

Minutes of the meeting of the UKPHR Board held on Wednesday 27 November 2024
in person, UKPHR Office, 16a McLaren Building, 46 Priory Queensway, Birmingham,
B4 7LR and via Teams at 11.00 hours

Present: Andrew Jones (AJ) (Chair) ☎
Jessica Lichtenstein (JL, Chief Executive)
Gill Jones (GJ) (Registrar)
James Sandy (JS) (Vice Chair)
Linda Smith (LS) (Vice Chair)
Marianne Coward (MC)
Joanna Dowd (JDd) ☎
David Evans (DE) ☎
Helen Featherstone (HF)
Ranjit Khutan (RK) ☎
Ben Humphreys (BH)
Zaira Ejaz (ZE)
Helen Jeffries (HJ)

Apologies: Marianne Coward
Jenny Douglas
Duncan Vernon

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

AJ welcomed everyone to the meeting; apologies were noted from Marianne Coward, Jenny Douglas, and Duncan Vernon. There were no new declarations of interest. The Board acknowledged Anna Lubasinska's completion of her secondment at UKPHR and thanked her. It was also noted that Pav Johal would be returning from maternity leave in February 2025, with ZE acting up in the meantime.

2. Minutes of Board meeting held on 25 September 2024

The minutes of the meeting held on 25 September 2024 were agreed as a true and accurate record.

3. Actions and matters arising

JL reported that all actions were on track

4. Governance forward planner – 2025

JL noted that operational planning would happen early in 2025, after which the document would be populated. She noted the financial decisions that would have to be made by the ARRC and the Board early in 2025.

For decision

5. SRbPA Light Touch Review

JL and HJ confirmed that the Light Touch review had been completed, with a number of suggested improvements to the process that would ensure the process was fit for purpose and fair. The changes were summarised in the paper, with a lot of them focussed on clarification and tightening of working. One change for the Board to be aware of is that the route should now accept experience not gained in the UK. This

change is a requirement from the PSA review, to ensure equality of opportunity. Another fundamental change is the addition of a 'show how' to ensure emergency planning is addressed, as reflected in the curriculum.

It was also noted that four attempts will be accepted rather than three. It was acknowledged that the fees will be uplifted to ensure costs are covered; this will be outlined during the next Board meeting. GMC Portfolio pathway applicants who were not successful will now be able to apply to the SRbPA route after 18 months. I was noted that UKPHR may not know the reasons for unsuccessful GMC applications. JL confirmed that UKPHR could approach the GMC from a public safety perspective.

The Board agreed to accept the changes, which RK confirmed are supported by the Registration Panel and assessors.

6. SRbPA ID Checks

HJ presented a change in approach, where UKPHR would check government-issued IDs during the SRbPA pre-application process. This brings UKPHR in line with other professional regulators, and reduces risk due to fraud. It was noted that this isn't necessary for other routes to registration, which are clearly linked to employment and education- where ID checks will have already been carried out. Costs will be minimal and involve a simple office check. The Board agreed that this was a positive initiative. It was noted that UKPHR should look into how long ID records need to be held.

Action: UKPHR office to research best practice around holding ID records.

7. Re-registration review

ZE presented an updated Re-registration process. The key changes are around improvement of documentation and guidance, the reduction of the requirement for reflective notes to allow more flexibility, and changing the reference to be from a line manager who does not necessarily need to be a registered specialist. She noted that the roundtables that had been held with registrants had been really positive about re-registration, and there was generally agreement around the table regarding improvements. At the moment, ZE checks each application that comes in; this is different from larger regulators like the NMC or the HCPC which conduct audit as they deal with big numbers.

8. UKPHR Sexual Harassment policy

Due to recent change legislation around sexual harassment, UKPHR's HR adviser recommended a policy be put in place. They advised on the content. It was noted that the language should be clarified to ensure undue pressure wasn't on the Chief Executive, particularly if they're compromised, and that there was a Board member who could be the identified contact for any complaints. It was agreed that one of the Vice Chairs could be a 'trusted person' who is contacted in the first instance, with the CE taking over if that individual was compromised in any way. The Board agreed to adopt the policy, with the agreed change.

Action: clarify the wording to ensure contact can be with an identified Board

9. Registration Support Officer (RSO) Role

The ARRC agreed that the RSO should be awarded a permanent contract after considering several options including eliminating the role and extending the contract. It was acknowledged that the role is essential to UKPHR in providing administrative support and that the fulfilment of the strategy aims are at risk if it doesn't continue. It was noted that the aim is to ensure the role is not paid for through reserves for next year. Financial governance and management of reserves for 2025/26 will be a priority, and the Board will have the opportunity to discuss this in greater depth at the February and April meetings.

10. Joining the UK Health Alliance on Climate Change (UKHACC)

JL had met with the Co Chairs of the UKHACC to discuss the potential of joining. UKPHR acknowledges that climate change and health is an intrinsic part of public health, and is a big priority for its registrants. JL now sits on the Faculty's Climate Change Committee, so UKPHR is starting to be able to demonstrate its commitment, despite limited resources. In joining, there would be the opportunity to get more involved in the climate change agenda, understand what other organisations are doing, and network appropriately. It's £500 annually, which JL confirmed should be affordable in next year's budget. The Board agreed that they weren't clear on the tangible benefits and wanted to wait to see the budget before making a decision about joining.

11. Q1-2 2024/25 accounts

JL confirmed that UKPHR was on track financially, and that the income/expenditure was closely matching what had been predicted in the budget. The accountant had not identified any areas of concern. She did note that income is spread out more evenly now during the year, more than had been anticipated. Which means that original projections anticipated more cash at hand during this time of year. She noted that reserves had gone below the threshold of 3 months, and that she'd notified AJ and DV as agreed. It was not unexpected for this time of year, which is right before income from the schemes comes in. Invoices will go out in December and the situation should resolve itself in due course. She confirmed that each year the direct debit fee payments will rise, making income even more predictable and lessening the risk of this happening in future year. She confirmed that she and the accountant are monitoring cash flow very closely. The Board were satisfied with the accounts and suggested that a future discussion regarding longer term financial strategy should take place.

Action: Board to have future conversation regarding longer term financial strategy

12. Conference wrap up and evaluation

The Board noted the successful conference and thanked the team for their efforts. Feedback was very positive and those Board members who attended confirmed that the energy was great on the day. JS had stepped in to host, due to AJ's unavoidable leave- and he agreed that the day had been a success. It was confirmed that the

following year's conference will be virtual. She noted that the conference was overspent due to several factors: not accounting for paying expenses of presenters- this was particularly expensive due to the Conservative Conference being held that week. Higher numbers than anticipated meant higher catering costs, which were originally costed according to the previous year's prices- so these were much higher than expected. It was noted that there was good Wales representation but limited Scottish representation and none from Northern Ireland.

13. Good Public Health Practice User Guide

The GPHP User guide was ready to be launched in early December, alongside the go-live date for the new standards. The guide brings the standards to life and outlines UKPHR's expectations of how its registrants will engage with them. It was well-received by the Faculty. It was noted that this will replace the UKPHR Code of Conduct, simplifying the standards framework for registrants.

14. Registration reports

GJ noted that RAC business was running very smoothly and thanked the UKPHR team and the Registration Panel chairs.

15. ARRC Committee

No new updates, as several papers had been discussed on the agenda.

16. E&S Committee

RK noted a correction- that the recent meeting had been held in October rather than July. He noted that the moderators' reports had been discussed and were exceedingly helpful. He also noted that he would like to conduct an evaluation to help with the future work of the committee. He also suggested that a vice chair would be a useful thing to have

Action: E&S committee to explore appointing a vice chair

Private items discussed

19. Any other business

20. Date and time of next meeting: 19 February 2025, 2-4pm