

**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            Ian Aston (IRA)            Jayne Moore (JKM)  
                          Mark Groom (MRG)                     Judith Willetts (JW)

**In attendance:**    Andrew Harrison (AMH)            Rachel Soper (RS)

<b>AGENDA ITEM</b>		<b>ACTION</b>
<b>1</b>	<p><b>WELCOME AND APOLOGIES</b></p> <p>JCS welcomed everyone to the meeting.                      Apologies were received from Dr Richard Heron, Dr Alan Bray, Dr Simon Sheard.</p>	
<b>2</b>	<p><b>REVIEW OF OUTSTANDING ACTIONS/UPDATE ON NON-SUBSTANTIVE MATTERS FROM MEETING ON 04 November 2015</b></p> <p><i>(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.)</i></p>	<b>JCS/JW/RS</b>
<b>3</b>	<p><b>GENERAL FACULTY BUSINESS</b></p>	
<b>3.1</b>	<p><b>New Premises</b></p> <p>JW reported that after our offer on the Lambeth Road property had been accepted, we were notified that another</p>	

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	<p>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'.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>It was confirmed that we wished to formally engage Brian Williamson to undertake the refurbishment of the property and that we would put a contract 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.</p> <p>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 variable rate basis (2.5% above base rate). It was intended to renegotiate a fixed rate at a later date.</p> <p>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.</p>	







<b>AGENDA ITEM</b>		<b>ACTION</b>
<p><b>4</b></p>	<p><b>Academic Dean's Report</b></p> <p>IRA drew attention to the following:</p> <ul style="list-style-type: none"> <li>• Discussions were ongoing to find an acceptable solution to the issue of "training time" for trainees applying and appointed to industry training posts.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul> <p><b>Action:</b> 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.</p>	
<p><b>5</b></p> <p><b>5.1</b></p>	<p><b>Financial Update</b></p> <p>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.</p> <p><b>Hardship fund</b></p> <p>Members discussed a proposal to set up a hardship fund to assist trainees and candidates experiencing financial difficulties to fund examinations.</p>	

<b>AGENDA ITEM</b>		<b>ACTION</b>
<b>5.2</b>	<p>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.</p> <p><b>Action:</b> To suggest that this proposal might be considered by the Equality and Inclusivity Working Group.</p> <p><b>Pensions</b></p> <p>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.</p> <p>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.</p>	<b>JW</b>
<b>6</b>	<p><b>Governance Review</b></p> <p>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.</p>	<b>JW</b>
<b>7</b>	<p><b>AOB</b></p> <p>Signatories:</p> <p>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 &amp; Membership) and Nichola Coates (outgoing</p>	<b>AMH</b>

<b>AGENDA ITEM</b>		<b>ACTION</b>
	<p>Chief Executive Officer) with Andrew Michael Harrison (current Head of Finance &amp; Membership) and Judith Willetts (current Chief Executive Officer) as signatories with immediate effect on the following bank accounts:</p> <ul style="list-style-type: none"> <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>	
<b>8</b>	<p><b>Wednesday 10<sup>th</sup> February 2016 - 14.00 – 16:30</b>  FOM Office  Theobald's Road  London WC1X 8TA</p>	