

Board meeting

Public minutes of the meeting

18 September 2024

Approved Minutes of the Board meeting, 18 September 2024

Present

Caroline Corby (CC - Chair)
Alan Clamp (AC - Chief Executive)
Marcus Longley (ML)
Candace Imison (CI)
Juliet Oliver (JO)
Moi Ali (MA)
Tom Frawley (TF)
Nick Simkins (NS)
Ruth Ajayi (RA)

In Attendance

Suzanne Dodds
Marija Hume
Siobhan Carson
Imogen Peroni
Dan Scott
Osama Ammar
Ryan Davison
Melanie Venables
Jane Carey
Graham Mockler
Douglas Bilton
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: Janet Collins (GPhC), Nasia Nicou-Panayiotou (HCPC), Anisah Chowdhury (GMC) and Terry Koranteng (NMC).
- 1.2 The Chair welcomed Candace Imison, who was attending her first Board meeting, to the Board of the PSA.

2. Apologies

- 2.1 There were no apologies.

3. Minutes of meeting held on 17 July 2024

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

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

- 4.1 All actions were complete or on track.
- 4.2 **17 July 2024, Item 7.2 'Find out whether the new HR and payroll system could be capitalised.'** JC confirmed that it could not be capitalised as most of the spending was on training.

- 4.3 **17 July 2024, Item 8.4 'Check with the independent panel member whether the incumbent DA Board member being on the panel for their replacement would be permissible.'** The Chair highlighted that, in order to follow best practice, the DA Board members will not be sitting on panels recruiting for their own replacements.

5. Chair's report

- 5.1 The Chair gave a verbal update since the summer had been relatively quiet.
- 5.2 It had been confirmed that the Chair would be reappointed for a second term (3 years) and the Chair confirmed that she had accepted.
- 5.3 After the day's Board meetings the Board was due to hold a session regarding the NMC culture review. A session for the regulator Chairs on the issue was also being planned for November.
- 5.4 The Chair and Chief Executive attended the General Optical Council's (GOC) optical familiarisation programme, visiting a number of sites in London. The day had been very informative and interesting, and the Chair was grateful for the opportunity to spend time with members of the GOC's council and staff.
- 5.5 It was confirmed that no response had yet been received after the introductory letter to the new Secretary of State for Health and Social Care.

6. Executive report and project dashboard

- 6.1 The Chief Executive introduced the item. The website project was back on track and the new website was due to be completed by the end of the calendar year.
- 6.2 The Board was due to discuss the business plan and fees consultation at the private meeting.
- 6.3 No confirmation had yet been received from the new Government regarding reform but there was no reason to assume that it will not go ahead.
- 6.4 Issues raised in the NMC culture report and the response to the report were being monitored. The PSA, with support from the Department of Health and Social Care had created an oversight group where stakeholders and subject matter experts will come together to address the report findings. The PSA will be chairing the group. In the first meeting the group had agreed the Terms of Reference and membership of the group. An action plan from the NMC had not yet been received. The group will meet again in October. It was confirmed that the two reports still expected – on the handling of whistleblowing disclosures and fitness to practise cases – will be within the scope of the group. These reports were expected in November.
- 6.5 It was confirmed that the Performance Review report for the NMC was due to be published in the first quarter of 25/26.
- Action:** GM to bring an update on the NMC oversight group to the Board at the November meeting.
- 6.6 It was confirmed that the other regulators were engaged with the report and were undertaking work to establish where their organisations stood with the issues raised. The Board was due to receive a summary of the responses received from regulators to this query at their meeting in the afternoon.

- 6.7 It was confirmed that while the NMC work required additional resources, this was currently manageable.
- 6.8 Work with the regulators on sensitive issues was continuing and the Policy Forum was used to develop this work further.
- 6.9 Section 29: It was noted that the number of statutory deadline decisions had gone down as planned.
- 6.10 The Board queried whether the workload for the Accredited Register Programme was manageable considering the team was comprised of mostly new people. It was confirmed that so far no issues had been identified and that the workload would be reducing as planned once the Standard 9 work was completed, which would be soon.
- 6.11 It was confirmed that the work on the Stakeholder Relationship Management system was nearly complete.
- 6.12 Booking had opened for the Research Conference and response had been good. Speakers will include NHS England and HCPC, on domestic abuse and violence. DB was involved in the NHS Expert Advisory Group working on the Sexual Safety Charter, which the Board was pleased to hear.
- 6.13 Work was ongoing on the commission for the General Teaching Council in Scotland.
- 6.14 The second Work Experience Scheme had finished a few weeks ago. It had been a good experience, with good feedback which will be used for next year's candidates.
- 6.15 The ads for the Devolved Administration (DA) Board members had gone live. The current DA members were asked to share the adverts with their networks.

7. Finance report

- 7.1 The Director of Corporate Services introduced the item. There was an overspend mainly due to Section 29 costs. It was confirmed that the Section 29 budget for 25/26 would be adjusted to reflect the ongoing increase in cost.
- 7.2 The website project was also over budget but this was a timing issue as it was running over two years, as was the HR and Payroll system.
- 7.3 The Board **noted** the report.

8. Committee updates

- 8.1 **Scrutiny Committee:** The Committee had spent time discussing the issues at the NMC and HCPC. The Section 29 team had started analysing the data collected in their processes. The Committee had discussed the issue around accreditation for registers versus regulation for professions and whether a general threshold could be defined.
- 8.2 **Business Planning Review Committee:** The Committee had met twice to make changes to the business plan and fees consultation. The meetings had been constructive and useful.

9. Section 29 review

- 9.1 The Director of Regulation and Accreditation introduced the paper, which was an update on the Section 29 review. Due to turnover and restructuring of the Directorate the workplan had been somewhat ambitious and work was still ongoing.
- 9.2 Training had been organised for decision makers. This will help to reduce the number of statutory deadline decisions.
- 9.3 Work on measuring success had not yet started. This will be undertaken soon, with the new Head of Legal in place, and will be overseen by the Scrutiny Committee.
- 9.4 The Learning Points bulletin had been well received and was a good showcase for adding value beyond the PSA's statutory duties. Consideration of whether we can measure the application of learning points will also feature in the review. The Board also highlighted that it would be useful to find out more about how learning points are disseminated throughout the regulators and beyond.
- 9.5 It was confirmed that the annual reporting on Section 29 will start for the 2024/25 business year.
- 9.6 It was confirmed that the methods for the case reviews will be considered, and it was confirmed that the team will have the capacity to undertake the work once the two permanent posts have been filled in the latest recruitment round. An update will come to the Board in January.

10. Risk register

- 10.1 The Chief Executive introduced the item. The risk register is being reviewed at the Senior Management Team meeting each month.
- 10.2 The Board agreed that the risk for the NMC should be expanded to include all of their external reviews, not just the culture review which had already been published.
- 10.3 The Board **noted** the risk register.

11. Review of governance and assurance framework

- 11.1 The Director of Corporate Services introduced the paper.
- 11.2 The Board agreed that remote attendance at Board meetings would be with approval of the Chair only.
- 11.3 The Chair's term in the governance framework needed to be updated to three years.
Action: JC to include the Board's comments (remote Board attendance and Chair's term length) in the governance framework.
- 11.4 Subject to these minor changes, the Board **approved** the updated assurance framework.

12. Board workplan 2024/25

12.1 The Board **noted** the workplan.

Action: GM to add the Section 29 annual report to the Board workplan.

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 20 November 2024

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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
15 May 2024	6.11	Bring a forecast of likely numbers of appeals to the January 2025 Board meeting.	GM	January 2025		
18 September 2024	6.5	Bring an update on the NMC oversight group to the Board at the November meeting.	GM	November 2024	Complete – see item 07 paper 04	
18 September 2024	12.1	Add the Section 29 annual report to the Board workplan.	GM	November 2024	Complete	
18 September 2024	11.3	Include the Board's comments (remote Board attendance and Chair's term length) in the governance framework.	JC		Complete	