## Faculty of Occupational Medicine

## **EXECUTIVE COMMITTEE**

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

## Wednesday 2<sup>nd</sup> December 2015

**Present:** Julia Smedley (JCS) Chair Mark Groom

Ian Aston (IRA) Judith Willetts (JW) Jayne Moore (JKM)

In attendance:

Andrew Harrison (AMH)

(MRG)

Rachel Soper (RS)

AGENDA ITEM		ACTION
1	WELCOME AND APOLOGIES	
	JCS welcomed everyone to the meeting. Apologies were received from Dr Richard Heron, Dr Alan Bray, Dr Simon Sheard.	
2	REVIEW OF OUTSTANDING ACTIONS/UPDATE ON NON-SUBSTANTIVE MATTERS FROM MEETING ON 04 November 2015	
	(The minutes from the previous meeting could not be finalised ahead of this meeting, but would be circulated with an update on completed actions shortly).)	JCS/JW/RS
3	GENERAL FACULTY BUSINESS	
3.1	New Premises  JW reported that after our offer on the Lambeth Road property had been accepted, we were notified that another	

AGENDA ITEM		ACTION
TIEN	charity cash buyer had appeared and made a higher offer (an additional £65K) which was being considered despite the sealed bid offer process. Following conversations with the Estates Agents during which our dissatisfaction was strongly expressed, a new offer of £1.58m was made (representing an additional £20K on the original bid) which was accepted. She informed members that she had now received full documentation from the vendor's solicitor that ensured no further offers would be considered and that the deal was now 'closed'.  JW and AMH had visited the property with Bryan Williamson, a Listed Building specialist, and architects to discuss the state of the building and the work that would be required to make it fit for purpose. It had been confirmed that Grade II listed planning consent would be required. This would be an 8 week process that could not be short-tracked and could only commence at the appropriate stage of the buying process. It was intended to seek planning permission for all the envisaged works even though it was likely that not all works would be undertaken	
	immediately. It was also intended to retain the current D1 building designation. However, the architect had advised that it should be changed to B1, this should not be problematic.  Brian Williamson had confirmed that he was keen to undertake this project and was confident the works could be completed within the required timescales. The contingency plan, should delays occur, would be to occupy the upper floors whilst the works were completed on the lower levels.	
	AMH reported that a surveyor had confirmed the building to be structurally sound, and that the items, including roof tiles, parapet walls, and windows, mentioned in the report as needing attention were already known.	
	It was confirmed that we wished to formally engage Brian Williamson to undertake the refurbishment of the property and that we would put a contact in place once the works had been fully scoped. Whilst he would oversee and project manage the works at the property, there would still need to be considerable input from JW and AMH.  AMH reported that he was awaiting the final decision from the credit team at the bank. He had provided the financial information requested and responded to subsequent questions. The mortgage had been arranged on a	
	It was reiterated that whilst there was considerable potential for a high return on investment in relation to the property purchase, it was imperative that the Faculty addressed the question of reversing deficit budgets and we had to be clear about our focus and prioritise our work to realise the income and expenditure projections set out in the current budget.	

AGENDA ITEM		ACTION
	Actions:  (i) Once we are nearing exchange of contracts, publish detailed information for the wider membership that sets out the business case for the purchase and the process the Board undertook in making its decision.	эw
3.2	Professional Services Update RS drew attention to the following:	
	New staff had settled in very well, and Dan and Alannah were working more closely now as a team A large number of doctors were scheduled to revalidate in the next few months and this number included several doctors who had previously been granted deferrals. The Examinations and Training team had identified several projects and priorities to undertake and address in the next few months in addition to some remedial work required to "fix" various business processes. These included:  • Review of dissertations • Implementation of examination management software • Course centre and provider service management and oversight • Investigation of e-portfolio options for trainees • New qualification development • Assisting with the curriculum review • Redesign of relevant parts of website • Review of regulations, guidance and communication to examination candidates.  Members noted that this list represented a significant amount of work and would need to be prioritised, taking into account financial and risk considerations.  Members also discussed the awarding of CPD points for merely attending Examiner Training events, without a subsequent duty to examine at any particular examination. It was AGREED that CPD points should only be awarded after an individual had examined.	
	Action  i. To scope, plan and prioritise work and feedback to executive committee at its next meeting.  ii. To present an options appraisal regarding e-portfolio solutions to a future meeting of the executive committee, the actual meeting to be determined as part of (i) above;	RS and JW RS

AGENDA ITEM		ACTION
TILM	iii. To convey the decision concerning CPD points for examining to the Assessment sub-Committee at its next meeting.	IRA/AB/RS
3.3	BUSINESS DEVELOPMENT UPDATE	
	<ol> <li>Noted:         <ol> <li>the first meeting of the Business Development Group (Mark Groom, Neil Budworth, Teresa Budworth, JW and AMH – RS and Charlie Vivian having sent apologies)) had met on Monday 23 November, Teresa Budworth, Chief Executive of NEBOSH had also joined the meeting and was able to provide useful information about the extensive qualifications operations, including exploiting international markets). She had kindly invited RS and Rachel Richardson, the Exams and Training Manager to visit the NEBOSH offices in the New Year.</li> <li>Faculty Staff (RS, Leigh Harrison and Daniel St John) were working on a more extensive programme of Professional Briefing Days and Health for Health Professional training days in 2016.</li> <li>JW and RS had had a very productive meeting with Paul Williams of Maximus to discuss the potential and markets for a modular high quality qualification to develop the work already undertaken on DDAM, DDA and Case Management qualifications in particular and to provide a new model for developing further Faculty qualifications</li> <li>JM mentioned that Leonie Dawson had undertaken a research project looking at developing modules for multi-disciplinary courses.</li> </ol> </li> <li>It was agreed, that in light of the above, that no DDAM Chief Examiner would be appointed at this time, and that Sylvia would be notified and thanked for all her work on the qualifications to date.</li> </ol>	
3.4	Actions: 1. To contact Leonie Dawson 2. To talk to Alan Bray about the qualifications development and review work 3. To thank Sylvia Awbery.	RS RS ?
3.4	Progress against objectives	
	Covered under other agenda items.	
3.5		

AGENDA ITEM		ACTION
IILM	RSWG	
	JCS reported that she and Ira Madan had stepped down as Chairs of the Research Strategy Working Group, as, unfortunately, it had not proved possible to move the work forward as there remained differences of opinion between the RSWG and members of the Academic Forum despite the joint meeting earlier in the year. Other members of the RSWG had been invited to take over the chairing the group but no one had come forward to date. Dr Madan had spoken to Ewan Macdonald, the new Academic Forum who had indicated that the Academic Forum could take the work on. (The Academic Forum receives secretarial support from the Faculty currently.)	JCS
	<b>Action:</b> To request the Academic Forum needs to state what it is planning to do in the next year and what the outputs will be.	
3.6	NHS MWP	
	The Registrar gave an oral update and reported that the plan, as presented to the Board, was progressing. A document setting out the next steps and actions had been sent to Sophia Greaves (SG).	
	Action:  i. To gain access to SG email and retrieve documents ii. To progress actions.	JW JCS
3.7	GMC Meeting update RS gave oral update noting the following:	
	<ul> <li>The GMC had published a number of standards and quality assurance documents</li> <li>There would be a consultation on assessment and curriculum standards in 2016</li> <li>There had been a focus throughout the day on differential attainment</li> <li>The GMC was very keen to get a good response rate to the trainers' survey that would be open at the same time as the trainee's survey. In particular, it was very keen to get information about whether trainers were having this role acknowledged in work plans and given the necessary time to undertake it.</li> </ul>	
	Action: To put a notice in the newsletter to draw attention to the trainer's survey.	RS

AGENDA		ACTION
4	Academic Dean's Report  IRA drew attention to the following:  • Discussions were ongoing to find an acceptable solution to the issue of "training time" for trainees applying and appointed to industry training posts.  • It had been made clear to Dr Richard Peters that the only support that would be offered to the group he was leading concerning occupational health in the UG medical curriculum was the provision of a meeting room and further, it had been reiterated that the group was not a Faculty group.  • Following discussions with the GMC and the very helpful involvement of the Dr Julia Whiteman, the Lead Dean, the Faculty would no longer be pursuing the competency-bases route of entry and would be accepting the GMC's requirement for applicants to have successfully completed the appropriate specialty examinations to enter the OH approved training programme at ST3.  • There would be a comprehensive review of the curriculum in 2016 and this would include proposals to extend the range of specialities from which appropriately qualified applicants could enter occupational medicine.  Action:  New guidelines re. setting up training posts will be provided on the website. There will also be information about the benefits of co-ordinating recruitment to industry posts with that the national recruitment rounds run by the NSOH and the allocation of NTNI numbers.	
5	Financial Update	
	It was noted that the current year to date and forecast financial information as at 20 November 2015 had been provided as part of the documentation in relation to the property purchase.	
5.1	Hardship fund	
	Members discussed a proposal to set up a hardship fund to assist trainees and candidates experiencing financial difficulties to fund examinations.	

AGENDA ITEM		ACTION
	It was agreed that this was an interesting idea, but members felt that it would be a difficult scheme to operate equitably in practice. Further, it was thought that any financial assistance should be in the form of a loan to allow payment deferral rather than as an award. It was agreed that further consideration should be given to a scheme in 2016.	
	Action: To suggest that this proposal might be considered by the Equality and Inclusivity Working Group.	WC
5.2	Pensions	
	It was AGREED to recommend to the Board that the Faculty adopt the People's Pension Scheme. It was noted that the staging date is February.	
	Members discussed the employer's contribution rate. It was AGREED that the employer's contribution rate should be 5% as currently stated in the terms and conditions of service for staff.	
6	Governance Review	
	JW reported that work was ongoing to complete the detail of the general proposals presented to and well received by Board members at the Awayday. Members discussed the approval process and timetable. It was noted that the proposals would need to put to the membership for a vote as they constituted a change to the existing governance. Members discussed the possibility of doing this ahead of the AGM in order that the new arrangements could be confirmed at that meeting. A further paper would be presented to the Board at its meeting in January 2016.	JW
7	AOB	
	Signatories:  It was agreed that The Executive Committee, an appointed sub-committee of the Board of Trustees with power delegated from the Board of Trustees to make operational decisions including change of bank signatories approve the replacement of Katie Louisa Harris (out-going Head of Finance & Membership) and Nichola Coates (outgoing	АМН

AGENDA ITEM		ACTION
	Chief Executive Officer) with Andrew Michael Harrison (current Head of Finance & Membership) and Judith Willetts (current Chief Executive Officer) as signatories with immediate effect on the following bank accounts:	
	<ul> <li>Scottish Widows Charities 7 Day - Direct (Account Number: 50632450299)</li> <li>Scottish Widows 5YR FXED TRM NON-PERSONAL-DIRECT ISSUE 30 (Account Number: 51120380499)</li> <li>Virgin Money Charity Deposit Account 2 (Account Number: 52135J-02556)</li> <li>Charity Bank Charity Saver 93 Day Notice (Account Number: 01D17-605034-00)</li> </ul>	
8	Wednesday 10 <sup>th</sup> February 2016 - 14.00 - 16:30 FOM Office Theobald's Road London WC1X 8TA	