

**FACULTY OF OCCUPATIONAL MEDICINE  
EXECUTIVE COMMITTEE**

Notes of a meeting held in the Faculty Meeting Room, 3<sup>rd</sup> Floor, New Derwent House, 69-73 Theobalds Road, London WC1  
on **Wednesday 5 August 2015**

**Present:** Julia Smedley (JCS) (Chair), Ian Aston (IRA), Richard Heron (RLJH), David McLoughlin (DCM), Jayne Moore (JKM), Mark Groom (MRG) Simon Sheard (SCS), and Judith Willetts (JW)

**In attendance:** Frances Quinn (FMQ) and Andrew Harrison (AMH)

<b>AGENDA ITEM</b>		<b>ACTION</b>
<b>1</b>	<b>WELCOME AND APOLOGIES</b>	
	JCS welcomed everyone to the meeting. There were no apologies.	
<b>2</b>	<b>REVIEW OF OUTSTANDING ACTIONS/UPDATE ON NON-SUBSTANTIVE MATTERS FROM MEETING ON 3 JUNE 2015</b>	
	JCS said that all actions had been undertaken, were on the agenda or for report by JW, apart from:  <b>4.1 Risk table/Attracting and maintaining sufficient RSAs:</b> JKM said that the RSA job description was being revised. Given the difficulty in recruiting to the Deputy roles, the intention was that, provided RSAs were revalidating and being appraised against their roles, to retain their services regardless of time in the role.  <b>6.6.1 QISWG:</b> role of SEQOHS Clinical Lead v retaining Sally Coomber on this group to be revisited.	<b>JW</b>  <b>SCS</b>
<b>3</b>	<b>CEO update</b>	
	JW reported on a number of items which are all covered below under the appropriate agenda heading. Other updates were:  <b>Staffing:</b> Staff recruitment was moving ahead as agreed.  <b>IT/CRM:</b> the report on the review of business processes by Smartdesc, following Alex Little's (Project Manager) visit to the FOM office and discussions with staff, was awaited.	
<b>4</b>	<b>STRATEGIC PLAN</b>	
	JW had circulated a draft Strategic Plan; this included a reworded Vision, Mission and Values, expanded to include	

<b>AGENDA ITEM</b>		<b>ACTION</b>
	<p>"Our position"; with a focus on six strategic aims (SAs), to deliver the Faculty's mission, delivered through strategic objectives; and supported by an implementation plan, with objectives linked to staff tasks, and eventually the budget, to form a business plan with more useful reporting, eg against KPIs.</p> <p>The following comments/changes were made/proposed:</p> <p>SA2: change to OH "practitioners" from OH "specialists"  SO1.2: change to "raise awareness of OM and the role of Ops within it"; and "health" outcomes rather than "treatment" outcomes, under tasks  SO5.3: RJLH asked where the College of OH fitted in  Some discussion about whether to include target numbers or " a minimum of X", and if the former then the number needed to be realistic</p> <p>JW to incorporate changes and circulate to the Board for comment and then review with the EC meeting with a final version to go to the Board in October for approval.</p> <p>JW was thanked for her work on this which brought much greater clarity; NOTED that it incorporated input from FOM staff and feedback from several membership consultations and also discussions with members at the AGMs between 2013 and 2015 and was not too radically different from previous versions, but rather in a rearranged format.</p>	<b>JW/Board</b>
<b>5</b>	<b>GOVERNANCE</b>	
	<p>JW said that an induction day for new Board members/trustees had been arranged for 23 September.</p> <p>In addition there was discussion around whether FOM had an appropriate and effective Executive Committee and Board structure. The Board Away Day would be a good opportunity to discuss how to achieve the best model, with the right balance of skills and experience. JW said that 6 out of 15 of the Medical Royal Colleges were undertaking or had undertaken a similar review exercise and it would useful for the FOM Board to learn of the pros and cons for change from the experiences of the other Colleges, together with the insight gained from discussing a potential Single Org Shadow Board last year.</p>	<b>JW</b>
<b>6</b>	<b>OBJECTIVES</b>	
<b>6.1</b>	<b>Progress against objectives 2015</b>	
	<p>The latest version of this document showing progress to date had been circulated. The following items were discussed/updated:</p> <p><b>Working with SOM/joint Trustees meeting:</b> JW had met with Hilary Todd, SOM CEO on 4 August. A joint</p>	<b>JW</b>

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	<p>Trustees meeting would require clarification of purpose and an agenda. JW sought the view of the EC as to what the group should discuss.</p> <p>The EC were keen for JW to push forward with joint working with HST and for the Board to decide in October if they wanted a joint Trustees meeting. There was a view that perhaps a joint meeting might be better timed after the FOM's governance review and any possible restructure. However, there was benefit in codifying and publicising the current informal agreement for the two organisations to work more closely together in some form of more binding agreement which could be shared publicly, eg in a MOU or equivalent with 5-6 working items within the next 2 years.</p>	
<b>7</b>	<b>RISK MANAGEMENT</b>	
<b>7.1</b>	<b>Risk table</b>	
	<p>JW said there was no risk table for consideration this time as it needed to be updated in line with the new strategic plan.</p> <p>The top level risk remained finances. DCM queried whether this should be trainee numbers, referencing Alastair Leckie's recent editorial in <i>Occupational Medicine (OM)</i>. RJLH had circulated this to all EC members for comments to pull together into a letter to the Editor of OM by way of response.</p> <p>NOTED that there was an action for EC to discuss marketing strategy but JW said this would be better when the new Head of Comms and Comms Assistant had been recruited and were in post.</p> <p>Trainee numbers and configuration and model of FOM exams was suggested for a more in depth discussion at the September EC.</p>	<p><b>RJLH/ALL</b></p> <p><b>IRA/JKM/DCM</b></p>
<b>8</b>	<b>ITEMS FROM ACADEMIC TEAM/ACADEMIC ISSUES</b>	
<b>8.1</b>	<b>Academic Dean's report</b>	
	<p>IRA presented his report which covered: National School; Response to GMC report into QA in small specialties; trainees e-portfolio; Academic Forum; Shape of Training Review; new AFOM exam; MFOM overseas; marketing OM; OM within the undergraduate training programme; &amp; events attended and communications sent by IRA in June and July. The following comments were made:</p> <p><b>National School:</b> NOTED that John Harrison (JH) had attended a meeting of the Assessment Subcommittee on 3 June (NOT the SAC, of which JH was a full member with voting rights).</p> <p><b>Trainee e-portfolio:</b> JKM said that a trainee had brought an ebook to their ARCP. JH was interested in using this for the time being for trainees.</p>	

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	<p><b>OM within the UG training programme:</b> NOTED that proposed group was a UCL one and not a FOM one. Also that this was an unmet need in the FOM strategic plan and that there was scope for FOM input as the GMC was moving towards a single exam for all medical schools, rather than each setting their own. In this context JKM said that some of the UG information on the FOM website was (c 3 years) out of date. JKM to email JW.</p>	<b>JKM/JW</b>
<b>8.1.1</b>	<b>Entry criteria for OM</b>	
	<p>IRA had circulated an update on this matter, setting out action taken by FOM and the National School since June together and the current situation as advised by the GMC for the short-term, given that the documents required by the GMC re assessment of entry competencies would not be ready for the GMC deadline of 13 August. It looked likely that the GMC would mandate success at MRCP examination as an entry criterion for OM training at present. However they had indicated that they would consider an application for the addition of competency based training as a route to CCT.</p> <p>IRA to enlist help of Liz Hughes and to email re progress.</p>	<b>IRA</b>
<b>8.2</b>	<b>Report from Director of Assessment</b>	
<b>8.2.1</b>	<b>Report/feedback on DAvMed exam</b>	
	<p>A summary of the candidate feedback on the examination had been circulated for information. This had been generally very positive.</p>	
<b>8.2.2</b>	<b>Report/feedback on Part 2 MFOM exam</b>	
	<p>A summary of the candidate feedback on the examination had been circulated for information. This had been generally very good, though candidates had still raised concerns about insufficient time for the photographic/hygiene paper. This was discussed but it was decided that the time requirements have been considered previously and were appropriate. There had been some problems at the OSPE, outwith FOM's control, which had resulted in the start and finish times being delayed. FOM to take action to obviate such problems in future.</p>	<b>IRA/DCM/RS</b>
<b>8.3</b>	<b>Examination approval process and costs template</b>	
	<p>AMH introduced Rachel Soper's paper, setting out an approval process and template forms for new Faculty qualifications. These had been completed retrospectively in relation to the re-introduction of the AFOM as an example.</p> <p>AGREED that DCM would take this documentation to the ASC in September for comment and contributions from Chief Examiners, with the EC revisiting this material at its September meeting.</p>	<b>DCM/JW</b>

<b>AGENDA ITEM</b>		<b>ACTION</b>
	Given the finances from the AFOM modelling (although it was noted that these did not include associated income down the line, eg Associate fee and then annual subscriptions), the EC AGREED that the AFOM should be marketed as a filler for the Part 2 MFOM exam rather than more widely as a stand alone examination, at least until a marketing strategy had been put together.	
	The EC thanked RS for her work on this documentation.	
<b>9</b>	<b>GENERAL FACULTY BUSINESS</b>	
<b>9.1</b>	<b>Feedback from July Board meeting</b>	
	JCS summarised the key issues discussed at the latest Faculty Board meeting on 8 July.	
<b>9.2</b>	<b>Feedback from ASM</b>	
	JCS and RJLH had received good feedback from members about the event at the time. Feedback to be considered formally once a full feedback report from Index Communications to both FOM and SOM had been received.	
<b>9.3</b>	<b>QI</b>	
9.3.1	<b>Appointment of Deputy DQI:</b> SCS said that on 29 July he, JCS and JW had interviewed Rob Harman (RH) for the post of Deputy Director of QI, which RH had been offered and accepted. RH hoped to attend the Board & EC Awayday on 14 October and also the first meeting of the QISWG meeting scheduled for 1 October.	
9.3.2	<b>MoHaWK:</b> RJLH said that Syngentis had presented at the CfWH meeting. They were keen to work with FOM on a QI strategy. JW had a teleconference scheduled with Syngentis the following day to progress matters.	
<b>9.4</b>	<b>Lease on 69-73 Theobalds Road</b>	
	AMH reported that the new lease had been signed by FOM that morning.	
<b>10</b>	<b>External issues/President's report items</b>	
<b>10.1</b>	<b>Report from President on meetings, etc</b>	
	<p>RJLH highlighted the following meetings/events, etc with which he had been involved, since the June EC meeting:</p> <ul style="list-style-type: none"> <li>• 31<sup>st</sup> ICOH meeting held in Seoul, Korea, 31 May – 5 June. RJLH had been contacted by the Irish Faculty seeking to collaborate on an academic programme at ICOH 2018 to be held on 29 April – 4 May, potentially with SOM too.</li> <li>• Staff Away-day in Brighton on 9-10 June, outcomes from which had been fed into the Strategic Plan.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• ASM/AGM on 9 July</li> </ul> <p>Also the draft document on the Future of the OH workforce, drafted by John Harrison (funded by PHE). RJLH to circulate to EC. Next stage was a Working Group to look at recommended changes and production of a second draft to be shared with a small number of representatives within OH.</p> <p>Arthritis Research UK Group – stakeholder group meeting to focus their agenda on applied research.</p> <p>Letter to Lord Freud – latest draft to be sent to JW and Vanessa Hebditch.</p>	<p><b>RJLH</b></p> <p><b>RJLH</b></p>
<b>10.2</b>	<b>AoMRC Global Health Group</b>	
	<p>JW had circulated a report of a meeting held on 13 July, which Dr Sade Adenaken (StR in OM at HML) had attended on behalf of FOM. Discussion ensued as to whether Dr Adenaken was the most appropriate person to attend the next meeting and take this forward. Suggested that someone who worked internationally might be more appropriate. JKM (works with Foreign Office) and DCM to talk to Dr Adenaken. JW said this was a low priority for FOM at the moment, although it fell clearly within FOM’s role, re protecting the workforce, particularly healthcare workers.</p>	<b>JKM/DCM</b>
<b>11</b>	<b>FINANCE, etc</b>	
<b>11.1</b>	<b>2015 YTD accounts</b>	
	<p>AMH had circulated accounts for the YTE July. These now showed a forecast operating deficit of £114k (previously stated £170k deficit had been an overstatement error).</p> <p>Possibility of putting £75k DH grant towards new IT in 2016 was discussed, and whether this needed Board approval.</p> <p>AMH had circulated a list of the restricted funds and their balances for review and comments on how they might be utilised. Given that new income streams would take time to bear fruit, there could be some quick wins from drawdown of some restricted funds for planned, and budgeted 2016 activities. The intention was that the SMT would review drawdown on a monthly basis.</p> <p><i>Post meeting note – MRG has taken an action to work through the list of restricted funds with AMH to consider the use of each carefully</i></p>	<b>MRG/AMH</b>
<b>12</b>	<b>AOB</b>	
<b>12.1</b>	<b>AoMRC: Creating supportive environments</b>	

<b>AGENDA ITEM</b>		<b>ACTION</b>
	IRA drew attention to this event on 28 September. All Colleges and Faculties should have received an invitation.	
<b>12.2</b>	<b>FOM's Santander UK plc bank account:</b> the EC AGREED that Katie Harris be removed as a signatory on this account.	<b>AMH</b>
<b>12.3</b>	<b>FOM Ethics Guidance:</b> JW had attended her first meeting of the Ethics Committee (and the first with Steve Boorman as chair). She raised the question of making the latest guidance (published December 2012) freely available on line. It was AGREED that arrangements should be made to make this freely available online until the next edition which would then carry a charge for income generation for an initial period.	<b>JW/FMQ</b>
<b>13</b>	<b>Date of Next Meeting</b>	
	CONFIRMED AS <b>Wednesday 9 September 2015</b> , at <b>1300 hours at FOM</b> , 3 <sup>rd</sup> floor, New Derwent House, 69/73 Theobalds Road, London, WC1.	