



<b>AGENDA ITEM</b>		<b>ACTION</b>
	<p><b>7/1/DH consultation re recognition of aviation &amp; space medicine (ASM) as a new specialty:</b> IRA advised that the consultation had been sent to DH and GMC's requirements had been discussed with the board. DCM reported he would be having a meeting with the Special Advisory Committee (SAC) shortly and would let EC know the outcome.</p> <p><b>8.2.1 Engaging external press support:</b> JW reported she was meeting Vanessa and Hilary to discuss a marketing strategy.</p>	<p><b>IRA</b></p> <p><b>JW</b></p>
<b>3.0</b>	<b>OBJECTIVES</b>	
<b>3.1</b>	<b>Objectives 2015</b>	
	<p>RJLH to circulate his slides for the NEC conference to EC.</p> <p>EC said it was important for them to have a bullet point summary of Board meeting to be given to EC and feedback from Board to be standing agenda item.</p> <p>DCM said that the targets had been shifted at least twice without being discussed with him. It was agreed that the Faculty should not make decisions about targets which were not strategic or inclusive and did not include the people that needed to deliver and it was necessary to focus on a strategic direction so that the board can make more informed decisions.</p> <p>It was agreed that work needs to be done on strategic and business planning to understand costs and it may be useful to have an EC member at the board meeting</p> <p><b>Exams</b> it was agreed that FOM could improve the way we deliver without increasing costs and bring HAVS in house. No decision was reached on increasing the number of candidates sitting exams by 100% by May 2017</p> <p><b>MoHaWK</b> It was reported that Syngenta had offered a number of options regarding Mohawk however it was agreed that as it was a self assessment tool it had no value and that the military, health management or NHS were not interested in this. It was decided that this was no longer a valid objective as the director of QI as well as other members had no interest in it.</p> <p>It was agreed to wait to hear RLJH view as the common feeling is FOM don't want MoHaWK</p>	<p><b>RJLH</b></p> <p><b>RLJH</b></p>

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	<p>although they recognise the need for clinical audit</p> <p><b>Lease</b> This has been agreed with the Landlord.</p>	
<b>4</b>	<b>RISK MANAGEMENT</b>	
<b>4.1</b>	<b>Re-assessing the impact of risks</b>	
	<p>Document to be amended as some of the ranking for risks was misleading.</p> <p>EC agreed that this was an improved document but the complaints item should be reworded to complaints and appeals and the rating to attract sufficient exam candidates should be amended. It was important to have policies which pre-empt problems. In addition, the item failure to retain volunteers should come under governance review succession planning</p>	<b>FMQ</b>
<b>4.2</b>	<b>Current risk-related cases for oral report</b>	
	<p><b>Examination appeal:</b> This had now taken place.</p> <p><b>Revalidation case:</b> EC agreed that FOM had followed the correct procedure in this matter and it would be inappropriate to take this individual on again due to conflict of interest.</p>	<b>RC</b>
<b>5</b>	<b>ITEMS FROM ACADEMIC TEAM/ACADEMIC ISSUES</b>	
<b>5.1</b>	<b>Academic Dean's report</b>	
	<p>IRA reported that a recruitment exercise had been carried out in April for twelve vacancies. 32 of the 42 applicants were interviewed and offers have been made for all 12 vacancies.</p> <p>DCM said that targets should have a consistent standard and the pass mark should be standardised. It was agreed that pass mark set at same level for each appointment.</p>	

	<p>IRA reported that he has a meeting with Katie White before the next board meeting regarding advertising vacancies.</p> <p><b>E Portfolio for Trainees</b> The new membership database TRIBE is expected to be delivered in July. There were concerns about timing and we need to take advice whether to proceed.</p> <p>JW said she needed time to look at systems.</p> <p><b>AC Forum</b> IRA said that a leader for this group had been elected and the next meeting would take place on 6 July in Manchester.</p> <p><b>Marketing</b> JW said she would like to defer the decision on whether to accept the offer from the Health Education England to provide a part time clinical fellow to help with our marketing strategy until she has had an opportunity to understand what assistance is necessary.</p> <p>IRA and Patrick are writing a blog which will be published by BMA.</p> <p>IRA reported that the Trainee conference held on 18 and 19 March was well received and he has been asked by trainees if FOM would organise another similar event next year</p>	<p><b>IRA</b></p> <p><b>JW</b></p> <p><b>IRA</b></p> <p><b>JW</b></p> <p><b>IRA</b></p> <p><b>IRA</b></p>
<b>5.2</b>	<b>GMC</b>	
	<p>IRA advised that he has had a meeting with Liz Hughes, Lead Dean regarding a alternative entry criteria into occupational medicine similar to Pharmaceutical Medicine which does not require any post graduate examination success to enter. He is planning to discuss this in more detail with the Faculty of Pharmaceutical Medicine. The advantage would be that entry from General Practice can be after 2 years rather than the three years mandated by the GMC.</p>	<p><b>IRA</b></p>

<b>5.3</b>	<b>Report on examinations/qualifications</b>	
	<p>There have been 15 applications to sit the MFOM Part 2/AFOM. The written papers are planned for 18 June with the OSPE for 14 July FOM received a lot of enquiries about the new AFOM examination and two candidates to sit the examination. DCM will provide further feedback after the examination.</p> <p>The closing date for DAVMED applications is the 5 May. The DOccMed numbers are increasing and we are on track to meet the targets for the number of candidates taking the FOM examinations.</p> <p>It was agreed that FOM could improve the way we deliver without increasing costs and bring HAVS in house. No decision was reached on increasing the number of candidates sitting exams by 100% by May 2017</p>	
<b>5.4</b>	<b>FOM Appointments</b>	
	<p>The appointments of Dr Shaun Austin as Chief Examiner MFOM Part 2, Dr Alan Bray as Chief Examiner HAVS and Dr Henry Lupa as Deputy Chief examiner DAVMed have been confirmed. Two applications have been received for the Deputy Chief examiner DDAMpost It was agreed to interview both candidates</p>	
<b>5.5</b>	<b>QI</b>	
	<p>It was agreed that thanking and acknowledging examiners and volunteers was important Thank you letter to be sent to examiners and volunteers.</p>	
<b>6</b>	<b>GENERAL FACULTY BUSINESS</b>	
<b>6.1</b>	<b>Joint Trustees Meeting</b>	
	<p>IRA advised that RLJH would be meeting Alistair and Hilary in US to try and find an alternative date for the Joint Trustees meeting that key people could attend and this date would be circulated. Julia to talk with Olivia on process. We will have a clearer idea of how to proceed after the ASM this year. RLJH to give feedback on meeting with Hilary and Alastair.</p>	<b>RLJH</b>

<b>6.2</b>	<b>FOM Annual Meeting</b>	
	<p>JW gave overview of programme. There was a great deal of discussion about the expenses policy that had been agreed at the board meeting last year about who should pay for the dinner which was as follows:</p> <p>Guests of members and Honorary Fellows would be paying guests. However Fellows could bring a non paying guest, RJH and JW would attend as guests of SOM.</p> <p>There would also be a small VIP invitation list which would be cross referenced with SOM so VIP's were not sent a duplicate invitation. MG said that the entertainments policy allowed the President to invite 6-10 guests. JW said she had not yet seen the guest list.</p> <p>JW said the next FOM board meeting would be held at ASM.</p>	
<b>6.3</b>	<b>SEQOHS</b>	
	<p>SS reported that the current contract finished at the end of the year and a new contract was being prepared.</p> <p>Caroline Rogers is writing a job description for the lead clinical physician which will be shown to the current incumbent, Sally Coomber to see if she was interested in delivering the new outcomes outlined in the job description, otherwise the post will need to be advertised. New job description to be sent from the Faculty to Sally</p> <p>SS said he was responsible for the line management of this role and line management and financing should be from the same body which is FOM.</p> <p>EC asked for clarification on where targets come from and said that it was not practical to develop a SEQOHS presence in at least five additional countries by 2017 as the business costs such as travel would have to be considered.</p>	<b>SS</b>

<b>7</b>	<b>Report from President on meetings, etc</b>	
	SL to prepare an updated list of RJLH's appointments & meetings since the May EC meeting and those planned until the July Board meeting.	<b>SL</b>
	<i>Andy Harrison (AMH) joined the meeting at this point.</i>	
<b>8</b>	<b>FINANCE, ETC</b>	
	<p>AH explained the expenditure for a single organisation. He said FOM had received audit clearance and the one of the recommendations that the auditors had made was to have two people opening the post. EC queried the increased staff costs.</p> <p>AH explained that the increase of £30k charge for-CEO recruitment. The remainder was increased CEO salary and increased headcount being a new member of the Professional Standards team.</p> <p>AH explained that a deficit budget was not always a bad thing and planned to implement a three year rolling budget, rather than a one year budget. However, he reiterated the need for a long term strategic plan i.e. a three years' business plan. The new CEO is only the start of investment and we must build upon this statement of intent with a solid business plan.</p> <p>AH reported that subscriptions were actually lower than reported in the management accounts circulated to the EC members before the meeting due to 2015/16 deferred not having been transferred to 2016 in the accounts. A revised 2015 year to April accounts was circulated to the EC members during the meeting.</p> <p>Year end forecast for Qualifications' income had also been overstated due to a reporting error in the management accounts presented to the last board. In the revised accounts circulated during the EC meeting, this year end forecast has been corrected to match the budget for year amount.</p> <p>This all combined to create a revised general funds year end forecast deficit of £170k, although this is reduced to a year end forecast deficit of £84k if designated and restricted funds are used. Again, AH emphasised the need for a long term plan and also the need for nerve from both the EC and board as investment required now might mean deficit budgets over the next couple of years before this investment shows long-term returns and surplus budgets are the norm again.</p>	

	AH asked the EC for a theme for the September conference. There was some discussion as to whether it was wise to have a conference in both September and December and it was agreed that there was no benefit in having the September conference.	
<b>8.1</b>	<b>Accommodation update</b>	
	<p>AH advised that FOM had negotiated a two year lease with a one year break which meant they could give 6 month notice from August 2015.</p> <p>MG said this was an outstanding action from March and the board had said in two meetings that alternative accommodation should be found. Alternative accommodation to be found by February.</p> <p>It was decided that we should try and get bigger premises than our present accommodation in order to have the capacity to accommodate SOM who are in rented offices. We need to be clear on size and criteria and select an agent to carry out an in depth property search. EC agreed to put down a sizable deposit as well as a mortgage in order to secure the right property.</p>	
<b>9.</b>	<b>AOB</b>	
<b>9.1</b>	<b>Re-election</b>	
	<p>It was pointed out that the terms of appointment for the Executive Committee were due to be renewed and this should have gone to the board in April for Officers to be nominated and approved.</p> <p>JW advised that the April board minutes had not yet been circulated as they had not yet been approved by RJH said that the board agreed to re-appoint SS and MG were re- appointed. DMG was not yet due for re-election.</p>	<b>FMQ</b>
<b>9.2</b>	<b>Fellowship Committee</b>	
	<p>DCM advised that his 3 year tour on the Fellowship and Honours committee was now complete and that the FOM needed to advertise for a replacement before the next committee meeting in September.</p> <p>IRA said the GMC had written to FOM about setting a curriculum for patients and lay people. IRA will give a response.</p>	<p><b>FMQ</b></p> <p><b>IRA</b></p>



<b>10</b>	<b>Date of Next Meeting</b>	
	CONFIRMED AS <b>Wednesday 3 June 2015</b> , at <b>1300 hours at FOM</b> , 3 <sup>rd</sup> floor, New Derwent House, 69/73 Theobalds Road, London, WC1.	<b>FMQ</b>