

Audit, Risk, & Remuneration Committee

Minutes of meeting on 24 October 2024



Present: Duncan Vernon (DV) Chair Linda Smith (LS) James Sandy (JS) Joanna Dowd (JDowd) Jenny Douglas (JD) Linda Smith (LS) Jessica Lichtenstein (JL) Anna Lubasinska (AL)	Apologies: David Evans Helen Featherstone
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Item 1 – Welcome, apologies, and declarations of interest

1. DV welcomed the group and expressed thanks to LS and JS for chairing the last meeting in his absence. There were no new declarations of interest.

Item 2 – Minutes from last meeting

2. The committee noted the minutes from 25 July 2024 as an accurate record.

Item 3 – Action points and matters arising

3. Outstanding actions from the last meeting were discussed. The group noted that the numbers of outstanding actions had decreased and acknowledged the huge amount of work that had been done to complete actions.
4. AL confirmed that the business continuity plan had been completed and tested, but as the committee hadn't received posted hard copies, the team would check to ensure that these are sent out asap.

Action: AL to post BCP to the ARRC

5. JL confirmed that the CAF savings account now has around £15,000 in it and that approximately 3.5% interest is being earned. It can easily be withdrawn when required.

Item 4 – Q1 & Q2 accounts

6. JL set out the financial position as of the end of September, and the ARRC considered the accounts for this financial year so far. She noted that income is more spread out than originally budgeted, which is a positive development as it evens out income and allows more stable projections.

7. Regarding expenditure- some areas are underspent and others over when compared to the original budget. Air IT invoices are larger than expected but the team are investigating this.

Action: Update the ARRC on IT invoices and discrepancies

8. The overall variance is less than £1000, which is remarkably on track- although it is likely due to chance. UKPHR is currently in a stable position.
9. Reserves at the end of Q2 were approximately £127,000- 3.5 months of running costs. The ARRC was interested in understanding more detail regarding reserves, and how it could be expanded particularly going into the next financial year- they would like to see reserves closer to 6 months. JL agreed to include some projections in the budget discussion which should demonstrate an increase in income and increase the likelihood of increased reserves.
10. She also noted that there will likely be a point in late November/early December before the practitioner scheme invoices are sent out where we might go below our reserves target. The Board Chair and the Chair of the ARRC will be notified when this happens. This happened in late 2023; the way income is structured, there is a planned dip in income at this time of year, so it's not unexpected.
11. The ARRC felt that the update was clear, and they are assured of UKPHR's stable financial position at the end of Q2.

Item 5 – Registration Support Officer (CONFIDENTIAL)

Item 6 – Risk register

12. The risk register was discussed. It was acknowledged that the two red risks were associated with external factors, particularly changes to public health systems and structures, and a struggling workforce. It is still unknown how the new government's policies will impact these risks (at the time of the meeting the new budget hadn't yet been released), but there has been an emphasis on prevention, which could mean more investment in public health.
13. JL also highlighted additional mitigations to the risk register including changes to key documents such as Good Public Health Practice, development work on Fitness to practice processes and re-registration, and the publication of our Employer Guidance. There are also some increased risks such as an appeal that may go over the legal fees budget and if lost could present a reputational risk; a gap in staffing for the Head of Business Development & improvement for a 3-month period. She also mentioned issues regarding the DHSC permanently stepping back from providing resource to keep People in UK Public Health running- the four UK wide public health organisations are working on an alternative plan for this.

14. It was noted that there may be emerging issues regarding population health roles moving into Integrated Care boards in England and ensuring that we understood how this is working/ensuring access to these roles to UKPHR registrants. LS noted that the Scottish model could be similar.

15. JL agreed to update the Board if any ongoing or new work will be significantly impacted.

Item 9 – Any other business

16. No other business was raised

Item 8 – date and time of next meeting- 16 January 2025