Board meeting

Public minutes of the meeting

20 July 2022

professional
standards
authority

Approved Minutes of the Board meeting, 20 July 2022

Present	**In Attendance**
Caroline Corby (Chair)	Christine Braithwaite
Alan Clamp (Chief Executive)	Mark Stobbs
Renata Drinkwater (RD)	Jane Carey
Frances Done (FD)	Graham Mockler
Moi Ali (MA)	Douglas Bilton
Antony Townsend (AT)	Suzanne Dodds
Marcus Longley (ML)	Salma Rahman
Tom Frawley (TF)	Melanie Venables
	Daisy Blench
	Collette Byrne
	Siobhan Carson
	Ryan Davidson
	Melanie Hueser (Secretariat)

Observers
See below

1.   Welcome and Introductions & Declarations of Interest

1.1   The Chair welcomed everyone to the Board meeting which included members of staff and external observers: Anna Raftery (HCPC), Aveen Croash (HCPC), Jenna Lowry (HCPC), Nasia Nicou-Panayiotou (HCPC), Janet Collins (GPhC), Terry Korateng (NMC) and Stuart Hutchinson (NMC).

2.   Apologies

2.1   Amrat Khorana gave apologies.

3.   Minutes of meeting held on 18 May 2022

3.1   The minutes of the last Board meeting held on 18 May 2022 were accepted as a true and correct record and approved.

4.   Actions and Matters Arising from the meeting on 18 May 2022

4.1   All actions were complete.

5.   Chair's report

5.1   The Chair presented the paper. Catch-up meetings were ongoing with the Chairs and Chief Executive of the regulators. Meetings so far had been very positive, with regulators expressing support of the priorities that had been selected for the 'State of Regulation' report. There was some concern around the pace of the reforms.

5.2   The Chair had been made an independent reviewer of an arm's length body (ALB). This process will replace the tailored review programme. The reviewers had met with Jacob Reese-Mogg, who was the lead Minister for this work. The priority would be to achieve a five-percent saving across government and all ALBs. It was confirmed that the ALB review did not directly affect the Authority, but the Board and Executive agreed that efficiency savings and accountability would continue to be central considerations in the upcoming business planning.

5.3   It was confirmed that Maria Caulfield MP was the new Minister of State for Health.

6.   Executive report

6.1   The Chief Executive introduced the paper, which also touched on the work around ensuring the Authority is 'match fit,' as discussed above.

6.2   **Project dashboard:** The Board requested more detail on the dashboard on risk and risk mitigation.

Action: JC to organise a meeting with RD to discuss details to be added to the project dashboard.

Action: JC to update the dashboard on the Pensions review item status to read 'On track – currently waiting on legal advice on implications of closing the NHS scheme *to new entrants.'*

6.3   A general point was made regarding the presentation of project updates, where some inconsistencies in indicator colours had been identified.

Action: AC to review consistency of project reporting.

6.4   Good feedback had been received on the new Performance Review process.

6.5   **Section 29:** The Authority had lost the Watt case and decided not to appeal. Overall, case numbers were still down, likely due to high levels of Covid sickness absences. This will have a knock-on effect for the big regulators in particular who are already struggling to meet timeliness standards.

6.6   The Board agreed that at the September meeting it would like to have a detailed item on the FtP backlog issue, with a review of the figures for the last five years. The Board also requested rolling case figures of the last twelve months for the Executive report instead of quarter-by-quarter figures.

Action: MS to prepare a detailed paper on Section 29 for the September Board meeting

6.7   It was agreed that Annexe B could be removed, with the overall Section 29 figures to become part of the main report and highlighting only high-profile cases within the report.

6.8 **Accredited Registers:** The change in Minister impacts the statement on the Accredited Registers programme which had just been obtained. A new statement will be sought.

6.9 It was confirmed that the two full assessments that had been delayed to October would not be delayed again. The delay had been caused by the resource shortage in the team and by focusing existing resources on riskier areas like targeted reviews. It was confirmed that the delay had not caused additional risk as the Registers in question did not have any open conditions. The team had increased its resources now. The Board requested that additional detail be added to report in future to clarify any risks caused by delays.

6.10 Three temporary posts had been recruited to across the Standards and Policy directorate to deal with the resourcing shortage. The Board was pleased that the resource issues had been addressed.

6.11 **ICT Cloud project:** LittleFish had been appointed to carry out the work. The contracts will be finalised by the end of July and work will start at the beginning of August.

6.12 **NED recruitment:** Dates were now in the diary for interviews.

6.13 It was explained that the KPIs showed a zero per cent turnover because the KPIs are to the end of May but the report narrative is to 6 July.

6.14 The Board queried the issue of DBS checks for registrants at the regulators. It was confirmed that not all regulators check the status for all of their registrants, which had not previously been clear. A more detailed discussion of the issue will come back to a Board meeting later in the year once the DBS pilot for the Accredited Registers programme had progressed further.

6.15 The Board suggested that the Finance Committee should review the job description updates that had recently been made, to determine whether Equality, Diversity and Inclusion (EDI) considerations had been implemented.

Action: JC to schedule an item on job descriptions and EDI for the August Finance Committee meeting.

7. Finance report

7.1 The Director of Corporate Services introduced the report. The figures showing the areas over budget were only up to the end of May. A few areas, including Board recruitment and Section 29 had turned out more expensive than anticipated but this had been absorbed by underspend in other areas.

7.2 The first full forecast was being worked on now and will be reviewed by the Directors Group (DG) at next week's meeting.

7.3 DG was mindful that there was no money in the budget for additional expenditure.

7.4 The 2023/24 budget will be reviewed by the Finance Committee in August and will come to the Board at the September meeting.

7.5 The Board **noted** the finance report.

8.   EDI update and action plan tracker

8.1   The Director of Scrutiny and Quality introduced the paper. The tracker had now been populated and some items had been completed. A sizeable number of actions were currently amber but were on track and colleagues were aware of the deadlines.

8.2   The Board agreed that, as the first eleven items were duplicated later in the tracker, they could be removed.

8.3   The Board requested that the staff diversity data be shared with them. It was confirmed that the data had been collected and shared with staff, and was shared right after the meeting with the Board. The data for the Director level was included separately for analysis.

8.4   The Board agreed to discuss the diversity data in detail at the September meeting.

         Action: MS to add discussion of diversity data to the September Board meeting agenda.

8.5   The Board agreed that an in-depth review of the EDI tracker at the November Board meeting would be useful, to review how far the actions had come by then.

         Action: MS to add in-depth EDI action tracker discussion to November Board meeting agenda.

8.6   The Board enquired on the status of the work done on the Performance Review (PR) EDI Standard. It was confirmed that work on reviewing our approach to date and the work of other relevant schemes was underway. This would be followed by a review of our approach to the EDI Standard and supporting guidance, which is expected to conclude by the end of the year. The review of the wording of the Standard will follow to support any updated approach.

8.7   The Board emphasised that EDI data on decision makers and panellists was as important as that on registrants. It was confirmed that the PR team would ensure this is included when updating the evidence base for the EDI Standard.

9.   Audit and Risk Committee report

9.1   The Chair of the Audit and Risk Committee introduced the report. The Committee confirmed that the statements made in the 2021/22 Governance Statement were accurate and demonstrable. The report was overall satisfactory.

9.2   The Chair thanked the team and the Committee for their work.

9.3   The Board **noted** the report.

10.   Finance Committee report

10.1   The Chair of the Finance Committee confirmed that most of the issues from the report were being covered in the public and private Board meetings.

10.2   The Board **noted** the report.

11.   Scrutiny Committee report

11.1   The Chair of the Scrutiny Committee confirmed that there was nothing to add.

11.2   The Board **noted** the report.

12.   Nominations Committee report

12.1   The Chair confirmed that the Board recruitment was progressing and that she will meet with the Associate Board member next week to get his feedback on the recruitment process for the Associate Board Member role.

12.2   The Board **noted** the report.

13.   Board meeting in Wales

13.1   The Chief Executive introduced the paper. The planning was currently under way and the invitations for the stakeholder meeting will be sent in a couple of weeks.

13.2   A meeting was being sought with the Minister for Health and Social Services in the Welsh Government.

13.3   The Board discussed whether additional patient groups could be invited to the stakeholder meeting.

Action: CB to discuss inviting additional patient groups to the stakeholder meeting with the Policy team.

13.4   The Board approved the plan for the Board meeting in Wales.

14.   'State of Regulation' report and events

14.1   The Chief Executive introduced the item. There will be two events around the report – the launch event which will take place in the House of Lords, and an online one-day conference. Invitations will be sent out soon.

14.2   The work on the events was on track. A good response had been received for the virtual conference, with the format making the event accessible to stakeholders across the UK.

14.3   The report was currently with the editor and would be sent to the Board by early next week, for one last review. It will go to the designers by the end of July.

14.4   The Board expressed its thanks for the hard work on the report. The members of the Board who had been involved in the Editorial Board working group confirmed that the report had come a long way and that the Authority can have confidence in it.

14.5   There will be opportunities to promote the report in the devolved administrations, in particular at the September stakeholder event in Cardiff as well as the NI Confederation conference and the Scotland regulatory event in October.

Action: Daisy to share the details and dates of the Scotland regulatory event with the Board.

14.6   The Board **noted** the update.

15.   Board work programme

15.1   The Board **noted** the work programme.

16.   Any other business

16.1   There was no other business discussed.

17.   Questions from Members of the Public

17.1   There were no questions from observers.

17.2   The Chair thanked the observers for their interest in the Authority.

18.   Private session of the Board

18.1   The Board went into the private session of the meeting.

Signed by Chair   **Date 14/09/22**

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Action Log

On track (including not started)   Delayed (or medium risk of delay for projects) Overdue (or high risk of delay for projects) Complete

Mtg. Date	Item No.	Action point	Owner	Date required	Action progress	Status
20 July 2022	6.3	Organise a meeting with RD to discuss details to be added to the project dashboard.	JC	31 July 2022	Meeting not required. Updated dashboard on agenda. Complete.	
20 July 2022	6.3	Update the dashboard on the Pensions review item status to read 'On track – currently waiting on legal advice on implications of closing the NHS scheme *to new entrants.*'	JC	31 July 2022	Complete	
20 July 2022	6.4	Review consistency of project reporting.	AC	31 July 2022	Complete	
20 July 2022	6.7	Prepare a detailed paper on Section 29 for the September Board meeting	MS	14 September 2022	Complete	
20 July 2022	6.16	Schedule an item on job descriptions and EDI for the August Finance Committee meeting.	JC	23 August 2022	Complete	

20 July 2022	8.4	Add discussion of diversity data to the September Board meeting agenda.	JC	14 September 2022	Complete – included in People Report	
20 July 2022	8.5	Add in-depth EDI action tracker discussion to November Board meeting agenda.	MS	16 November 2022	Not yet due	
20 July 2022	13.3	Discuss inviting additional patient groups to the stakeholder meeting with the Policy team.	CB	31 July 2022	Complete	
20 July 2022	14.5	Share the details and dates of the Scotland regulatory event with the Board.	Daisy Blench	31 July 2022	Complete	