

Board meeting
Public minutes of the meeting
20 March 2024



Approved Minutes of the Board meeting, 20 March 2024

Present

Caroline Corby (CC - Chair)
Alan Clamp (AC - Chief Executive)
Marcus Longley (ML)
Frances Done (FD)
Juliet Oliver (JO)
Moi Ali (MA)
Tom Frawley (TF)
Nick Simkins (NS)
Amrat Khorana (AK)

In Attendance

Jane Carey
Christine Braithwaite
Marija Hume
Daisy Blench
Dinah Godfree
Rachael Culverhouse-Wilson
Melanie Venables
Oyinkan Onile-Ere
Max Sesay
Sofia D'Arienzo
Melanie Hueser (Secretariat)

Observers

See below

1. Welcome and Introductions & Declarations of Interest

- 1.1 The Chair opened the meeting and welcomed everyone to the Board meeting. Observers included members of staff and external observers: Anisah Chowdhury (GMC), Stuart Hutchinson (GMC) and Nasia Nicou-Panayiotou (HCPC).
- 1.2 The Chair mentioned that this was AK's last meeting and expressed her thanks to him, which was expanded on in the private session.

2. Apologies

- 2.1 There were no apologies.

3. Minutes of meeting held on 17 January 2024

- 3.1 The minutes of the last Board meeting held on 17 January 2024 were accepted as a true and correct record and approved.

4. Actions and Matters Arising from the meeting on 17 January 2024

- 4.1 17 January, Item 5.6 'Add a discussion on Board diversity to the Nominations Committee agenda.' The Chair confirmed that that a follow-up meeting from this discussion at the Nominations Committee had been organised. A Board workshop on 'How to increase diversity in (Board) appointments' will take place on 24 April.

4.2 All other actions were complete or on track.

5. Chair's report

5.1 The Chair introduced the item, highlighting the Accredited Registers (AR) Seminar on 28 February, which had been a great success. Attendees had highlighted to the Chair the benefits of being members of the AR Programme.

5.2 The Chair also highlighted the Welsh Regulatory Seminar that took place virtually on 1 March. There had been over 70 attendees and the range and quality of the speakers and discussions had been very high.

5.3 The Chair thanked all staff involved in the events.

5.4 A new Audit and Risk Committee Chair had been selected. The recommendation for the appointment had been sent to the Privy Council and the announcement will be made as soon as possible.

5.5 Recruitment for the next Associate Board Member was underway. There had been almost 40 applications and the quality of the applications had been high. The Chair thanked AK for his input into the process. Interviews will take place soon.

5.6 The Chair emphasised the importance of developing a thorough induction programme for new Board members, with particular emphasis on induction and extended learning for the Associate Board Member. Board members felt that the current induction process was quite thorough already but that it could be extended into the term of the Board members. It was confirmed that mentorship will be arranged for the next Associate Board Member. Similar arrangements will be explored for all new members.

5.7 The Board agreed that it would be useful for new members from the Devolved Administrations (DAs) to receive guidance on which officials in the DA governments to liaise with.

5.8 The Board **noted** the report.

6. Executive report and project dashboard

6.1 The Chief Executive introduced the item and highlighted that the project dashboard was amber at present because of delays in the website redevelopment project. These delays, which had been due to contract negotiations, were now at an end and the project had started. The project manager will be appointed soon and the Board will be kept updated through the project dashboard. The Board **noted** the Terms of Reference for the project.

6.2 The PSA's response to the Thirlwall inquiry had been submitted, which the Board will discuss in the private session.

6.3 The Manifesto for the Safer Care for All project had been published the previous week.

6.4 The interviews for the Director of Policy and Communications were scheduled for 20 and 21 March. The CEO thanked the HR team and the Executive Assistant for their hard work during a busy period of recruitment.

6.5 The AA/PA Order had passed into legislation since drafting the Board papers.

- 6.6 After invitation to submit a written response to the Health Select Committee Expert Panel, the PSA had been invited to the meeting, which CB attended, to give evidence in relation to patient safety discussions, standards for NHS managers and board members in relation to standards and training.
- 6.7 The HR team had been very busy with a large number of recruitments. A number of staff had recently started and more recruitment was ongoing.
- 6.8 The Board queried why the KPI for turnover was relatively low when there had been so many new starters. It was explained that this was due to a number of factors, including only substantive posts counting towards the KPI and some of the new starters only joining recently and being captured in the May meeting KPIs.
- 6.9 The Board queried how Section 29 learning points are captured and how the Board gets sight of them. It was confirmed that the learning points were part of the DCRs and were also shared with the regulators. Going forward, the Scrutiny Committee will continue to review the learning points annually and these will be shared with stakeholders in a number of ways – seminars, conference sessions and other options will be discussed.
- 6.10 The Board asked for more details around the delays to some of the Accredited Registers Programme work and KPIs. It was confirmed that these delays had to do with capacity issues, which had now been resolved. There had also been an increase in conditions for membership to bring all of the Registers up to a minimum standard, and this had delayed some work.

7. Using Accredited Register reserves

- 7.1 The Head of Accreditation introduced the item, asking the Board to approve the use of unrestricted reserves for the Quality Mark Campaign in 24/25. There had been a delay to the campaign delivery.
- 7.2 The Board **approved** the request.

8. Finance report

- 8.1 The Director of Corporate Services introduced the item and highlighted that the expenditure year to date column had been removed from several of the tables because the team had a lot of sickness absence recently and were unable to prepare Management Accounts in time for this report. It was confirmed that the end of year forecast was accurate and based on the latest position.
- 8.2 It was confirmed that the forecast deficit, which was mainly due to Section 29 overspend, was outside of the control of the PSA, could be absorbed through the reserves.
- 8.3 While the total of the reserves was correct, it was pointed out that the titles 'restricted' and 'unrestricted' had been switched in error in the paper.
- 8.4 The Board **noted** the report.

9. Committee reports

- 9.1 **Nominations Committee:** The Chair introduced the report, noting that the Board had been kept up to date with the Committee's work on recruitment. The Committee had met more frequently as Board recruitment was now well underway.
- 9.2 **Audit and Risk Committee:** The Committee Chair introduced the item. NS had filled out the NAO's Board Effectiveness Questionnaire, which the Committee had done previously, and his feedback had been useful.
- 9.3 It was highlighted that a meeting with the Scrutiny Committee Chair would be useful for the new Audit and Risk Committee Chair to learn more about how the Committees work together.
- 9.4 **Scrutiny Committee:** The Committee Chair introduced the item. The report was highlighting the work around defining success for the Section 29 function and how make best use of data collected. These were still work in progress.
- 9.5 The Board were asked to approve a change to the case meeting panel process and remove the necessity for a Board member to be a decision-maker. The Board **approved** that change to the scheme of delegation. It was emphasised that Board members were still welcome to observe panel meetings, in particular for induction.
- 9.6 The Board **noted** the reports.

10. Reports from Devolved Administration members

- 10.1 **Scotland:** MA emphasised that the PSA had to continue in its efforts to be a UK-wide organisation and highlight devolved and non-devolved policy issues as well as legislation across all four countries.
- 10.2 Efforts to engage with patient organisations were highlighted as a priority and the Board agreed that more work had to be done in this area in the short and long term.
- 10.3 **Cymru/Wales:** ML thanked Polly Rossetti for the work on the report and Polly and the team for the work on the successful seminar on 19 March.
- 10.4 The Board agreed that in correspondence and papers, Cymru/Wales should be used from now on.
- 10.5 ML highlighted the creation of Llais, which now represents patient and social care service user voices across Cymru/Wales.
- 10.6 A new Health Minister for Cymru/Wales will be chosen possibly as early as the next day.
- 10.7 A debate had been held in the Senedd on regulating NHS managers. There had been agreement in principle for this but there had been reluctance to invest any money in it.
- 10.8 **Northern Ireland:** TF introduced the report, highlighting the opportunities that will hopefully become available of engaging with the new government. It was highlighted that efforts will need to be made to make the most of these opportunities.

- 10.9 Engagement with the Patient and Client Council should be prioritised as part of the UK-wide patient engagement.
- 10.10 Another focus should remain building the relationships that allow the PSA's EDI work to continue successfully.
Action: CB to ask Head of Policy to schedule meeting for the Policy team with the DA Board members every six months.
- 10.11 The Board agreed that organising a Board meeting in England outside of London should be discussed.
- 10.12 The Board **noted** the reports.

11. Plans for a Board meeting in Cymru/Wales in July 2024

- 11.1 The Chief Executive introduced the item. The plan is for a two-night stay in Cardiff, with an early start for the Board meeting on 17 July, then a roundtable and meetings with stakeholders for individual Board members afterwards.
- 11.2 The Board **approved** the plans.

12. Board workplan 2024/25

- 12.1 The Board **noted** the workplan.
Action: MH to circulate 'forward look' for upcoming events and meetings to Board members.

13. Any other business

- 13.1 The Board was reminded to submit all outstanding expenses by the end of March for year-end, and to always remember to submit expenses within three months.
- 13.2 There was no other business discussed.

14. Questions from Members of the Public

- 14.1 There were no questions.
- 14.2 The Chair thanked the observers for their interest in the PSA.



Signed by Chair

Date 15 May 2024

Board meeting

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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 September 2023	5.10	Bring updates on the progress of the review to each SC meeting, and a final report to the September 2024 Board meeting.	GM	September 2024	Ongoing – reported to SC in February 2024. Detailed update to be provided to SC in August ahead of Board update in September.	Complete
17 January 2024	9.4	Add annexe on value for money (including procurement and contract management) in the business planning papers in summer 2024	JC	July 2024		Complete
20 March 2024	10.11	Ask Head of Policy to schedule meeting for the Policy team with the DA Board members every six months.	CB	July 2024	In progress	Complete
20 March 2024	12.1	Circulate 'forward look' for upcoming events and meetings to Board members.	MH		Covered by the Board workplan which is reviewed at every Board meeting and the Board and	Complete

					Committee dates plan	
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