



**FACULTY OF  
OCCUPATIONAL MEDICINE  
EXECUTIVE COMMITTEE**

Faculty Meeting Room | 3<sup>rd</sup> Floor | New Derwent House | 69-73 Theobald's Road | London WC1X 8TA

**Wednesday 03<sup>rd</sup> August 2016**

**Present:** Julia Smedley (JCS) Chair      Richard Heron (RJLH) from      Mark Groom (MRG)  
Judith Willetts (JAW) till 11.15am      Jayne Moore (JKM)      Alan Bray (AJB)  
Ian Aston (IRA)

**In attendance:** Alpa Yadav (ALY)  
Andrew Harrison (AMH) for item 5  
Jane Edbrooke (JE) for item 7

<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.  JCS advised that JAW was attending the first part of the meeting and the agenda order would therefore be changed.	

AGENDA ITEM		ACTION
2	<p><b>MATTERS ARISING FROM MINUTES, NOT ON THE AGENDA</b></p> <p><b>SEQOHS UPDATE</b></p> <p>JAW is awaiting a report from the Clinical Services Accreditation Alliance (CSAA). The driver behind the CSAA is to consider how accreditation services are best accredited themselves and how they can achieve, across these services, consistency, benchmarking and comparability. One possible outcome is that services decide to use a common technology platform rather than a number of bespoke web and technology solutions from separate providers. We shall discuss the best options for SEQOHS once the report is published. This will feed into the SEQOHS review that JW is undertaking over the next few months.</p> <p><b>4.1 Academic Dean's Report</b></p> <p>It was agreed at the previous meeting that charges for Ad Eundem will be revised. After a brief discussion it was proposed that Amanda Brade (AMB) Examinations and Qualifications Manager is to devise an implementation plan and look to deliver this by 1 January 2017. Revised information will go on the FOM website.</p> <p>A meeting is required with the NSOH to devise an action plan on improving information for prospective trainees. It was noted that JKM and AMB are to set up a meeting within the next month with NSOH. Currently, the selection process is not sufficiently clear and there is a mismatch between applicants' expectations and the criteria being used as part of the selection process.</p>	<p><b>JAW</b></p> <p><b>AMB/LAH</b></p>

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	<p>IRA to write to Paul McGovern to ask him to draft a process or guidance on the selection process 'experience' for the website. JAW, AMB and Jane Edbrooke (JE) to liaise about putting together a simple guide or useful link about training on FOM website, particularly in terms of the roles of the NSOH and the FOM.</p>	<b>AMB/IRA/JAW/JE</b>
	<p><b>4.3 CPD</b></p> <p>A brief discussion took place on providing FOM Accredited (rather than 'approved') CPD to external organisations. Concerns have been raised over the validity and quality of some educational event organisers that award FOM CPD certificates themselves, or that have been previously been FOM Approved. JW advised that, following an internal review, FOM is moving from FOM Approved to FOM Accredited. The process has been streamlined and the new application procedure is very straightforward, although all event organisers, including the SOM, will need to submit a formal application rather than continuing to issue FOM Approved CPD certificates without the FOM reviewing the event proposals.</p> <p>A review of the procedures of other Colleges and Faculties, along with pricing policies has been completed. A new pricing structure for commercial and not-for-profit organisers was agreed. This will be shared with the CPD Lead for his endorsement and will go 'live' as soon as possible.</p> <p>As it was previously agreed that we should stop conducting the CPD audit through the Revalidation system (as it had become a redundant activity), it was agreed that</p>	<b>JAW</b>

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	<p>ensuring CPD undertaken is of the highest quality, this new system provides an excellent QI tool and is a positive move in the absence of the previous auditing process.</p> <p>Particular attention will be given to the 2017 OH Conference's work-placed visits, as some of these, in the past, have consisted of poor or no educational content yet have yielded CPD points. The programme group has taken this on board.</p> <p>JAW reiterated that FOM do not award CPD points for attending internal meetings.</p> <p><b>7 AOB</b></p> <p>JM advised that information is held on the pool of trainers and how up-to-date they are with training for supervision. Some information has been difficult to capture. There is an anomaly between those who are identified as trainers but who do not currently supervise a trainee. JM proposed that communication goes out through the FOM newsletter asking that all trainees inform the FOM whether they wish to be trainers in the future and whether they have completed the accredited training.</p> <p>David Flower (DF) has initiated a step in the appraisal process where he writes to an appraisee after an appraisal. An automated letter is generated from the RO, which could be used for keeping track of whether trainers have completed their training for educational supervision? JKM to liaise with DF.</p> <p>All other actions complete.</p>	<p><b>JKM</b></p> <p><b>JKM</b></p>

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<p data-bbox="241 320 271 347"><b>3</b></p> <p data-bbox="241 400 271 427"><b>3.1</b></p>	<p data-bbox="353 320 698 347"><b>FOM General Business</b></p> <p data-bbox="353 400 842 427"><b>Governance Review-next steps</b></p> <p data-bbox="353 480 1697 549">An independent election company – Electoral reform Services (ERS) will be conducting the poll on the governance changes and the election of the next President.</p> <p data-bbox="353 600 1704 903">A couple of long standing members have expressed concern about the governance review. These members have not expressed any views up to now. There appears to be some concern over the make-up of the Board. Despite the proposed structure being majority elected members, there seems to be some confusion about the need for lay and co-opted members. There also seems to be concern about the role of the Board and of the Staff, and whether the new structure places all decision-making authority with the CEO and staff team. It was felt that, despite the clarity of information provided, some members might still have these and similar concerns.</p> <p data-bbox="353 954 1704 1177">The Executive Committee discussed how the Charities Commission has changed over the last ten years and that most Colleges now have governance arrangements such as those proposed to the FOM members. It was also agreed that lay members bring a great deal of value to the committees they sit on and that, ultimately, there could be a role for the OM equivalent of 'patient' representation, which is perceived as extremely important by members of the AoMRC and the wider public.</p> <p data-bbox="353 1228 1688 1297">In one of the other emails received, it was suggested that, if a Scottish faculty were set up, the North West members could join this.</p>	

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	<p>RJLH is to address these concerns by drafting a written response and then consulting the Board so that a full and detailed explanation can be given in response at a later date.</p> <p>It was agreed that FAQs to be compiled and added to the information available to members who are considering the governance proposals and completing the ERS poll.</p>	<p><b>RJLH</b></p> <p><b>JCS/JAW</b></p>
<p><b>3.2</b></p> <p><b>3.3</b></p>	<p><b>Progress against objectives – Implementation plan</b></p> <p>Implementation of work to meet strategic objectives is progressing well across all strands. The CRM and ePortfolio projects remain on schedule.</p> <p>One area that has not made very much progress is the QI agenda. JCS is to provide a briefing for the Board on this with recommended steps.</p> <p><b>Risk Register</b></p> <ul style="list-style-type: none"> <li>• Risk 1 – Failure to achieve increased numbers in OM specialists has not taken off ground, more secure trainee posts required. To keep going and influencing HEE.</li> <li>• Risk 2 – Failure to achieve new routes into training making the CESR route simpler with diplomates, re offer AFOM examinations and develop new products. Populate planned mitigation column to reflect this. To resurrect a working group and write to our members asking if they are involved in medical school or on the teaching side. IRA to write to members via the newsletter by using an old letter to Carol Black and re-wording.</li> <li>• JAW has drafted new job descriptions for Registrar and Academic dean roles.</li> <li>• Risk 7 – Insufficient numbers of trained examiners for current examinations and new qualifications as they come on-stream - this may be due to only receiving 5 CPD points for doing the training and carrying out 2 examinations. AJB to draft a letter to examiners</li> </ul>	<p><b>JCS</b></p> <p><b>IRA</b></p>

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3.4	<p>explaining that we are reviewing the allocation of CPD points. Examiners would henceforth receive more CPD points but these would not be awarded until they had actively participated in two examination diets after initial training. Each active examination thereafter would attract CPD points.</p> <ul style="list-style-type: none"> <li>• Risk 10- Failure to ensure adequate income for current and future needs. Ben Wells (BW) has been set 4 major work streams to focus on to address this. He will work with AMB, AJB and JCS to take this forward. New course, including one on Spirometry, will be devised.</li> <li>• Risk 14 – Attracting and maintaining insufficient RSAs, there are a couple of pending vacancies which will be reviewed in autumn and advertised.</li> </ul> <p><b>Annual salary reviews</b></p> <p>The Executive Committee have reviewed the salary proposal by JAW and have agreed to implement.</p>	<p><b>BW, AMB, AJB, JCS</b></p> <p><b>JKM</b></p> <p><b>JAW/AMH</b></p>
3.5	<p><b>Relationship with SOM MoU</b></p> <p>A clarification required on what business SOM are carrying out and what business the FOM are carrying out. Both organisations should be working together. Regular 4 way SOM/FOM meetings to be set up and finalised to ensure issues raised and clarity obtained.</p> <p>This issue of conflict of interest arose. RJLH will consider this from a governance point of view and discuss with JAW.</p> <p>JAW will discuss appraisals and revalidation with Responsible Officer, David Flower.</p>	<p><b>ALY</b></p> <p><b>RJLH/JAW</b></p> <p><b>JAW</b></p>

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3.6	<p><b>AoMRC meeting 12<sup>th</sup> July 2016</b></p> <p>A question rose at this meeting on whether we need more faculties. FOM Board to describe benefits and contributions of AoMRC seat before the policy day on Sept 19<sup>th</sup>. RH to draft a short paragraph for the Board on what we bring to the health of the entire medical workforce, as represented by the members of the AoMRC.</p> <p>There has been a request for a delegate from the FOM to participate in a session on developing and supporting medical leaders, to publicise a conference and encourage attendance. RJLH to ask Robin Cordell to attend as a FOM delegate in Liverpool.</p> <p>Developing the GMCs UK medical register: there has been a request for AoMRC members to respond to a consultation. This will be forwarded to Steve Boorman and Graham Bell from the Ethics Committee to consider and a subsequent piece will be placed in the newsletter for comment.</p>	<p><b>RJLH/LAH</b></p> <p><b>RJLH</b></p> <p><b>RJLH/LAH</b></p>
4 4.1	<p><b>Academic Team/Academic Issues</b></p> <p><b>Academic Dean's report</b></p> <p>IRA talked through his report (see document E16/23)</p> <p>IRA and JKM will be meeting the GMC next week and IA would like to have an on-going focus on the implementation of ePortfolio. This will be a regular agenda item for Executive and Board meetings this year.</p>	<p><b>IRA/JKM</b></p>

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4.2	<p><b>Manpower planning/HEE Letter</b></p> <p>A letter has been written to Ian Cumming CEO of HEE, awaiting reply on this.</p>	
<p>5</p> <p>5.1</p> <p>5.2</p>	<p><b>Finance update</b></p> <p><b>July Management Accounts</b></p> <p>AMH highlighted the main aspects of the accounts.</p> <p>The timing of the BMJ invoice has resulted in a variance for the month. Income is exactly as forecast. Expenditure is slightly behind budget due to timing, and this will 'catch up'.</p> <p>The forecast has been updated with the pay rises and this will be put through in the August payroll. We have received a £9k VAT rebate. We can now claim 30% VAT rather than 24% but this may fluctuate depending on how we conduct our business around VAT reclaim.</p> <p><b>New Premises</b></p> <p>The mortgage process is progressing with Lloyds bank. We are also awaiting an alternative offer from a second provider.</p> <p>A project manager has been appointed to oversee the fit out, as we are purchasing a 'shell and core' property and need to take expert advice. This is a complex project. The project manager will also work with us to minimise cost and risk to ensure the project</p>	

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	<p>remains on time and on budget. The project manager is costing £17.5k, which will be included in the overall budget of up to £1.6m.</p> <p>JE will be responsible for managing the digital resources in the new building and John Rafferty the IT. There are 3 fit-out companies who will be pitching their proposals on the 8<sup>th</sup> August.</p> <p>JAW has notified HWCA of our intent to move. The exit strategy will need to be negotiated.</p>	
<b>6</b>	<p><b>Board Communications</b></p> <p>A Board member has resigned. Once the current poll of members has been completed, we shall know whether immediate recruitment for a replacement will be required. The nominations for President are Anne de Bono (proposer, Dr Steve Boorman, seconder, Dr Rae Wen-Chang) and Eugene Waclawski (proposer, Dr Peter Anthony Noone, seconder, Dr Alister J Scott).</p>	
<b>7</b>	<p><b>AOB</b></p> <p>IRA raised the issue of the Academic Forum arrangements at this year's ASM in June not going to plan. IRA suggested that the FOM should provide secretarial support to organise meetings. There is a requirement to update the AF email distribution list Ewan Macdonald to be contacted to help provide the contact list details. IRA to liaise with JAW on capacity to provide secretarial support.</p>	<b>IRA/JAW</b>



AGENDA ITEM		ACTION
8	<p><b>Date of next meeting</b></p> <p><b>Wednesday 7<sup>th</sup> September, 09:30-12:30pm</b></p> <p>FOM office 3<sup>rd</sup> Floor New Derwent House 69-73 Theobald's Road London WC1X 8TA</p>	