

Approved minutes of a meeting of the RCOT Council

Held on 25 January 2024, 9.30am, at Phoenix House and on teams

Council members present	
Name	Position
Dr Anita Atwal	Council member, Research and Development (until BAOT/RCOT item 3)
Paul Dunning	Council member, Wales
Samantha Flower	Council member, Scotland
Cathryn Holding	Council member, Industrial relations
Dr Kee Hean Lim	Council member, Vice Chair and International Affairs
Odeth Richardson	Council member, Chair
Also in attendance	
Regular attendees (attended all items except confidential items)	
Clare Cochrane	Director of Brand and Marketing
Steve Ford	Chief Executive
Kate Monro	Head of Governance and Compliance
CJ Odeleye	Head of Finance
Karin Orman	Director of Practice and Innovation
Satvinder Reyatt	Director of People, Finance and Governance
Rob Smyth	Director of Strategy, Technology and Transformation
Other attendees	
Angela Daniel	Senior Business Support Partner, observer
Clare Leggett	Business Support Manager, minute taker
Suhailah Mohamed	Head of Practice and Workforce (RCOT item 3a and b)
Sankeetha Nadarajah	Managing Editor, BJOT (RCOT item 4)
Apologies	
Karin Bishop	Director of Membership and Movement Building
Kalimah Ibrahiim	Council member, England
Andrea Lothian	Council member, Learning and Development

Please note: Items are recorded in agenda item order rather than the order in which they were taken.

RCOT Council meeting

Item	Main point	Action
1.	Meeting business The Chair welcomed all to the RCOT only section of the meeting. Apologies were noted from Karin Bishop, Kalimah Ibrahiim and Andrea Lothian. Declaration of conflict of interest The Chair asked if anyone attending needed to declare a conflict of interest they may have in relation to the items on the agenda. No declarations were made.	
2.	CEO report and organisational performance report SF summarised the CEO report highlighting the recent colleague engagement survey. Results showed that engagement is on a par with similar organisations, but RCOT aspire to do better and action plans are being developed to work on areas for improvement. KM asked Council to consider the Chair and Council member job descriptions noted in the paper for approval, with a deadline of late February. Action: Council members should send comments to KM for revised versions. SF asked in there were any questions. It was iterated that the building was the issue most concerning to Council. Assurances were given that the issue is a high priority for RCOT, and we are being flexible in our approach and robust in our collaboration with Knowlmore. RS spoke to the organisational performance report. It was reported that the new data led approach was beneficial in giving a clear view of core business and performance across the organisation. There was a discussion around some of the measures used in the dashboards, and an agreement that some additional context would be useful. It was noted that data collection would become easier and more efficient once the CRM was developed.	All council members CJO
3a.	Workforce strategy for approval Suhailah Mohamed joined the meeting. KO introduced Suhailah Mohamed (SM), Head of Practice and Workforce to Council. SM gave a presentation covering the development of the Workforce Strategy, and the proposed action plan for implementation. It was reported that the development work had resulted in building good relationships across the UK with pertinent people in the health and care system which has raised RCOT's status providing a solid foundation for strategy implementation. Extensive work has been done to research the different audiences the strategy is aimed at to maximise the effectiveness of our communications. There will be tailored implementation plans for each	

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3b.	country which will be co-produced with members. SM was thanked for the comprehensive presentation. Decision Council approved the workforce strategy and noted the implementation plan. RCOT Boards: proposed changes KO outlined the benefits of making changes with how RCOT works with members to support different workstreams. Its proposed we move from working with designated boards with set members and an agreed term of office to working with members in more agile groups related to workstreams and members' expertise. RCOT will have different channels to work with members including the new communities platform when its launched. This will increase the number of members involved as well as the range of members involved. Current board members would be given the opportunity to join a working group. Council was asked to consider two options: 1. To finish board meetings at the next meetings in March and work with Chairs on transitioning members onto working groups. 2. Introducing the decision to the boards in March with an option for a final meeting in June/July for all current board members. Decision Council agreed to option two above. SM left the meeting.	
4.	BJOT annual review Sankeetha Nadarajah joined the meeting. Sankeetha Nadarajah (SN) summarised the report. BJOT is performing well and the impact factor has increased. There was a discussion about the benefits of BJOT open access or not. It was noted that as BJOT is a membership benefit this would need to be considered. The current access rate for articles is good. The current strategy is up for review and Council members were invited to contact SN if they would like to be involved in the review. SN was thanked for the report. SN left the meeting.	All Council members
5.	Policy approvals The Chair asked Council to vote on three policies which had been circulated in advance of the meeting. Decision - Grievance Policy – approved. - Disciplinary Policy – approved. - Ransomware Policy – approved.	
6.	Any other business	

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	The Chair asked if there was any other business. CC informed Council would be sent the EDB action plan in advance of it being shared with all members next week. Date of next meeting(s) Council approved the meeting dates for the 2023-24 year and agreed for provisional dates to be booked in for the 2024-25 year on the same basis. • Thursday 25 January 2024 • Wednesday 17 April 2024 • Thursday 27 June 2024 - AGM • June/July Council meeting TBC • Thursday 19 September 2024 – Council development day • Thursday 17 October 2024 The Chair thanked everyone for attending the meeting and their contributions. The meeting closed at 3.43pm.	
7.	Confidential item: Fellowship and Merit Awards	
	These minutes are agreed by the Council as a true record of the meeting. <i>Odeth Richardson</i> Signature: <u>Odeth Richardson (May 29, 2024 08:10 GMT+1)</u> Minutes signed by: <u>ODETH RICHARDSON</u> (name in capital letters) Date: <u>29/05/24</u>	