impact the risk rating, and the ARRC agreed that this it doesn't necessarily, and that an amber rating felt more comfortable. However, there was a point made that the election and a potential new government means that there could be opportunities to promote public health professional regulation.
14. It was noted that the Government had recently published a White paper on regulation. This was mostly focussed on financial regulation but could impact the broader regulatory section. The future status of this paper is unknown with the upcoming election. We now are looped into the Institute of Regulation, who is working with the Government on this so will monitor closely.

Item 6 – Any other business

15. JL updated the ARRC on renewals, as annual renewal season had opened. Renewal rates are good, and higher than last year. She confirmed an increased number of registrants moving to direct debit, although exact figures won't be reported until the next meeting.
16. It was noted that at the next Board meeting an annual report template will be presented that will include registration data.
17. JL noted that the Professional Standards Authority had now published it's UKPHR Accredited Register review- UKPHR's status will be renewed. There are several conditions and recommendations which were expected and reasonable and will be dealt with before the next submission in early 2025.

The ARRC agreed that it would be appropriate to look at it at the June Board meeting.

Item 7 – Next meeting

18. The next meeting will take place on 25 July 2024.