



## **Draft Minutes of the Meeting of the Board – March 4<sup>th</sup> 11-2pm**

### **1 Introductions**

Present: Dr Will Ponsonby (WP) Dr Richard Taylor, (RT) Charles Alberts (on phone) Dr Sheetal Chavda (SC), Dr Shaun Davis (SD on phone)

Staff Nick Pahl (NP) Sujal Naik (SN)

**In attendance:** Diane Romano-Woodward (FOHN), Julie Munda (on phone)

### **2 Apologies for absence**

Richard Sheret, Dr Tony Mawson, Dr David McLoughlin, Professor Anne Harriss (AH)

### **3 Declarations of conflict of interest – none declared**

The Nolan Principles were agreed.

Action - related parties' documentation from Auditors are to be completed and return to Sujal

### **4 Minutes of the meeting held on 11<sup>th</sup> December - Doc A A i**

Minutes accepted by board and new Company. All actions picked up except:

**ACTION:** Council to review means testing of grants per region in 2020 – see discussion below

### **5 Matters arising not covered in items below**

Board self-evaluation – WP - NP to circulate copy of results to board members.

### **6 Matters for agreement and discussion**

#### **SOM Policy update:**

#### **1. Ethical policy regarding art and occupation book – Doc B**

Board accepted the idea of the book and sponsorship proposal from BP. NP also suggested some crowd funding could be done to offset some of the cost, of around £16K

#### **2. Expenses policy – Doc C**

Ratified by board.

#### **3. Conflict of interest policy – Doc D and agreement for advisory board payment for RCN Foundation funded report – Doc E**

Ratified by board. £2k payment to Professor Anne Harriss agreed for report as she is the best person for role with her nurse leadership experience (Queens Nurse etc).

#### **4. Environmental policy Doc F**

Ratified by board:

- RT suggested that future SOM board meetings could be done via video conferencing.
- SC suggested the board should discuss ways in which to reduce SOM's carbon footprint.
- NP suggested SOM should encourage members to switch to electronic versions of the Journal.

#### **ACTION:**

Put SOM environmental policy as an 'agenda item' for AGM to discuss strategy going forward – also in annual report

Put SOM environmental policy as an item for the next e-newsletter, asking members for feedback and ideas on how SOM can reduce their carbon footprint

- **BOHS accreditation role – Doc G**

NP updated that the markets to target for accreditation are mental health at work and OH Technicians. SN commented that initial set up costs could be significant and was mindful of cashflow implications. SC suggested that there should be a rigorous 'evidence based' challenge to the income projections. WP asked for more market potential information on this area, to be discussed at the next Board meeting.

- **Trustee advert and process – Doc H**

WP, SC and NP to agree and screen potential new candidates for Non-member Trustee as Charles Alberts is standing down as SOM trustee after the June board after his 3 year term SD suggested targeting someone in digital and SC also suggested targeting a 'non doctor' in the commercial market.

- **Development suggestions:**

#### **Partnership with BITC – Doc I**

NP commented that there was much less financial risk to this proposal than the BOHS proposal, with access to a higher profile organisation. The board agreed to adopt this proposal and give BITC access to SOM branding with a quality review by members of the SOM mental health SIG and Dr Asanati.

#### **SOM Enterprises - International Consultancy offer**

Action – Agreed useful development idea. SN & NP to meet with other consultancy firms e.g. 'Options' and feedback to board re the business model.

#### **Funding for bursaries and support groups for “Next Generation OH leaders”**

Action - Board agreed this idea from Professor Anne Harriss was a good idea to be explored further and fundraised for, with feedback to the board. Dr Napier and Dr Mason taking forward leadership group – to be congratulated and taken forward.

### **7 Matters for review**

#### **End of year management accounts and report Docs J – SC Cash flow; Dov Ji**

SC updated that savings from the move to RCP, salary costs and meeting rooms had benefited SOM in 2019 and contributed to better than expected end of year financial results. Member subscriptions income remained relatively flat from 2018, with only a 3% uplift. The budget in this area remains challenging. Awards expenditure to be budgeted better in future.

WP recognised and appreciated the work put in by the staff team to achieve a surplus in 2019, with difficult decisions taken.

WP also warned that investments could potentially take a hit in current financial circumstances. A potential increase in the investment portfolio risk was highlighted with, Investec to be contacted for comment.

Action – to contact Investec

NP suggested that regional groups should be encouraged to get new members. CA and SD were appreciated for their contribution to better events and corporate supporter income.

Action - RT was asked to contact regional groups with a view to getting more clarity on finance policies and general focus to income e.g. via teleconference/survey prior to next Council meeting to gauge views from regional group representatives.

### **CEO report – Doc K – NP**

NP updated that the renewals phase of membership was under way, with 106 additional members being targeted for 2020. He noted that new corporate supporters could come from the launch of the “register of OH providers”.

NP’s visit to HSE in Liverpool has led to a joint SOM/HSE occupational nurse event being organised for April 2021.

There was a discussion around the mental health of nurses’ report and its progress and launch.

### **Risk Register – Doc L – NP**

The Board were made aware on the ongoing risk of reduction in Journal income going forward. Moving members online over the next few years was seen as important.

### **OUP report – Doc M and request for editor Hon Professorial Title**

Board requested more detail and information from the Academic Forum as to a request for editor Hon Professorial Title.

## **8 Any other business**

WP updated that this year’s ASM potentially may not go ahead due to the Corona virus. Contingency planning was to be monitored and reviewed with FOM. Financial exposure of around £30k (£15k for SOM) would potentially be an issue if the ASM did not go ahead in June, with a date later in the year a possibility. SC suggested following government guidelines on this issue. WP to work closely with Anne De Bono on a targeted approach and communicate to all.

*Meeting ended 12.45pm*

***Note – meeting with BOHS and CIEHF followed***

*Dates of next meeting: Council/Board 8<sup>th</sup> June – Edinburgh*

*AGM 9th June 5.45 – Edinburgh*