



**FACULTY OF
OCCUPATIONAL MEDICINE
EXECUTIVE COMMITTEE**

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

**Wednesday 11th May 2016
(MEETING BROUGHT FORWARD TO 13.00pm)**

Present:

Julia Smedley (JCS) Chair

Mark Groom (MRG)

Judith Willetts (JW)

Jayne Moore (JM) (from 13.30)

Richard Heron (RH) (from 14.00)

Alan Bray (AB) (to 14.15)

Ian Aston (IA)

Jane Edbrooke (JE) (item on agenda)

Andrew Harrison (AH) (item on agenda)

In attendance:

Alpa Yadav (AY)

AGENDA ITEM		ACTION
1	WELCOME AND APOLOGIES JCS welcomed everyone to the meeting. There were no apologies.	

AGENDA ITEM		ACTION
2	<p>MATTERS ARISING ON AGENDA</p> <p>4.1 Overseas MFOM</p> <p>It was noted that an overseas MFOM is to be discussed at the next Board Meeting.</p> <p>5.2 February Management Accounts</p> <p>It was noted that the RCP will release some of the SEQOHS funding back to us and we are having ongoing discussions with them about the clarity of the financial arrangements. JW, AH and MG will continue with further discussions.</p> <p>All other action notes completed.</p> <p>JW Advised minutes can be sent in PDF format for ease of use going forward.</p> <p>The order of agenda items was changed by the chair in view of the President's delayed arrival.</p>	<p>AY</p> <p>JW/AH/MG</p> <p>AY</p>
4	<p>4.1-Academic Dean's report</p> <p>IA talked through his report (see document E16/13)</p> <p>It was noted that Postgraduate Diplomas and Entry into Occupational Medicine Specialist Training currently has 5 entry routes IA looking to increase to at least 8 if not more. These additional routes have been identified as Paediatrics, Anaesthetics and Radiology. IA also looking to add management training and quality improvement into the curriculum. JW suggested this will be an opportunity for running quality improvement courses.</p>	<p>IA</p>

AGENDA ITEM		ACTION
6	<p>Preparations for ASM/AGM</p> <p>JE joined the meeting.</p> <p>JE reported that a meeting took place with Index Communications last week and uptake on conference places is good so far. All VIPs invited, guest speakers and agenda confirmed. The VIPs have been jointly invited by FOM/SOM.</p> <p>Confirmation regarding Gala dinner has been received from some VIPs e.g. Chair of COHPA, President of BOHS and FOHN but required to chase the other invitees.</p> <p>The venue for the Gala dinner has capacity for 130 attendees. JE was originally concerned by the number of places required for FOM new Members, Fellows and their guests. However, the take-up is likely to be more manageable than originally anticipated. 200 delegates are required for the meeting to break even, and we hope to exceed this number.</p> <p>JW advised careful management is required on what travel and accommodation is offered to support Board members' participation. A carefully worded letter to be drafted to Board members clarifying what is required for booking their place: i.e what the Board member has to book and what the FOM staff can arrange, and also what costs will be covered by the Faculty as Board members' expenses.</p> <p>An advert went out on the website for members to join a new Programme Committee for 2017. There has been good uptake on this so far but we still need a trainee to join this working group. JE to invite and recruit trainee members. First meeting to be held in early June.</p>	<p>AY</p> <p>AY</p>

AGENDA ITEM		ACTION
3	FOM General Business	
3.3	Risk Register JW to send out a new version of this next week.	JW
3.1	Survey of Consultant and Trainee Manpower in NHS JS presented a report on the recent survey of NHS OH Physician manpower. (see appendix 1) Action note - a draft letter is to be sent to Gina Radford, Chair of DWP, and key audiences with key findings and feedback back will be given to HEE, DWP and DH (RH). A short paragraph to be written for FOM newsletter regarding response rate and findings. (JS) JS will also write to Dr Anne de Bono and Andrew Gilbey at the NHS Health at Work Network to inform them of the key findings at the same time as release in the newsletter, so that they can manage communication to network members effectively.	JS/RH
3.2	Governance Review Next Steps The actions to date and next steps for the governance consultation with members were reviewed. It was agreed that initial response to the open consultation was disappointing. Only 16 members sent comments and a further two gave verbal comments to FOM officers. In summary the comments supported the proposed changes in principle, but there were concerns expressed around the number and balance of elected members on the Board, the duration of term of office for Board members and officers, and the cessation of the Executive Group. Wider engagement with the next stage is required. The Board agreed at the April meeting that the next step is to conduct a survey asking for responses to closed questions on the key areas of concerns that were expressed at the first consultation round. This (consultation stage two) will now be actioned.	JW

AGENDA ITEM		ACTION
<p data-bbox="241 550 271 576">4</p> <p data-bbox="232 616 280 641">4.2</p> <p data-bbox="232 1078 280 1104">4.3</p>	<p data-bbox="349 260 1872 472">The stage two consultation will be prepared in the form of a simple survey-monkey questionnaire in order to make it easy for members to take part. This will include questions regarding the expressed concerns. This should go out as a link from the next newsletter as the 'top' feature. Governance will be an item on the AGM agenda and attendees will be invited to raise issues and discuss (consultation stage three). This will also be raised at the Board meeting on the same day. Following a final iteration to take account of the outcome of stage three, the final proposed structure will be the focus of an independent poll for members.</p> <p data-bbox="349 544 891 576">Academic Team/Academic Issues</p> <p data-bbox="349 616 607 647">E-Portfolio Update</p> <p data-bbox="349 687 1883 826">A meeting was held to receive E-Portfolio product presentations from the two preferred suppliers. Attendees included staff, JM, Jill Crabbe and the manager from the National School (unfortunately, the supervisor representative did not attend). The pros and cons of each supplier and system were discussed, and the group have circulated further thoughts and feedback after the meeting.</p> <p data-bbox="349 866 1872 970">JS suggested the preferred supplier should be asked to demonstrate the system at the ASM to give trainees and members (including supervisors) the opportunity to try it, ask questions and provide feedback. This will be actioned by AY.</p> <p data-bbox="349 1090 848 1121">Qualifications and Examinations</p> <p data-bbox="349 1169 1693 1201">A lengthy discussion took place about the models referenced in the paper from Rachel Soper.</p> <p data-bbox="349 1241 1872 1345">The specialist examinations – MFOM, AFOM, DOccMed represent a good model and require minimal change. The aim is still to grow our capacity to run more DOccMed examinations. Examination software will enable this capacity to grow. New, modular qualifications will also be developed. The three key audiences</p>	<p data-bbox="1917 683 1995 715">AY/JE</p> <p data-bbox="2007 1241 2051 1273">AY</p>

AGENDA ITEM		ACTION
	<p>for examinations and qualifications are: specialist Occupational Physicians; doctors with an interest and need to acquire Occupational Medicine qualifications; and other health professionals. The EG agreed that these groups should be distinctly separate, with our key focus being to provide excellent education and qualifications for doctors, and secondarily to support qualifications for other H professional groups. Specialist business development resource is needed to implement this. It was suggested that the newsletter could be used to seek potential interested parties to contribute. JW to invite expressions of interest with the intention of setting up a small development group.</p>	
5	<p>Finance Update</p>	
5.1	<p>Finance Update</p> <p>AH talked through the year to April accounts (see appendix 3)</p> <p>The overall deficit forecast for the year has improved and further improvements are anticipated.</p>	
7	<p>Board Communications</p> <p>RH has had a number of responses regarding board communications and behaviours a further email will be sent requesting responses from those who have not yet replied. RH to summarise comments and propose next steps.</p>	<p>AY/RH</p>
8	<p>AOB</p> <p>The issue of succession planning for senior FOM roles and for RH's successor was discussed. The process to seek nominations for the president-Elect needs to begin.</p> <p>The position of Deputy Director of Assessment role is vacant. This will be advertised through the newsletter and website. A selection process will be agreed.</p>	<p>JW/AY</p> <p>AY</p>

AGENDA ITEM		ACTION
	There is no Head of Professional Standards at the moment as the post-holder has decided not to return from maternity leave. Recruitment for a maternity leave cover for the Examinations and training Manager will be undertaken.	JW/AY
9	<p>Wednesday 8th June 2016, 09.30 – 12:30</p> <p>FOM Office 3rd Floor, New Derwent House 69 – 73 Theobald's Road London WC1X 8TA</p>	