

**Minutes of the Board of Trustees Meeting**

2 Lovibond Lane, London SE10 9FY

17<sup>th</sup> March 2021 at 13:00

**Minutes: B21/1 – 17**

**Present**

Dr A M de Bono	President (Chair)	AMD
Dr D Flower	Registrar and Deputy President	DF
Dr Ira Madan	Academic Dean and Deputy President	IM
Dr Steve Nimmo	Elected Member and President Elect	SN
Dr Yousef Habbab	Treasurer	YH
Dr Lisa Curran	Elected member	LAC
Prof Karen Walker-Bone	Co-opted member	KWB
Ms Lynsey Mann	Lay Member (nominated by TUC)	LM
Professor Neil Budworth	Lay Member (nominated by CBI)	NB

**Apologies**

**In Attendance**

Ms Louise Craig	Chief Executive Officer	LC
Ms Justyna Sugalska	Head of Finance and Membership	JS
Ms Lisa McCheyne	Executive Assistant	LMcC

**1. WELCOME**

AMD welcomed everyone to the meeting.

**2. APOLOGIES FOR ABSENCE**

None

**3. DECLARATIONS OF INTEREST**

None declared

**4. MINUTES OF THE MEETING HELD ON 8<sup>th</sup> DECEMBER 2020 AND MATTERS ARISING**

**B21/01**

The minutes of the Board meeting held on 8th December 2020 were AGREED as a true record.

## 5. GOVERNANCE, FINANCE AND MANAGEMENT

### a) Board succession

The FOM's Articles of Association require a minimum of eight and a maximum of twelve trustees. It was agreed that further discussions regarding co-optees will take place once the new President and new Registrar have taken office and other key appointments have been filled. **B21/02**

AMD confirmed that Dr Rikard Moen has been appointed as Registrar in succession to Dr David Flower and will take office at the AGM on 23rd June 2021. **B21/03**

LC confirmed that the term of office for co-opted Trustees can be decided by the Board of Trustees, in accordance with FOM's Articles of Association. **B21/04**

### b) Council succession

AMD introduced a discussion about the FOM Council, established following the amendment of FOM's Articles of Association in 2017. It was noted that the composition and remit of Council have not been reviewed since then. Taking account of the changes within FOM and the evolving Occupational Medicine and Health landscape the Board considered that it would be opportune to review the purpose, work and composition of Council to secure its role as a senior, strategic, advisory committee of the Faculty. **B21/05**

### c) Academic committees

IM has reviewed and updated the academic committee structure. The Director of Assessment role will be renamed as Director of Examinations. IM also confirmed that she would find a suitable individual to support engagement with medical students and foundation doctors.

A further workstream within the academic team will be Capacity Building and Clinical Excellence. FOM is now registered as a stakeholder for all relevant NICE consultations. KWB commented that she feels that the Academic Forum belongs with the Faculty. IM stated that her priorities are building academic capacity and building research capacity. The Board approved IM's proposed academic structure and focus for the Faculty. **B21/06**

SN confirmed that the Chief Examiner for the Diploma in Occupational Medicine, Dr Lucy Wright, will be stepping down from this role, but a new Chief Examiner has been recruited and will be announced shortly. SN also confirmed that Dr Lucy Wright will continue to chair the Task & Finish Group for the new Diploma in Occupational Health Practice. **B21/07**

Recruitment will begin shortly for a new Director of Examinations and Director of Training. The Board expressed their thanks to Dr Steve Nimmo and Dr Jayne Moore for their work in these roles. **B21/08**

### d) 2020 Annual Report

YH stated that 2020 had been an excellent year for the FOM. Surplus exceeded £200k and FOM is in a healthy position despite a 2% decrease in income. As expected, subscription income fell by 25% in line with the 'subscription holiday' for

three months at the start of the pandemic. Some examinations income has been deferred to 2021 and a very prudent budget for 2021 also makes provision to improve member services. It was agreed by the Board that 6-9 months worth of reserves should be held and YH expressed his thanks to JS and the FOM staff team. The CEO and Trustees thanked YH for his excellent work as Treasurer, which has involved looking in detail at finances, asking questions where appropriate and providing oversight on behalf of the Board of Trustees. LC stated that the FOM has remained in a very good position despite the pandemic and was pleased to report that no staff had been made redundant, and no staff have been put on furlough.

**B21/09**

AMD asked the Board to vote on the approval of the 2020 Annual Report and the Board of Trustees unanimously APPROVED the 2020 Annual Report.

**B21/10**

#### **e) 2020 Audit Findings Report**

JS presented the Audit Findings Report which had been circulated to the Board several days prior to the meeting. The comments made in the report were reviewed and noted by the Trustees including the progress that has been made in spending down restricted funds. There were no areas of concern or recommendations for improvement within the report. The Board expressed their thanks to all involved.

**B21/11**

#### **f) 2021 YTD Financial Performance**

JS provided an update on YTD finance.

**B21/12**

#### **g) Operational update**

LC presented a paper covering the office premises, service delivery, staffing, member access to research, and the publication on FOM's website of a table of benefits for different member categories.

**B21/13**

### **6. QUALITY AND STANDARDS**

#### **a) Curriculum review**

IM thanked the Task and Finish Group for their work and LC and Yvonne Savage (YS) for the project management of the Curriculum Review which is in great shape and ready to move forward. It was noted that Trainees will be asked to complete 'illustrations', (called 'examples' in the syllabus i.e. ways of gaining evidence to support their achievement of the required professional capabilities). The Curriculum Review is expected to be completed by December 2021.

LC updated the Board with details of the project plan with a brief outline of the milestones. It was noted that progress has been made on all milestones but several still require further work.

**B21/14**

#### **b) 2021 Examinations & new Diploma**

Remote online examinations are progressing well and feedback from FOM's Trainee rep has been positive. Bookings for the Diploma in Occupational Medicine have been very high with 104 registered. The development of the Diploma in

Occupational Health Practice is progressing well with monthly meetings and interest expressed by several learning providers in terms of offering preparatory courses.

**B21/15**

## **7. VOICE AND INFLUENCE**

### **a) President's Update**

AMD presented her paper with an overview of recent activities and developments. It was agreed that it is important that Occupational Medicine as a specialty is recognised and supported by the wider medical community.

**B21/16**

### **b) FOM & national developments in healthcare**

There have been discussions at the AoMRC about the concept of Integrated Care, as the basis for national healthcare. At present there is no specified place for occupational medicine within this plan. Current policy remains that the responsibility for provision of Occupational Health lies with employers. The Board agreed that It is important that good work should be recognised as a determinant of good health and that the concept of 'work as a health outcome' of clinical care should remain a focus within the new National Institute for Health Protection (NIHP).

**B21/17**

## **8. AOB**

None

Date of next meeting: Wednesday 16<sup>th</sup> June 2021

AGM: Wednesday, 23rd June 2020, 15:30 – 17:00