Board meeting

Public minutes of the meeting

17 January 2024

professional standards authority

Unapproved Minutes of the Board meeting, 17 January 2024

Present	**In Attendance**
Caroline Corby (CC - Chair)	Jane Carey
Marcus Longley (ML)	Graham Mockler
Alan Clamp (AC - Chief Executive)	Christine Braithwaite
Frances Done (FD)	Douglas Bilton
Juliet Oliver (JO)	Joella Hazel
Moi Ali (MA)	Steve Wright
Tom Frawley (TF)	Marija Hume
Nick Simkins (NS)	Ashim Bhaugeerutty
Amrat Khorana (AK)	Ryan Davison
	Amrit Kaur
	Daisy Blench
	Dinah Godfree
	Archie Herrick
	Rebecca Moore
	Richard West
	Oyinkan Onile-Ere
	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) and Alexandrs Smirnovs (HCPC).

1.2 CC declared that her term as Chair with One Housing will come to an end on 31 March 2024 and that she will take up the role of Chair with the Peabody Trust on 1 April 2024.

2. Apologies

2.1 There were no apologies.

3. Minutes of meeting held on 15 November 2023

3.1 The minutes of the last Board meeting held on 15 November 2023 were accepted as a true and correct record and approved.

4.   Actions and Matters Arising from the meeting on 15 November 2023

4.1   All actions were complete or on track.

5.   EDI action plan update

5.1   The EDI Manager introduced the item. The last update had come to the Board in May 2023, when the EDI objectives had been approved and the Board had agreed to embed EDI further by aligning with our 3-year strategic plan cycle.

5.2   The new plan has seven actions with 18 areas of activity. Some of the activities were actions carried over from the previous plan. The action plan now brings together EDI activities from other plans (e.g. Safer Care for All report and the People Strategy).

5.3   ELT had reviewed the plan and updated actions.

5.4   One of the most important actions is measuring the PSA's performance against the Performance Review EDI standard, for which self-assessment activities were being planned.

5.5   The Board queried the definition in the plan of 'being courageous'. The Board agreed that more work on this definition and the outward message was needed. The Board agreed that one thing to do in this space was to be more explicit about the commitment to try to make the Board as diverse as the healthcare workforce.

5.6   The Board agreed that work needs to be done on defining what is meant by diversity for the Board.

Action: JC to add a discussion on Board diversity to the Nominations Committee agenda.

5.7   It was confirmed that the suggested pulse survey on psychological safety was around staff feeling safe when speaking up about issues experienced at work and contributing to discussions.

5.8   It was confirmed that nearly all of the activities were resourced and incorporated into the work plans for the teams.

5.9   The Board suggested that podcasts would be something worth exploring for the PSA in the area of EDI.

5.10   The Board asked the EDI Manager for examples of what the PSA can celebrate in the EDI space. The EDI Manager gave the example of an appointments seminar which had been held the previous day, where the issue around diversity of councils and EDI concerns had been very prominent and it was noted that the robustness and depth of the conversation and the issues being considered had advanced.

5.11   The Board **noted** the progress against the action plan.

Action: MH to add the next EDI action plan update to the May 2024 Board agenda.

6.   EDI working group update

6.1   Steve Wright, co-Chair of the EDI Group, introduced the item and gave an update on the work undertaken by the group since the last update to the Board in May 2023.

6.2   The group had been working on internal EDI issues including the Associate Board member recruitment, celebrating awareness days and the pulse surveys.

6.3   The Board supported the group's objective for the PSA to start collecting socio-economic background data from staff, which will be facilitated by the new HR and finance system which will go live in the spring. The Board considered whether this data should also be collected from Board members.

6.4   The Board queried whether the EDI group would prefer to have one permanent Board member participant at the group's meetings. The group's chair confirmed that previous discussions had concluded that rotating Board attendance was preferable as it allowed the EDI group to hear diversity of thought from the Board. The Board agreed that members should continue to attend working group meetings on a rotating basis.

6.5   The Board thanked the group for their work, in particular the contributions to the Associate Board member recruitment.

7.   Nominations Committee report

7.1   The Chair gave an update from the last Committee meeting, which had focused on recruitment of the next Associate Board member and on recruiting the next Audit and Risk Committee (ARC) chair.

7.2   The Committee had agreed to bring the ARC chair recruitment forward to the summer when the current ARC chair will step down. It was confirmed that the ARC chair role will need to be confirmed by the Privy Council regardless of where the successful candidate is based.

8.   Chair's report

8.1   The Chair introduced the item and highlighted the external blog that had been shared with the Board.

8.2   The Chair had met with the regulator chairs for their six-monthly catch-up that week. Dr Anne Wright (GOC), Sir David Warren (NMC), Dr Geraldine O'Hare (PSNI), Dr Andrew McCullogh (SWE) and Dr Bill Gunnyeon (GOsC) attended. The Chairs shared updates on the latest priorities for the regulators, which included preparation for the general election. Many of the regulators had seen an increase in Fitness to Practice (FtP) referrals, with a number of possible causes including NHS pressures, complaints around registrants' social media posts and increased scrutiny due to the ongoing high-profile inquiries. The chairs had agreed that work on reform had slowed down as the timeline was so unclear.

8.3   It was felt that the meeting had been useful and the next one is scheduled for 9 July.

8.4   The Board **noted** the report.

9. Executive report and project dashboard

9.1 The Chief Executive introduced the item. The website project will remain a major piece of work for 2024 and the Board will be updated via the project dashboard.

9.2 The consultation on the reform guidance will be published week of 24 January and will be shared with the Board.

9.3 The Safer Care for All (SCFA) – Barriers to complaints event was scheduled for 23 January and one on Accountability without fear for early March.

9.4 It was confirmed that tenders are logged via the procurement log which is reviewed by ELT regularly.

Action: JC to share the procurement policy with the Board.

Action: JC to add annexe on value for money (including procurement and contract management) in the business planning papers in summer 2024.

9.5 Work had started on the suggestions coming out of the FtP Board workshop and the Board will be kept informed. The number of appeals continues to increase. A Section 29 review was underway to make the review panel process less resource intensive.

9.6 One of the Accreditation Officers was leaving the PSA and recruitment was underway. Two new registers had been accredited.

9.7 All Safer Care for All actions were on track.

9.8 The PSA was now compliant with the Welsh Language Standards.

9.9 The website redesign was on track (revised deadline June 2024) and the contract will be signed soon.

9.10 It was confirmed that the focus of the conflicts of interest work will be decided during the planning process to the 2024/25 Safer Care for All Action plan.

9.11 The Board highlighted the complexities around social work across the devolved administrations (DAs) and possible discussions around a common code, and the different situation around the countries regarding the general election. It was confirmed that work was already planned regarding the election around the DAs.

9.12 **Fees consultation:** The registrant numbers had all been received. The number of registrants had gone up considerably, therefore the fee per registrant was lower. The information had been sent to the Privy Council and once confirmation was received the invoices will be sent to the regulators.

9.13 The HR and Payroll system replacement was now on the project dashboard, with the new system to be implemented from 1 April.

9.14 It was confirmed that the increase in website visits had to do with changes to the reporting settings but it was also highlighted that more work had been done by the Communications team to raise awareness of the PSA's work.

9.15 There had been a pause in the work planned with influencers due mainly to capacity issues but further campaigns were being planned.

9.16 The Board agreed that the research conference had been very good and congratulated DB and the team for organising it. It was felt that the Coin Street

venue, which is a more community focused space, set a good tone for the event.

9.17   It was confirmed that planning for future conferences will be focused on addressing challenges highlighted by SCFA through research.

9.18   There will also be continuing efforts to engage with patient organisations and improve their presence at future conferences, as well as making research available to stakeholders throughout the year.

9.19   The Board agreed that thought should be given to continuing to charge for events, considering ways to make events cost neutral or fund other initiatives with the income. It was confirmed that modelling for options to achieve this will be done.

10.   IT Project Evaluation

10.1   The Board expressed its appreciation for the work done and **noted** the evaluation.

11.   Finance report

11.1   The Board acknowledged the increase in Section 29 costs and noted that this will continue for the rest of the year.

11.2   The Board **noted** the report.

12.   Board annual work plan

12.1   It was noted that the Annual review of Governance and Assurance frameworks will be moved to July Board to better flow with ARC review in May. The Board approved this.

12.2   The Board **noted** the work plan.

13.   Any other business

13.1   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………………………

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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.	
17 January 2024	5.6	Add a discussion on Board diversity to the Nominations Committee agenda.	JC	March 2024	To be discussed on 12 March 2024	
17 January 2024	5.13	Add the next EDI action plan update to the May 2024 Board agenda.	MH	May 2024	On the May agenda	
17 January 2024	9.4	Share the procurement policy with the Board.	JC	31 January 2024	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		