

## UKPHR BOARD MEETING

**23 April 2025 14:00-16:00**

ITEM	ISSUE	PRESENTER
1	Welcome, apologies and new declarations of interest	Chair
2	Minutes of meeting 19 February 2025	Chair
3	Actions and matters arising	Chair & CEO
4	Governance forward planner – 2025	Chair & CEO
	<b><i>For decision</i></b>	
5	2025/26 Budget	CEO & PJ
6	2025/26 Staff pay	CEO
7	UKPHR's approach to social media	CEO & PJ
8	The Future of the UKPHR Office	CEO & PJ
	<b><i>To note</i></b>	
9	2024/25 Mid-Year report	CEO & PJ
10	Registration reports Item a: RAC minutes 24 February 25 Item b: RAC minutes 26 March 25 Item c: Registration Policy Group minutes 12 Feb 25	Registrar
11	Audit, Risk and Remuneration Committee report – including Risk Register discussion Item a: ARRC minutes 19 March 2025 Item b: Risk Register	ARRC Chair
12	Education and Standards Committee report No meetings since last Board	E&S Chair
	<b><i>Private meeting</i></b>	
13	Board skills audit- update	JS, LS, BH
14	Chief Executive's report	CEO
15	Any other business	Chair
16	Date and time of next meeting	<b>26 June 2025</b>

UKPHR Board Meeting 23 April 2025  
ITEM 3

UKPHR Board Action Log		
RAG Key	Outstanding	
	Likely to be delayed/ deadline not met	
	On track	

Meeting Date	Number	Action	Owner	Progress update	RAG
19/02/2025	25/3	Draft letter to apprenticeship providers re UKPHR involvement in end point assessment	JL		
19/02/2025	25/2	Raise topic of national funding at formalising support network meetings	JL	meeting in in April	
19/02/2025	25/1	Update draft interim order policy in line with discussion and publish	PJ	on website	
27/11/2024	24/22	E&S committee to explore appointing a vice chair	E&S Committee	to be raised at Feb Board meeting	
27/11/2024	24/20	UKPR to research best practice regarding holding ID records to ensure ROL system compliance	HJ	ID is held securely on ROL system, which is statutorily compliant	
27/11/2024	24/19	Board to have conversation around longer term financial strategy	CEO	Strategy day planned for late April	
27/06/2024	24/13	Action the conditions and recommendations as per the PSA report.	CEO	All actions are progressing; some require ROL changes and will be made Q4	
27/06/2024	24/16	Engage with new government post-election	CEO	This is being drafted- now new minister with PH portfolio has been appointed (Ashley Dalton)	

Target for completion
DONE
DONE
DONE
DONE- but no volunteers yet
DONE
Apr-25
DONE
Apr-25

## **UKPHR Board 23 April 2025**

### **CONFIDENTIAL**

### **Item 5 - 2025/26 Budget**

#### **Summary**

1. The Board is asked to agree the budget for the 2025/2026 financial year.
2. This budget is constructed on an 'accruals' basis. This means, for example, that the PSA fees- although technically paid out in March 2025, cover the period of April 25-March 26 and so are included in that budget.
3. Generally, income and expenditure have risen steadily, with this trend continuing for 2025/26.
4. Detail of assumptions made while making income and expenditure calculations are included in the 'notes' column of the budget spreadsheet.

#### **Income**

5. As anticipated with a rise in fees across the board (for registration, portfolio assessment, and practitioner schemes), income will increase to 551,490. This is higher than the original figure presented to the ARRC, as some recalculations were done. This amount was estimated based on:
  - a. An increase in numbers of new practitioner registrants (modelled on past trends of retrospective portfolio registrants and the projected number of apprentices to graduate in 25/26)
  - b. attrition rates similar to last year
  - c. a slight decrease in the number of specialists due to come on the register via the CCT route, based on projections provided by the Faculty of Public Health
  - d. a slight increase in numbers coming onto the Specialist Register via the SRbPA route
  - e. A more significant increase in the number of pre-applications and portfolios with higher fees being charged
  - f. A modest increase in restoration fees due to clearer criteria about what incurs a cost
6. Income is predicted across the months of the year according to established patterns and based around the renewal date of July 2025. We expect income to be even smoother this year, as our new system encourages monthly direct debit payments. We will likely still see a significant peak during 'renewal season' May-July, but we hope to see this decrease as registrants engage more with paying monthly. There was an approximate 50% increase in number of registrants paying via Direct Debit from the 23/24 to 24/25 renewal season. This equates to half of existing registrants paying in monthly instalments. We continue to actively promote moving registrants over to direct debit, to reduce cashflow issues and dipping below the reserves target.
7. Other areas of income listed in the budget include:

- a. SRbPA development programmes- we've been asked by several regions and organisations to be involved in these programmes. This is chargeable activity as moderators are paid for their time developing and delivering workshops. This is also figured into the moderator fee expenditure line. We expect these to develop further and it is likely a national (England) offer will be developed during the next few months.
- b. Conference sponsors- as we are planning for an online conference, the level of sponsorship income is likely to decrease. This is a very rough estimate and does not cover the entirety of the conference.

## **2025/26 Expenditure**

8. Expenditure was calculated by reviewing our expenses and invoices from the past year in detail and working closely with our accountant to predict most accurately at what point in the year various expenses will be paid. Total expected expenditure will be 536235. Because of the revised higher income, and a less-than-expected quote from Fortesium for ROL development, we've amended the budget since it was reviewed by the ARRC to include a little more wiggle room in the 'sundry' line item, and IT projects- we can now re-vamp our website which is long overdue.
9. Salary expenses have been calculated according to a 3% pay rise. One of our staff members is now back at work after maternity leave, and another will return to her full hours in late April 2025.
10. Moderator fees remain difficult to predict as we don't know how many moderations will take place, but expenditure is based on last year's trends, taking into account a 3% fee increase.
11. Conference costs will be lower this year as we're running an online conference.
12. We need to do some development work on our Registration Online system, and we are still working with Airt to minimise our expenses on support, licenses, cybersecurity. We've applied for any available charity discounts but continue to struggle to attain the Microsoft charity discount because of its restrictions on health delivery and professional association (we have made the case that we are neither, to no avail).
13. Regarding rent and associated expenses- we are locked into our lease until February 2026. At the time, we received a significantly discounted rate for signing a 6-year lease so the costs are non-negotiable. We are now kicking off a project to explore alternative office arrangements and will report to the Board in due course.
14. Energy costs did increase significantly over the past year but should decrease as we are working with our landlord to ensure we do not pay for energy we do not use when we are not in the office.

## **Net result**

15. This year we expect to end the year with a surplus of £15255. This is a significant improvement over last year's budget, where we had an approximately £23K deficit. Our

intention is to build our reserves so we are not in danger of falling below our threshold according to our reserves policy, but a longer term financial strategy will be discussed with the Board next month. It should also be noted that there are as-of-yet unknown costs associated with potentially ending our lease; so we need to be prepared for this.

16. Although the ARRC did not recommend taking any further savings measures, if the Board is not content with the net result for this budget, there are several further options for savings, although these options come with their own risks- both to staff incentive/wellbeing and to the continued development of practitioner registration:
  - a. Reduce staff pay rises from 3% to 2.5%- a savings of about £1500.
  - b. We could reduce IT projects budget by £1-2K but occasionally unexpected IT project costs arise ie setting up configurations and licenses for new staff members.
  - c. Professional development: we did not spend our entire budget last year as we had some disruption with maternity leave, and we were able to take advantage of free-of-charge development opportunities ie through the Institute of Regulation. We have left some room for flexibility here, but have become rather adept at finding inexpensive options for the team and they have given good feedback on development opportunities.
  - d. We could save some further funds on having virtual Board sessions (ie strategy day and AGM) instead of in person, but the Board do value in person opportunities.
17. Approximate projections have not yet been made for reserves as there are some accounting details to sort out (ie how income is recorded). We will discuss reserves at our financial strategy session at the away day in April.

**Recommendation: to comment on and agree 25/26 budget.**

**Item 6- Staff pay 2025/26**

**Confidential**

**Issue**

1. To recommend a pay rise for UKPHR staff for 2025-26.

**Background**

2. The ARR Committee must recommend to the Board any changes to staff pay before the start of each new financial year.
3. According to the Office of National Statistics, Consumer Price Inflation increased by 3% in the 12 months to January 2025 (it was 4% the year before).
4. The UK government has not yet agreed a pay rise for NHS staff in England; it is likely this will not be announced before 1 April. CIPD predicts a median expected basic pay increase of 3% across all sectors, and of 2.5% in the public sector.
5. The Board has always aimed to align salaries with the NHS pay awards but remain competitive within the job market. Last year staff were awarded a 4% pay rise, backdated to April 2024, and the Board took inflation into consideration.
6. The 2025-26 budget is approved by the Board. The predicted 2024/25 EOY spend on gross pay/NIC/pension is 281,022. Note that the draft budget being presented later in the agenda presumes a 3% pay increase. However, a small range of salary predictions are below:

2.5% pay rise	3% pay rise	3.5% pay rise
£291400	£292920	£294400

7. Last year we gave staff a 4% salary increase, as the rate of inflation was higher, and this aligned with national salary predictions.
8. The ARRC agreed a 3% pay rise is reasonable, although noted that messaging was important as not all registrants will get pay rises, or they may be limited. It was noted that Staff need to manage expectations regarding future pay rises and that it may not always be possible to match NHS salaries.
9. The ARR also wished to acknowledge the hard work of the staff, and were clear that they wished to reward them for their hard work and commitment.

**Recommendation**

10. To agree a **pay increase for all UKPHR staff**, backdated from 1 April 2025.

### Summary

1. A number of stakeholders have reached the decision to move away from X (formerly known as Twitter) to Bluesky as part of their social media engagement. This is because of changes on the platform ranging from encouraging a culture of misinformation with the increase in bots and eliminating content moderation to an increasingly volatile culture with verification now a paid service and a watered-down block function. The shift in organisational culture is no longer in line with the values of many stakeholders, and arguably UKPHR's.
2. The Board have previously briefly mentioned whether UKPHR should also follow suit, and it is now recognised that this may be necessary.
3. UKPHR have now set up a Bluesky account, whilst still maintaining the existing X account.
4. It is recommended that UKPHR prioritise Bluesky for social media engagement and only publish key announcements on X so that those who continue to remain on the site are informed of important news. UKPHR would no longer engage in any other means with X.
5. Below is the communication we plan to send to registrants/post on our website:

### Communication

After carefully reviewing our social media channels and the content we share, we've decided to make a shift in how we engage online. Our overall goal in using these platforms is to raise awareness of our activities and foster positive, constructive conversations with those interested in our work.

As an organisation committed to public health and public protection, we believe in the importance of creating diverse, inclusive, and respectful environments. Recently, we've become increasingly concerned about the rise in discriminatory behaviour on X (previously Twitter), which does not align with the values we uphold. We believe we can engage more effectively and positively with our community through other channels.

In light of this, we are transitioning away from using X and will now focus on **BlueSky** as our primary platform for social media engagement. From this point forward, our X channel will be used solely to publish key announcements, and we will no longer be engaging with replies, likes or follows. This will ensure we continue to report key news with those who remain to engage with the platform and continue to be open for feedback via other communication channels such as email.

We'll be monitoring the impact of this change closely and will continue to review our decision over time. In the meantime, we encourage you to stay connected with us through our **BlueSky account (@ukhphr.bsky.social)**, as well as our website ([www.ukphr.org](http://www.ukphr.org)) and additional ways to contact us.

Thank you for your continued support, and we look forward to engaging with you in new and meaningful ways.

Recommendation

6. The Board is asked to approve the decision and communication piece.

## Summary

This report outlines the key factors to consider and possible implications from the Board's decision on whether to renew the office lease.

## Current Lease analysis

- **Lease Terms** - The current lease began on 5 March 2020 for a total of 6 years and is due to expire on 5 March 2026. Every quarter our rent and service charge invoice is approx £10,500 including VAT (initial 9 months were rent free).
- **Maintenance** - There are certain aspects of the office that we oversee, ranging from cleaning and occasional maintenance such as front door locks. We also contribute towards the building insurance (approx £800 including VAT for 24/25), in addition to our own. The lease also refers to the Customer requiring to redecorate the premise every 3 years and in the last 3 months of the Term (colours and materials approved by the supplier).
- **Rent adjustment** – It can be expected that the current rent will increase upon signing a new lease, albeit perhaps cheaper than many other locations in central Birmingham. Prior to signing the new lease on the 16<sup>th</sup> floor, alternative Birmingham offices were viewed, and they were more expensive for less space.
- **Termination conditions** - It is not clear from the current lease whether there is a notice period to be provided. This will be established following discussions with the landlord. The lease also refers to the following which may be applicable should we terminate the lease. This is still to be determined with the landlord.
  - At the end of the Term, the customer shall remove any alterations or additions made to the premise otherwise reinstate the Premises to an open plan layout.
  - The customer shall at the end of the Term replace the carpets included.
  - In the last 3 months of the Term the customer is required to redecorate the premise.

## Business Needs Assessment

- **Space requirements** – the office space meets current operational needs and, in the future, may exceed operational needs. For example, we may require less storage space for specialist portfolios with SRbPA portfolios currently being submitted in a hybrid format and aspirations for an e-portfolio. The portfolios in archive are confidentially destroyed every 6 years and therefore it will decrease in size.
- **Employee collaboration** – the team visit the office every fortnight and a significant reason for this is the importance of face-to-face interaction for productivity and teamwork. It is noted that the team has mostly been working from home since March 2020 (Covid lockdown) and the transition has and continues to work well. There is no

operational need to visit the office other than to receive/send post (including SRbPA portfolios) and the occasional printing.

- **Stakeholder interaction** – UKPHR does not regularly meet with stakeholders in the office, especially with the rise of online meetings, although this was not prevalent prior to COVID either. Currently, in addition to the team visiting the office on a regular basis, the Board meet twice a year during their strategy day and AGM. The practitioner moderators also use the office to meet up, twice a year.

### **Financial implications**

- **Cost comparison**

Below is an approximate example of current office costs, compared against approximate virtual office costs. A third option of a smaller office has also been considered. Please note that these figures are estimates following brief research.

- **Current Office Costs – Annual**

<b>Item</b>	<b>Approx annual cost</b>	<b>Notes</b>
Rent and Service Charge	£42,000	Expect increase on new lease terms, especially with new facilities and building and surrounding area transformation
Building Insurance with Landlord	£820	
Electricity	£3,500	Increase in energy prices not expected any time soon
Printing	£150	
Dedicated Broadband	£2,700	
Upgrading IT devices such as monitors	£1,000	
Business rates	£2,220	Charitable rates
Sonic Wall	£1,200	Cybersecurity
Office supplies	£1,000	
<b>TOTAL</b>	<b>£54,590</b>	

- **Virtual office costs - Annual**

<b>Item</b>	<b>Approx annual cost</b>	<b>Notes</b>
VPN	£1500 Plus, one-off professional services costs to set up (estimate £1k)	Not for profit discounts available. Air IT did not mention this, but it may be something for the future
Cisco Umbrella	£350 Plus, one-off professional services costs to set up (estimate £1k)	Air IT said this would replace Sonic Wall.
PO Box (Royal Mail to deliver post to another address)	£424.20 to deliver to another address (or £353.40 to collect it yourself)	

Registered office address	£200	Require a non PO Box address to received official correspondence as PO Box cannot be used for companies after the Economic Crime and Corporate Transparency Act 2023
Team meetings	Hiring a room for a day approx £6-7k annual (fortnightly)  Co-working spaces – day rates range from £25-40 per day = approx £5000 for 6 staff meeting twice a month	Costs could be lowered by meet across the UK in offices offered by stakeholders such as FPH, RSPH or a mix of paid rooms and good will.  Frequency of meeting could be reviewed
Board meetings x 2 a year	Estimate £3000 for in person strategy and AGM room hire	Costs could be lowered by meeting in offices offered by stakeholders such as FPH, RSPH
Printing	Several options: <ul style="list-style-type: none"> <li>• Co-working spaces including printing facilities – included in price</li> <li>• Purchase printer/ink/paper for all/some staff – one-off cost for printer (£1000) and then ongoing ink/paper costs (£150)</li> </ul>	Printing is largely postage labels, and we have begun offering registrants a printed certificate upon request
Storage		For current archived portfolios until they are all confidentially destroyed.
Work/IT assessments	Provide additional monitors etc	Although current IT equipment in office can be utilised such as monitors
<b>TOTAL</b>	<b>Maximum costs</b> <b>One-off: £3000</b> <b>Annual: £12700</b>	

- **Smaller office costs - Annual**

The highlighted figures would be affected by moving to a smaller office.

A 10% reduction in these costs would save approximately £4900 in the first year. However, this would be counteracted with one-off moving costs. The lowered prices would see annual increases thereafter.

For the savings to outweigh the moving costs the highlighted costs would need to be lowered significantly. An example which may support this is a fully serviced and flexible contract office space within a building that is charged per person. One example is within the

Mailbox in Birmingham at a rate of £195 per person per month and is all inclusive of utilities, services and Wi-Fi. For 6 staff, including VAT, this would total £16,848 on an annual basis. Note that this would not accommodate larger meetings.

Item	Approx Annual Cost	Notes
Rent and Service Charge	£42,000	
Building Insurance with Landlord	£820	
Electricity	£3,500	
Printing	£150	
Dedicated Broadband	£2,700	May not be required in new office space if internet connection is good
Upgrading IT devices such as monitors	£1,000	
Business rates	£2,220	
Sonic Wall	£1,200	
<b>TOTAL</b>	<b>£54,590</b>	<b>Additional one-off costs: moving costs</b>

### SWOT analysis

- **Maintaining a physical office (current space)**

<p><b>STRENGTHS</b></p> <ul style="list-style-type: none"> <li>- Enhanced security measures (physical access controls)</li> <li>- Improved productivity and focus as offices are designed to minimise distractions</li> <li>- Ergonomic furniture and optimal lighting contribute to a more focused work environment, as well as promoting physical safety</li> <li>- Access to resources and technology which may be costly to replicate at home</li> <li>- A tangible representation of the organisation's values and mission, influencing how stakeholders perceive the business</li> <li>- Ensures equal working conditions for all employees</li> <li>- Promotes transparency and builds trust and accountability within an organisation</li> </ul>	<p><b>WEAKNESSES</b></p> <ul style="list-style-type: none"> <li>- Significant overheads with rising energy bills</li> <li>- Maintenance costs and equipment</li> <li>- Limited flexibility reducing opportunity to respond to changing needs quickly</li> <li>- Long commutes may lead to time loss, stress and reduce work-life balance for employees</li> <li>- Administrative burden to maintain a physical office such as fire risk assessments, dealing with landlords and energy suppliers</li> </ul>
<p><b>OPPORTUNITIES</b></p> <ul style="list-style-type: none"> <li>- Networking opportunities and collaboration spaces to encourage teamwork and problem solving</li> <li>- The area that the current office is in, is blossoming at a fast rate. As a</li> </ul>	<p><b>THREATS</b></p> <ul style="list-style-type: none"> <li>- If UKPHR income doesn't increase and office costs rise this will cause a strain on budgets due to fixed costs</li> <li>- Area surrounding current office is developing at a fast rate with</li> </ul>

<p>long-standing client (10 years), we have been able to make the most of a very competitive rate against other city centre locations.</p>	<p>implementation of HS2 and new buildings. The building itself is currently undergoing a further £2.4 million transformation. This could lead to a steep increase in service charges which we will be tied down to</p> <ul style="list-style-type: none"> <li>- Growing emphasis on sustainability which may require businesses to adopt eco-friendly practices in physical offices, increasing costs for retrofitting or upgrades</li> <li>- Employees are increasingly preferring remote work and flexible arrangements. This may become a reason for staff departure</li> </ul>
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- **Transitioning to a Virtual Office**

<p><b>STRENGTHS</b></p> <ul style="list-style-type: none"> <li>- Increased flexibility and productivity through remote working tools which the team have already adopted and work well with</li> <li>- Reduced administrative tasks and streamlined operations. We have already made a move to becoming a paperless organisation and use the new RO system efficiently</li> <li>- Cost effectiveness. Potential savings which can be redirected towards growth initiatives for example, costs towards SRbPA e-portfolio, increasing IT costs as we work towards modernisation</li> <li>- Eliminating commute saves times, reduces stress, help employees focus on tasks and lowers carbon footprint</li> <li>-</li> </ul>	<p><b>WEAKNESSES</b></p> <ul style="list-style-type: none"> <li>- Lack of own space to schedule meetings at short notice</li> <li>- Cybersecurity risks and data protection requirements. We hope these would continue to be reviewed with our CyberEssentials annual renewal. AirIT have suggested risks could be easily managed.</li> <li>- Communication barriers and potential isolation/burnout among employees. Although you could argue that UKPHR have been working in a virtual office environment since lockdown and have adjusted to this new way of working</li> <li>- Dependence on technology</li> <li>- Work-life balance challenges</li> </ul>
<p><b>OPPORTUNITIES</b></p> <ul style="list-style-type: none"> <li>- Hybrid work models – which we have already adopted</li> <li>- Provides scalability and allows us to establish a presence in multiple locations without being labelled a Midlands organisation</li> <li>- Contribute to sustainability efforts and lower environmental impact</li> <li>- Redirect savings into growth initiatives and 2024-2029 Strategy</li> <li>- Access to a larger talent pool for future recruitment</li> </ul>	<p><b>THREATS</b></p> <ul style="list-style-type: none"> <li>- Employee isolation and disengagement, impacting morale and productivity and leading to staff departure</li> <li>- Stakeholders may perceive UKPHR as less credible as a regulator without a physical office</li> <li>- Perceptions of professionalism or permanence impacted</li> <li>- Compliance with data protection laws and cybersecurity standards can be complex</li> </ul>

<ul style="list-style-type: none"> <li>- Allows businesses to adapt quickly without need to engage in long-term obligations</li> </ul>	
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### **Operational considerations**

- Would UKPHR's reputation change as a regulator with a virtual office?
- Where would the current archive of portfolios be stored before?
- Prior to the implementation of an SRbPA e-portfolio, where would the hybrid copies of portfolios be stored?
- How would we print and post hard copies of requested registration certificates?
- How would we manage post?
- Would we be required to scan and retain all important documents currently in the office or might be posted in the future and how would we confidentially destroy documents?
- Would employee contracts need to be reviewed due to no named place of work
- Need to ensure compliance with data protection regulations and cybersecurity standards
- Would perceptions of UKPHR change? Would our engagement with registrants, potential registrant and stakeholders change?
- Would the savings experienced assist in supporting a decision to maintain registration fees for a couple of years to demonstrate to registrants that the organisation is not solely exploring fee rises to support the 2024-2029 strategy.

### **Strategic recommendations**

#### **1. Renew lease**

- If physical presence is essential for operations and organisational reputation
- Can negotiate favourable terms i.e. rent adjustment or shorter lease duration
- If the effort to move in the timescale and accompanying tasks outweighs the savings
- Reassurance that savings can be found elsewhere, and further income can be generated by other means

#### **2. Transition to Virtual Office**

- If cost savings outweigh operational challenges
- Commitment to direct savings towards growth opportunities
- All avenues of savings have been exhausted
- Further income cannot be generated without additional resources directed towards development, beyond that which is generated by fee increases

#### **3. Move to a smaller premise**

- If physical presence is essential for operations and organisational reputation
- Want to make cost savings but balanced against losing entire physical presence
- With flexibility to move to virtual office in future without tying down to long-term obligations in the interim
- Would we want to remain in Birmingham or move elsewhere?

### **Board recommendation**

1. Agree to explore options of virtual office or smaller premise with a further detailed report to be brought back to the Board in June

2. Volunteer any Board directors to act as a sounding board for the project
3. Agree whether a smaller premise wants to be explored in Birmingham, London or any other area
4. Consider this as part of the financial strategy discussions at the strategy day
5. Conduct anonymous staff survey to seek views and ensure employees are engaged
6. Whether or not to engage with stakeholders/registrants to determine if the change would influence how they perceive the organisation

DRAFT

## ITEM 9

### UKPHR Board – April 2025

#### Mid-year report 2024/25

#### Summary

1. At the June 2024 meeting, UKPHR Board approved the Annual Report template, and agreed to switch from reporting on registration figures at each meeting, to a twice yearly data reporting exercise, including an extensive annual report that includes longitudinal analysis, and a mid-year report that includes data from the first two quarters of the financial year.
2. The new reporting cycle will look as follows:
  - a. Annual Report
    - relates to most recent financial year (1 April – 31 March),
    - accompanied by End of Year Account statements
    - presented to the Board in September following financial year end and at the Annual General Meeting
    - Promoted and published on the UKPHR website.
  - b. Mid-year Report
    - Relates to the first six months of the new financial year (1 April – 30 September),
    - presented to the CEO in (March)
    - Shared with the Board for discussion (in April)
    - Published on the UKPHR website with Board papers.
3. The Mid-year Report will focus on a selection of registration data from the Annual report, as per the attached Annex. It will be data – driven, with some light-touch contextual information. It will focus solely on data collected during the first two quarters of activity and will not include longitudinal analysis- unless there are significant issues picked up during this period in which case further contextual information will be provided in the report.

#### Recommendation

The Board is asked to discuss and approve the new reporting approach outlined in Annex.



# Mid-year registration report: 1 April 2024 – 30 September 2024

**Version:** Version 1  
**Date of draft:** March 2025  
**Approved by:** UKPHR Board, 23 April 2025  
**Author:** Zaira Ejaz, Registration Services Manager

## Introduction

At the June 2024 meeting, UKPHR Board approved the Annual Report template, and agreed to switch from reporting on registration figures at each meeting, to twice-yearly reporting that would happen in the guise of an annual report and a mid-year report. This was to ensure that data was presented over a period of time that would allow appropriate analysis and identification of any potential issues and trends/themes.

The first full UKPHR [Annual Report 2023-24](#) was published in October 2024.

This document is aligned to the new agreed reporting cycle and presents the key registration metrics and figures relating to the first six months of the 2024/25 financial year (1 April – 30 September). It presents a point-in-time picture of the data we hold in regard to quarters 1 and 2; longitudinal analysis will be undertaken as part of the full annual report to be published later in 2025. Any issues identified with the data below have been picked up by the team and are included in this report.

This report is for governance and oversight purposes; it will be published on the UKPHR website alongside Board papers but will not have a separate publication link.

## Part 1 Overview of key activities in the first six months of the financial year:

### 1.1 Total number of 'active' registrants on 30 September 2024.

On 30 September 2024, UKPHR recorded 1387 active registrants. This is an increase of 83 registrants since 31 March 2024.

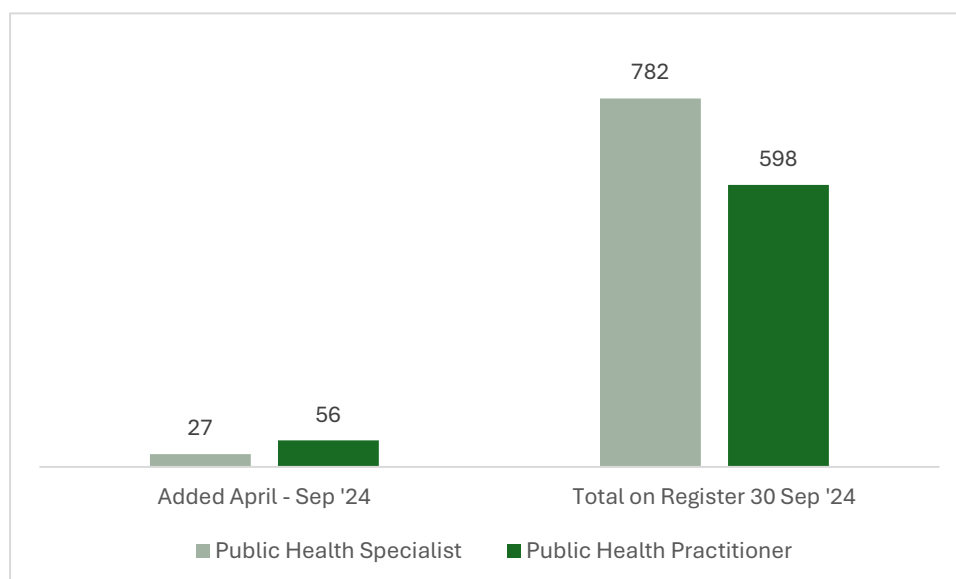


Fig 0.0.1: Registration per registration type, April - September 2024

Between 1 April 2024 and 30 September 2024, we registered 83 new Public Health Professionals (Fig 0.0.1).<sup>1</sup>

### *Key achievements, projects and engagement events*

Between 1 April – 30 September we:

- Achieved a successful PSA Accredited Register annual review for the January 2024 submission.
- Completed the 24/25 annual renewal season for all Specialist and Practitioner registrants
- Continued with the delivery of our centralised programme of practitioner assessor and verifier training.
- Concluded the light touch review of our Specialist Registration by Portfolio Assessment (SRbPA) route with some improvements and amendments to the process.
- Issued our Spring 2024 newsletter to all registrants informing them of news and developments at UKPHR.
- Recruited new assessors for the Specialist Registration by Portfolio Assessment route.
- Initiated a light touch review of our re-registration process and held focus group sessions with practitioner registrants.
- Held our Board Annual General Meeting.

## Part 2: Progress against our Strategy in the first six months of the financial year:

### Theme 1: Maintain, develop, and grow our Register

#### 1.1. Maintain

##### 1.1.1. Annual Renewal

The key to maintaining our Register is ensuring that our registrants engage effectively in the Annual Renewal process.

Currently, all active registrants are invited to renew their registration between 1 May – 30 June. Registrants complete a declaration form and pay their registration fee, using their online registrant portal.

Moving to automated reminders and an online renewal process has been possible thanks to introducing a new registration system – Registration Online (ROL), in 2023. This change was welcomed by our registrants and allowed a much smoother and effective renewal process.

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<sup>1</sup> Please note that Public Health Specialty Registrar numbers are not shown on our graphs due to scale – between April and September 2024 we registered 1 Specialty Registrar, bringing the total of active registrants to seven.

Until January 2023, Public Health Practitioner renewals were run according to the anniversary of the registration date. The annual renewal in July 2024 was the second time all practitioner registrants renewed their registration at the same time.

Fig 1.1.1 includes numbers of the most recent Annual Renewal which took place in July 2024 for the 2024/2025 renewal year.

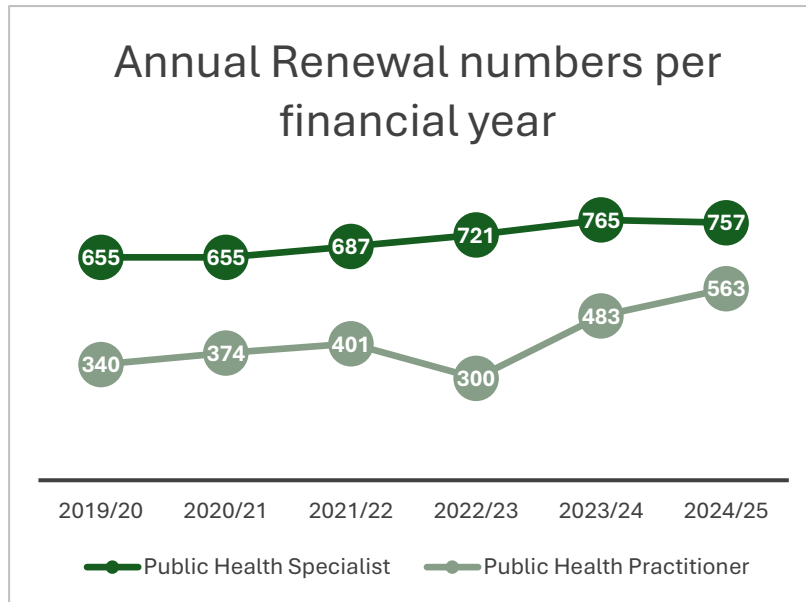


Fig 1.1.1: Annual Renewal completed numbers per financial year. Please note, Specialty Registrar not shown in the chart as numbers are marginal (>10).

All registrants who didn't renew their registration were asked about their reasons through a 'Lapsed registrants' survey in August 2024. Further detail is included in the 'Lapsed registrants' section of this report.

### 1.1.2 Revalidation

Public Health Specialists are required to engage in a revalidation process every five years to demonstrate that they continue to meet professional standards, to keep their registration current.

In April 2024, following our light touch review of the revalidation process for Specialist registrants, we introduced an updated revalidation application that was more streamlined and eliminated duplication in the system. This allowed specialists to engage with and complete the new application meaning we were able to process a higher number of revalidation applications within the first six months of the 24/25 financial year.

Revalidation year	Invited	Approved	Refused	Deferral requested	Lapsed / relinquished
1 April – 30 Sep '24	122	86	0	1	12

Fig. 1.1.2 Revalidation figures for the last six months (1 April – 30 September 2024)

### *Reasons for revalidation deferrals*

In the first six months of the financial year 2024/25, we granted one deferral request - the reason for a deferral included both illness and increased work pressures.

### **1.1.3 Re-registration**

Public Health Practitioners are required to engage in the re-registration process to keep their registration current.

Similar to the revalidation process for Public Health Specialists, Practitioners are invited to re-register every five years, to demonstrate their continuing commitment to meet professional standards.

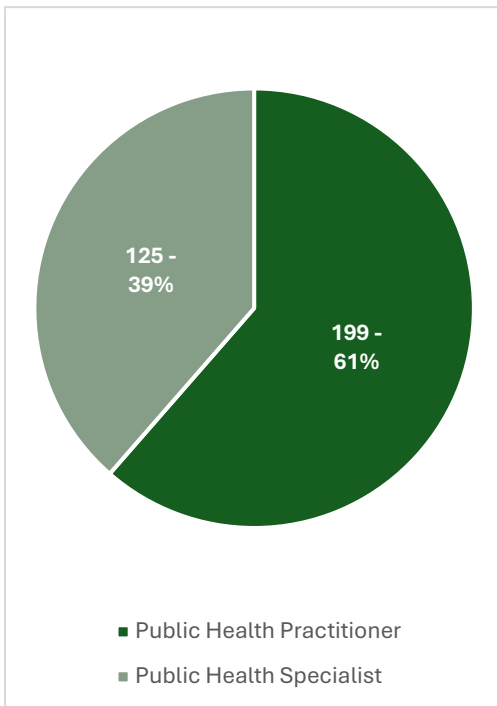
<b>Re-registration year</b>	<b>Invited</b>	<b>Approved</b>	<b>Refused</b>	<b>Deferral requested</b>	<b>Lapsed / relinquished</b>
1 April – 30 Sep '24	48	38	0	3	7

Fig. 1.1.3 Re-registration figures for the last six months (1 April – 30 September 2024)

### *Reason for deferrals*

Similar to revalidation data, we have been able to identify and analyse the reasons for deferral requests between 1<sup>st</sup> April and 30<sup>th</sup> September this financial year. Three deferral requests were approved over the past six months for re-registration and examples of reasons for deferral included maternity leave and change of employers.

### 1.1.4. Lapsed registrants



'Lapsed' registration occurs when a registrant did not fulfil their registration requirements in full. This includes non-renewal or not meeting the revalidation and re-registration requirements.

In 2023/2024, a total of 279 registrants had a lapsed registration status on the register, of which there were 186 Practitioner registrants and 93 Specialist registrants.

As of 30 September 2024, the total number of registrants that have had a lapsed registration status was 324, of which 199 were registered as practitioners and 125 were specialist registered.

Fig. 1.1.4: Accumulative number of registrants with 'Lapsed' status on 30 September 2024, per registration type.

Following the annual renewal process completion in July 2024, we created a survey of all those that previously lapsed of the Register, to better understand the reasons behind their lapsed status. The survey was open throughout August 2024 following the 2024 annual renewal cycle.

343 former registrants were invited to take part and 63 replied. Whilst most of the reasons chosen were as expected and generally evenly spread, almost half of all former registrants who took part chose "saw no benefit in registration" as a reason. See table below:



Fig. 1.1.4: Numbers of registrants providing reasons for lapsing their registration, per registration type

The most common reasons for not requiring UKPHR registration were due to personal circumstances such as moving abroad, caring for a family member, or a career change outside of public health. A more detailed analysis of comments shows that registration with UKPHR was not required to perform their role or they were registered with another organisation and felt no additional registration was beneficial or affordable.

From the comments, potential opportunities for improvement were identified, such as ensuring our restoration guidance (requirements and fees) is clear and accessible, and stepping up our work to explain and promote the benefits of registration. We intend to survey newly lapsed registrants on an annual basis, after the annual renewal process is completed.

### 1.1.5. Voluntary Withdrawal

Between 1<sup>st</sup> April and 30<sup>th</sup> September for the current 2024/25 financial year, we received a total of 27 requests for registrants voluntarily withdrawing their registration. This includes 17 specialist registrants and 10 practitioner registrants. Over half of the requests included reasons such as retirement and registrants no longer practicing in public health.

### 1.1.6 Restoration - Data relating to restoration 1 April – 30 September

We receive a small number of restoration requests which are mostly submitted once the renewal deadline has passed and if a registrant's registration has lapsed due to non-completion of the renewal requirements.

We received a total of 32 restoration applications between 1<sup>st</sup> April and 30<sup>th</sup> September and all were approved. Of this total, 26 applications were received due to not completing the 24/25 annual renewal in time, 4 applications were due to not completing re-registration and 2 applications were due to intentionally lapsing their registration.

	1 <sup>st</sup> April – 30 <sup>th</sup> September 2024
Specialist	15
Practitioner	17
<b>Total</b>	<b>32</b>

### 1.1.7 Fitness to Practise

UKPHR has historically had a very low UK rate of fitness to practise concerns being reported. This can be due to several reasons:

- Public health professionals do not perform clinical work or engage with patients as they normally work in administrative environments.
- Most issues relating to performance are dealt with locally by employers and are not escalated to the regulator.

This year reflected the similar trend of minimal fitness to practice activity. No complaints about registrants were received during 2023/24.

UKPHR is currently working on reviewing and improving its Fitness to Practise processes and recently drafted an Interim Orders policy that would allow us to impose an Interim Order to be applied whilst a registrant is waiting to be called to a Fitness to Practice Panel.

## 1.2 Develop and grow

### 1.2.1 New registrants

Between 1<sup>st</sup> April and 30<sup>th</sup> September, we successfully registered a total of 83 new registrants on the register. These included the following:

- 54 Public Health Practitioners via the Retrospective Portfolio route
- 2 Public Health Practitioners via the Apprenticeship route
- 5 Public Health Specialists via the Specialist Registration by Portfolio Assessment (SRbPA) route
- 19 Public Health Specialists via the Training route
- 3 Public Health Specialists via the Dual route

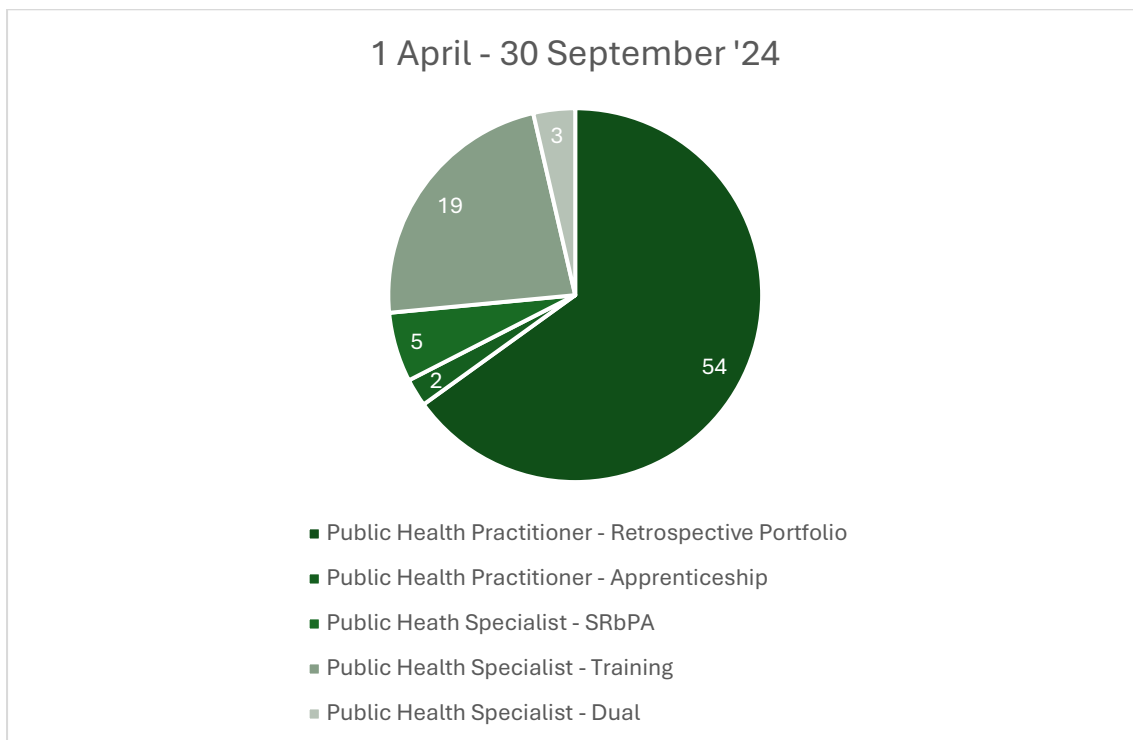


Fig. 1.2.1: Numbers of new registrants who have joined the register between 1<sup>st</sup> April and 30<sup>th</sup> September 2024 by registration category

### 1.2.2 Retrospective Portfolio Practitioner registration through local schemes

We currently work with 12 practitioner registration schemes and the numbers of applicants coming to registration via this route have remained stable over the years. Between 1<sup>st</sup> April and 30<sup>th</sup> September 2024, we have successfully registered a total of 38 practitioners across the 12 schemes.

## Numbers per scheme between 1 April - 30 September '24

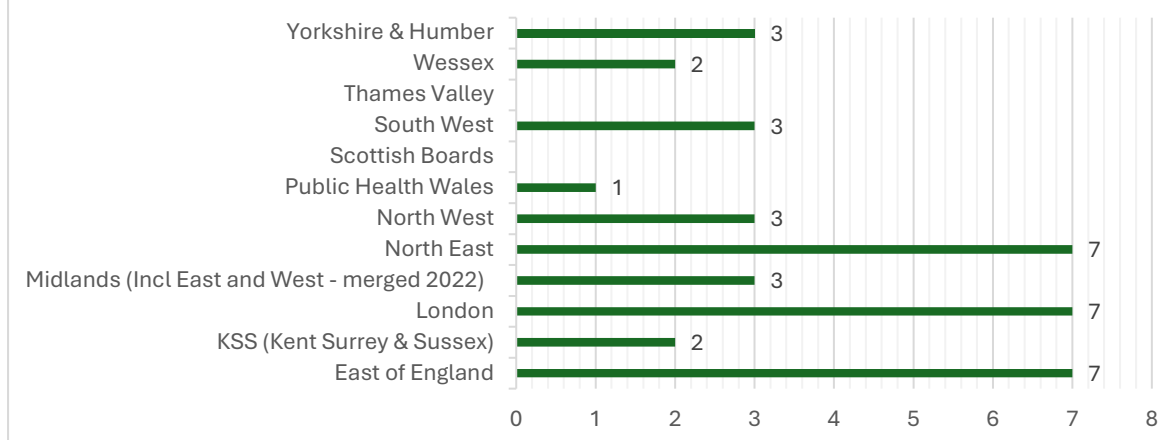


Fig. 1.2.2: Numbers of new practitioners who have joined the register from the 12 registration schemes between 1<sup>st</sup> April and 30<sup>th</sup> September 2024

### 1.2.3 New applicants from Specialist Registration by Portfolio Assessment (SRbPA)

This route opened in 2018 and includes a pre-application process which determines whether an applicant is working at an appropriate level for submission of a full portfolio. Between 1<sup>st</sup> April and 30<sup>th</sup> September 2024, we received 11 pre-applications, of which 4 applications were declined. We received 2 portfolio assessments, and none were declined or un-assessable. During this period, 4 applicants were successfully admitted to the register via this route.

Pre-applications	1 April - 30 September '24
New submitted	11
Declined	4
<b>Portfolio assessments</b>	
New submitted	2
Declined or un-assessable	0

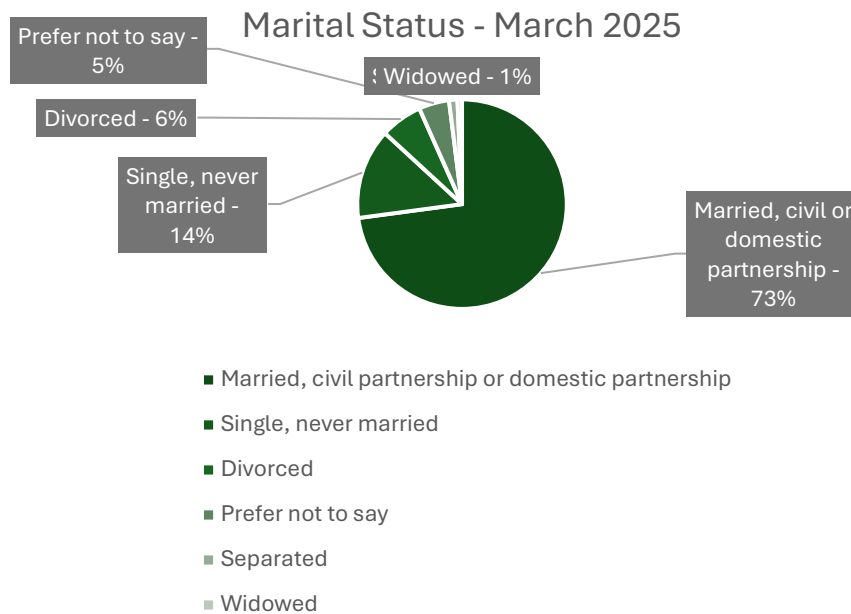
Our light touch review of the SRbPA process resulted in many improvements and clarifications to the process. This was finalised by the Board in November 2024. At the time of this report, all supporting documents including the application form and guidance were updated on our website for new applicants.

## 2. Progress of our EDI ambitions

In 2023, we drafted our 'Equality, Diversity and Inclusion (EDI) Plan' which listed a number of actions across all areas of work. The progress of these actions are regularly reviewed and most actions on the EDI plan were completed at the time of writing this report. EDI has now

been incorporated into our 25/26 operational plan. Some of these include bespoke training for our staff and wider workforce as well as updating our website.

We undertook our data collection exercise as part of our 24/25 annual renewal. However, due to technical issues with the data collection, data for other categories such as age and ethnicity was duplicated and therefore inaccurate. The examples provided below are as of March 2025 and the full data will be included in the 24/25 annual report.



Affected by disability	Number as of March 2025
No	948
Yes, limited a little	55
Prefer not to say	15
Yes, limited a lot	6

### Number declared by gender - March 2025

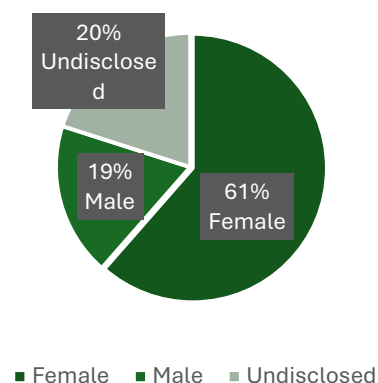


Fig. 2.1.1, 2.1.2, 2.1.3: Selection of current (March 2025) protected characteristics data

## Part 3: Governance update

### 3. Our Board and Committees

Between 1 April – 30 September, we reappointed our Chair Andrew Jones and our two Board Vice Chairs, Linda Smith and James Sandy. The Board had as of 30 September 11 members.

The Board continues to meet quarterly and virtually and held meetings in April, July and September 2024.

Our committees also continue to meet virtually as per our governance calendar: The Registration Panel and Registration Approvals Committee (RAC) meet once a month and both Audit Risk and Remuneration Committee (ARRC) and Education and Standards Committee (ESC) meet on a quarterly basis.

Our Registration Policy Group continues to meet regularly and have held virtual meetings in June and September 2024. They continue to be a useful forum for early policy, guidance and UKPHR operations.

### 4. Assessors and moderators

Between 1<sup>st</sup> April and 30<sup>th</sup> September, we recruited 6 new assessors for the SRbPA route and delivered relevant training sessions in June and August 2024.

Practitioner assessor and verifier training was also delivered during this six-month period, and we delivered training to 18 assessors and 5 verifiers for practitioner registration.

### 5. UKPHR policies and documents

The following policies and documents were reviewed and approved for use between 1<sup>st</sup> April and 30<sup>th</sup> September 2024:

- New Annual and Mid-Year Report template
- New Sexual Harassment policy published
- New policy statements on inter-regulatory collaboration and registrants under investigation with other regulators
- Business continuity plan
- UKPHR Expenses policy
- UKPHR Gifts and Hospitality policy
- UKPHR Comments, Complaints and Compliments policy

In July 2024, PSA launched a campaign to promote their Quality Mark. This is something we hold as an Accredited Register. We have promoted the use of this Quality Mark amongst our registrants on the register.

### 6. High-level priorities for the remaining six months of the financial year

As the 2024/2025 financial year is coming to an end at the time of publishing this report, some of the key priorities have been completed. The remaining six months of the financial year included the following key highlights:

- UKPHR's first Employer Guidance was published.
- A user guide was produced to support the updated Good Public Health Practice framework published in October 2024.
- Delivered a successful and well-received in person practitioner conference, the first since pre-pandemic.