

**FACULTY OF OCCUPATIONAL MEDICINE
EXECUTIVE COMMITTEE**

Faculty Meeting Room | 3rd Floor | New Derwent House | 69-73 Theobald's Road | London WC1 8TA

Wednesday 4th November 2015

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

In attendance: Andrew Harrison (AMH) Sophia Greaves (SG)

AGENDA ITEM		ACTION
1	<p>WELCOME AND APOLOGIES</p> <p>JCS welcomed everyone to the meeting. Apologies were received from Dr Alan Bray.</p>	
2	<p>REVIEW OF OUTSTANDING ACTIONS/UPDATE ON NON-SUBSTANTIVE MATTERS FROM MEETING ON 9th SEPTEMBER 2015</p> <p>6.6.1: The appointment process for SEQOHS clinical lead had failed to appoint a suitable candidate. SCS advised the post will be re-advertised.</p> <p>Website requirement: MRCP requirements regarding training – this information has been updated on the FOM website.</p> <p>October Board meeting: The NHS modelling group was discussed briefly at the end of the Board meeting. JCS had received feedback and the proposed approach to the NHS modelling group (outlined in a report to Trust Board) was approved after the main meeting.</p> <p>SEQOHS: The Executive were aware of concerns that had been by the higher Education Occupational Physician's (HEOPs) Chair that SEQOHS was not appropriate for OH services in the higher education sector. The Executive agreed that we do not agree with this view. It was unanimously agreed that SEQOHS is equally applicable in the higher education sector as any other.</p>	RLJH /JCS

AGENDA ITEM		ACTION
<p>3</p> <p>3.1</p> <p>3.2</p> <p>3.3</p> <p>3.4</p>	<p>GENERAL FACULTY BUSINESS</p> <p>October Board Mtg: Highlighted:</p> <ul style="list-style-type: none"> • the need for the financial recovery plan to reduce and eliminate the deficit in the first instance and then get to get to a business as usual position where operating surpluses are generated each year. This would involve looking at income streams, e.g. membership and examination fees, opportunities associated with SEQOHS, developing new products including examinations, as well as cost reduction; • JW and AMH are in the process of reviewing potential properties for the office move <p>Strategy Away Day Follow Up</p> <ol style="list-style-type: none"> 1. JW is setting up a Business Development working group with a first meeting scheduled to take place in November 2015. Board members Neil Budworth, Mark Groom and Charlie Vivian to be invited to the meeting alongside Faculty staff JW and RS; 2. Further work now to be progressed to develop ideas for products as discussed at Awayday, e.g. Health Surveillance, Case Management; 3. Faculty guidance documents needed for areas including drugs, alcohol, ethics and menopause; 4. A review of all FOM documents and website including the Articles of Association now underway; 5. Biopsychosocial conference idea to be explored further; 6. Changes to Faculty governance – ideas presented at Awayday favourably received and to be developed and presented to Board at its next meeting, including consideration of how consultation with members should best be conducted. <p>Annual Meeting 2016: It was noted that the 2016 ASM would be jointly promoted by SOM and FOM and that there would be shared budget this year. In 2017, the event would be joint venture, agreed this will be a SOM/FOM joint promotion.</p> <p>Workforce Requirements:</p> <p>Noted:</p> <ul style="list-style-type: none"> • the overriding need to increase training posts • the forthcoming meeting with HEE England (18 November 2015) • possibilities for training outside the NHS, e.g. industry rotations and the issues to be considered by “host” organisations; • the need to explore other routes into the specialty (e.g. as discussed at the Awayday). <p>ACTION: update in December following meeting with HEE.</p>	<p>JCS, MG, JW, AMH</p> <p>JW, AMH, MG</p> <p>JW</p> <p>RS</p> <p>JW JW JCS JW</p> <p>RJH</p>

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3.5	<p>RJLH has contacts with a group who might help with advice on reviewing our structure and supporting the Members with on-going Governance issues. RJLH: SEQOHS, Exams, Trainers, there is a need to increase training posts. This may be dependent on finance and will be discussed at a meeting with HE.</p> <p>ACTION: JW to update in December 2015, explore routes into the specialities, income and expenditure.</p> <p>Quality Improvement</p> <p>The working group met for the first time on 1 October. Simon Sheard provided a brief update to the Board in October. Further work will be reported on in 2016.</p> <p>The group discussed the problems, regarding training outside the NHS, in particular rotation between posts both in the NHS and industry. Problems included ensuring appropriate training was provided for trainees whilst being mindful of the manpower and service pressures of host training organisations (which could sometimes be perceived as a barrier to accepting trainees.)</p> <p>ACTION: Sources of help for all trainees.</p>	<p>JW</p> <p>?</p>
4 4.1	<p>Items from Academic Team / Academic Issues</p> <p>Academic Dean's Report IRA presented his report and drew attention to the following:</p> <ul style="list-style-type: none"> • The respective roles of and communication between the Faculty and the NSOH; • The need to review the terms and conditions associated with the Exxon Mobil Fellowship award for medical students; • Chief and Deputy Chief Examiner vacancies <p>It was AGREED to advertise for a Chief Examiner for the DDAM but it was NOT AGREED to recruit a second Deputy Chief Examiner for HAVS at this time.</p> <p>ACTIONS</p> <ol style="list-style-type: none"> 1. To finalise document relating to respective roles of FOM and NSOH 2. To post information about setting up a training post on website 3. request further information from Alan Bray concerning his plans and timetable for stepping down as Chief Examiner for HAVS 4. to draft information for FOM representatives on AAC panels <p>ACTION: Welcome letter from the President to all new joining trainees.</p> <p>ACTION: A document which sets out the role of the National School & FOM/sources of help for FOM trainees/review of terms of Exxon Mobil Fellowship award for medical students (needs greater clarify.)</p>	<p>IRA Leigh Harrison IRA</p> <p>JKM</p> <p>RJLH</p> <p>IRA</p>

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4.2	<p>Process on how to establish new training posts. (IRA has completed this and has been agreed by John Harrison. Ready to go on the website.) Rachel Richardson has the final copy.</p> <p>ACTION: Review of OHP job descriptions. Obtaining FOM representation on AAC (Advisory Appointment Committees).</p> <p>Position of CE DDAM was discussed & agreement to advertise for replacement.</p> <p>HAVS Committee – Advert for CE & Deputy CE will await date of resignation of current CE.</p> <p>IRA presented his report on the 'Creating Supportive Environments' organised by the AoMRC Trainee Committee & GMC.</p> <p>He reported that he is liaising with trainees on a piece of work to better support them, with a view to providing answers to FAQs and posting the information on the website. The trainees are compiling a list of problems. To which IRA will furnish the answers.</p>	<p>IRA</p> <p>IRA</p> <p>IA</p>
5	<p>External Issues</p> <p>JW and RJLH reported back to members on the BMA/OMC meeting they had attended the previous month. It was suggested that there should be regular dialogue with the BMA group but that it was essential to jointly agree and define agenda items in future.</p>	
6	<p>Finance Update</p> <p>6.1 AMH presented the YTD accounts. It was noted that the forecast year end position was more optimistic than in previous statements but that this was expected and had been anticipated and reported to previous meetings. To decide which business system to purchase.</p> <p>6.2 The procedures for processing cardholder details were APPROVED.</p>	<p>AMH /JW</p>
7	<p>AOB</p> <p>Resources for Medical Students: The document currently on website to be updated.</p>	<p>Leigh Harrison</p>

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	<p>CMO Report: RJLS had been asked to provide chapter on Work and Health for the report which would be published in April 2016. Steve Bevan had been asked to co-author. ACTION: RJLH to feedback after call.</p> <p>Athens passwords: A request had been received from Eva D'Souza to investigate whether free Athens passwords via RCP could be granted as a benefit for Members and Fellows.</p> <p>It was AGREED that JCS would write to the Registrar of the RCP to enquire which, if any, of the RCP member benefits would be available to FOM members</p> <p>Accommodation: AMH informed the meeting of a Grade II listed building, which is located on the Lambeth Road in Southwark which JW found on Rightmove. JW and AMH would be visiting the building and would report back to a future meeting. Board approval would be required before any purchase could be agreed. It was agreed that the property would be investigated further and a financial plan and business case prepared, should it seem suitable. An offer of up to £1.6m was proposed, should the financial and business case indicate this was appropriate. ACTION: JW & AMH to feedback.</p> <p>JCS thanked JW for all the work carried out to date since joining FOM as CEO.</p>	<p>RJLH</p> <p>JCS</p> <p>JW & AMH</p>
8	<p>Wednesday 2nd December 2015 - 12.30pm To 5pm FOM Office Theobald's Road London WC1X 8TA</p>	