

Approved minutes of a meeting of the BAOT Council

Held on 10 October 2024, 9am, Cardiff

Council members present	
Name	Position
Anita Atwal	Council member, Research and Development (via Teams)
Aisling Durkin	Council member, Northern Ireland
Jackie Gordon	Council member, England
Neil Carnegie	Council member, Scotland
Cathryn Holding	Council member, Industrial relations
Dr Sureshkumar Kamalakannan	Council member, International Affairs
Paul Dunning	Council member, Wales
Janine Hackett	Council member, Learning and Development
Odeth Richardson	Council member, Chair
Also in attendance	
Regular attendees (attended all items except confidential items)	
Karin Bishop	Director of Membership and Movement Building
Clare Cochrane	Director of Brand and Marketing
Steve Ford	Chief Executive
Kate Monro	Head of Governance and Compliance
Ruth Mullan	Head of Membership Experience & Services
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, minute taker

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

Item	Main point	Action
1.	Meeting business	
1.1	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. Anita Atwal (AA) requested it be noted that she works for the Welsh Government two days per week.	

Item	Main point	Action
1.2	Approval of BAOT Council minutes 15 July 2024 BAOT Council minutes - approved	
1.3	Approval of AGM minutes 27 June 2024 AGM minutes - approved	
1.4	PCN appointments AA asked about the selection process for the PNC appointment, including the criteria and the approach to recruitment, particularly in terms of diversity and positive action. The robustness of the selection process and the efforts made to attract a diverse range of applications was explained. Satvinder Reyatt (SR) confirmed the need for an inclusive recruitment policy, which covered any agreed positive actions measures, and this would be brought back to Council for approval.	
	These minutes are agreed by the Council as a true record of the meeting. Signature:  Minutes signed by: <u>ODETH RICHARDSON</u> (name in capital letters) Date: <u>14.02.25</u>	

Approved minutes of a meeting of the BAOT and RCOT Councils

Held on 10 October 2024, 9am, Cardiff

Council members present	
Name	Position
Dr Anita Atwal	Council member, Research and Development (via Teams)
Aisling Durkin	Council member, Northern Ireland
Jackie Gordon	Council member, England
Neil Carnegie	Council member, Scotland
Cathryn Holding	Council member, Industrial relations
Dr Sureshkumar Kamalakannan	Council member, International Affairs
Paul Dunning	Council member, Wales
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Odeth Richardson	Council member, Chair
Also in attendance	
Regular attendees (attended all items except confidential items)	
Karin Bishop	Director of Membership and Movement Building
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Satvinder Reyatt	Director of People, Finance and Governance
Rob Smyth	Director of Strategy, Technology and Transformation
Other attendees	
Angela Daniel	Senior Business Support Partner, minute taker

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

Item	Main point	Action
1.	Meeting business	
1.1	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.	
1.2	Approval of BAOT-RCOT joint minutes and matters arising 15 July 2024 BAOT-RCOT joint minutes – approved 19 September BAOT-RCOT joint minutes – approved subject to amending with SK comments.	

Item	Main point	Action
	Dr Suresh Kamalakannan (SK) noted his comments within item 2 of the 19 September BAOT-RCOT joint minutes were not mentioned. Action: amendments to be made to this item to reflect SK's points	KM / AD
2.	Reflection on away day Council were asked to share their thoughts and experiences from the presentations and networking at the University Hospital of Wales, Cardiff. The overall consensus was that it was engaging and insightful, with a range of speakers highlighting the importance of the region and the role of Welsh members. It was valuable to meet with members and hear their perspectives, with many expressing a strong desire for human connection and a sense of belonging. There was positive feedback from conversations with OT staff, particularly around their views of RCOT. Members indicated that email is the best way to communicate with them, preferring concise and key details. They also expressed interest in the benefits of the new digital experience, while noting the challenge of balancing engagement through digital platforms. Importantly, some members were unaware that Council members are also practicing clinicians. SK highlighted the need for Council members to better understand how to connect with the membership and measure the impact of their work. The final session, which included teachers discussing practice, raised questions about how to drive improvement. Aisling Durkin (AD) mentioned a desire to see similar initiatives in Northern Ireland, particularly sharing the positive work that is already happening. Karin Orman (KO) discussed the upcoming series of education summits and encouraged council members to sign up. The focus needs to be on increasing attendance, especially among employers, as academics hold significant influence in the sector. Cathryn Holding (CH) noted the value of internships which are a great opportunity for growth. Steve Ford (SF) emphasised the importance of Dai Davies' relationship with the region in relation to this session.	
3.	Membership growth Ruth Mullan (RM) provided an update to Council on membership growth performance over the past year, reflecting on lessons learned from previous recruitment and retention efforts. Outlining a new systematic growth approach, covering governance, an annual plan, revised targets, assumptions, and focused activities for Q1 and Q2. Council were asked to review and approve the proposed new approach for future member growth. Questions for discussion: - Is Council supportive of the proposed direction of travel for membership growth? - Do Council feel that there is anything else we need to consider? The following points and queries were raised by Council:	

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	A request for regional breakdown for each member category and a suggestion on focusing more on OT support staff as a potential target for membership growth. In response, it was noted that regional data was available and would be shared with the Council. Efforts were being made to better understand the membership demographics, with a particular focus on reaching OT support staff through a research project. Another issue raised concerned the RCOT invite emails going to spam, particularly for NHS users. A question about Higher Education Institution (HEI) ambassadors was raised, specifically how many universities were involved. It was suggested that a roadshow at universities could help create a sense of belonging and loyalty among new members, especially students. The response confirmed that 32 out of 54 ambassadors were active and that student sign-ups were largely driven by recommendations from professors. It was emphasised that investing in communities and creating excitement about becoming an OT was important, with potential plans for university roadshows in students' first term. Current outreach included onboarding webinars and human-focused interactions, while also balancing sustainability. Another query involved the denominator used in the membership growth statistics. It was suggested that the target should change based on factors such as how many students are trained and how many work in social care or other sectors. The response explained that recruitment figures were based on HCPC data, and retention would be tracked monthly. Investment in the new CRM system was also highlighted as a way to improve data collection and analysis, which would help with workforce strategy and provide real-time data insights. Plans were in place to share a dashboard with the Council once the new system was operational. It was confirmed that Council is supportive of the proposed direction of travel for membership growth	
4.	Membership strategy and other new programmes Clare Cochrane (CC) and Rob Smyth (RS) provided an update to Council on the progress of the digital transformation programme (membership strategy) and efforts to implement a programmatic approach to achieving other key priorities. Overall, good progress has been made in delivering this complex transformation programme, which includes several interdependent projects. All projects are expected to meet the desired quality standards. The programme's budget is on track and being managed effectively, though there is limited contingency, so careful management of delivery and scope will continue. The programme will be launched in spring 2025. Karin Bishop (KB) stated the progress being made in managing the transition to the new reimagined communities model, announcing that phase 2 of the project has been approved. She outlined plans for the launch of the new model and the member-wide rollout of the new communities platform. Discussions from Council included: Recruitment to volunteering roles remained a work in progress, requiring flexibility. It was suggested that roles could be shared due to the number of available positions. A question was raised about whether specific actions	

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	were needed to re-engage members in relation to volunteering. - Some members had expressed confusion about their place within the communities model, feeling a lack of identity. It was noted that clearer communication was needed regarding the different groups. There was a perception that members were losing some control, leading to uncertainty. However, it was confirmed that the networks would remain member-led, allowing them to choose topics and set direction. Some face-to-face events would still take place. - The importance of considering generational differences was highlighted, ensuring that no one was left behind. It was acknowledged that some generations might need more motivation and engagement than others. - Questions were asked about how regional groups would continue with only one platform. It was noted that there would be opportunities for smaller groups, though this was still being worked out. The situation was evolving, and RCOT would learn from it. - The issue of access to funding for members attending conferences or training was discussed, with concerns that this might be stopped. Action: SLT to look into this and address with members. - It was confirmed that there would be ongoing CRM support as part of a long-term partnership. - Attention was drawn to the need to retain passionate Specialist Committee members during the transition to avoid losing valuable expertise. Council were asked to direct any further questions to Dr Nikki Daniels or Steve Ford.	
5.	Confidential item: Governance review	
	AOB SK requested information on the RCOT representative for the European Congress and expressed he represented international events as a member of international affairs. KO informed that Carolyn Hay would be attending the meeting. Action: SK requested for an update on this meeting in the future.	KO
	These minutes are agreed by the Council as a true record of the meeting. Signature: <u></u> Minutes signed by: <u>ODETH RICHARDSON</u> (name in capital letters) Date: <u>14.02.25</u>	

Approved minutes of a meeting of the RCOT Board of Trustees

Held on 10 October 2024, 9am, Cardiff

Council members present	
Name	Position
Anita Atwal	Council member, Research and Development (via Teams)
Aisling Durkin	Council member, Northern Ireland
Jackie Gordon	Trustee, England
Neil Carnegie	Trustee, Scotland
Cathryn Holding	Trustee, Industrial relations
Dr Sureshkumar Kamalakannan	Trustee, International Affairs
Paul Dunning	Trustee, Wales
Janine Hackett	Trustee, Learning and Development
Odeth Richardson	Trustee, Chair
Also in attendance	
Regular attendees (attended all items except confidential items)	
Karin Bishop	Director of Membership and Movement Building
Clare Cochrane	Director of Brand and Marketing
Steve Ford	Chief Executive
Kate Monro	Head of Governance and Compliance
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Other attendees	
Angela Daniel	Senior Business Support Partner, minute taker

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Item	Main point	Action
1.	Meeting business	
1.1	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.	

Item	Main point	Action
1.2	Approval of RCOT Board of Trustee minutes 15 July 2024 RCOT Board of Trustee minutes - approved	
2.	Standing management reports Odeth Richardson (OR) requested that Trustees reach out to Kate Monro (KM) with any questions regarding the standing management reports. Additional Trustee contributions: - A concern was raised about the need to enter login details each time to access reports on Monday.com. It's helpful to know the link would be updated regularly. Action: RS to investigate this issue. - It was confirmed that the Data Protection Action Plan within the Risk Report will be reviewed ahead of the next Audit, Investment, and Risk Committee meeting in December. - It was agreed that minutes from future Audit, Investment, and Risk Committee meetings will be circulated to all members prior to each Board of Trustee meeting. - The discussion regarding the use of 'X' has been deferred to the January Board of Trustee meeting. - It was confirmed that a discussion on occupational intervention work would be added to the agenda at the January Board of Trustee meeting. - Worth focusing on quantitative data without consideration of the impact or qualitative aspects. It was suggested that it might be good to review how meaningful these are going forward. Trustees were asked to approve the proposed KPI's for 2024/25 via email after the meeting. Dr Suresh Kamalakannan (SK) requested to see the denominators for the KPI's. Action: email Board requesting approval of the proposed KPI's by Friday 18 October.	RS RS
3.	Confidential item	
4.	Confidential item – Casson Lecture	

Item	Main point	Action
5.	Future of OTnews Trustees discussed potential changes to the current format of <i>OTnews</i>. One member expressed a preference for a hybrid model, combining digital and paper versions, while another inquired about the possibility of going out to tender and whether managing an online magazine would be too complex. The history and significance of <i>OTnews</i> were highlighted. Trustees directed SLT to consider member preferences before making changes. Questions were asked about timing, with some suggesting delaying change to focus on other initiatives. Questions about the respective purposes of BJOT and <i>OTnews</i> were discussed, with ideas about possible integration. Several members emphasised the importance of retaining the physical magazine due to its popularity, especially among students. Additionally, some felt that with so much change already happening, now was not the right time to introduce a hybrid model. Others supported giving members the option to opt in or out of receiving the magazine to provide more control. There was general agreement that further member engagement was necessary before making any decisions. Financial implications, including potential cost savings from the future CRM system, were also mentioned. Action: The summary from the Board concluded that it was agreed that RCOT step back and further engage with members. It was confirmed that a hybrid version would not be trialed at this stage, and revised figures were requested for future consideration.	
6.	Annual conference / members' day During the Board discussion, Trustees raised the idea of combining a face-to-face conference with the Merit and Fellowship Awards and the AGM, though it was confirmed that the AGM could not be scheduled later than June. It was mentioned that RCOT is the only allied health profession (AHP) group that has not returned to a face-to-face Annual conference and AGM since the pandemic. Suggestions included making online content free, focusing on networking, academic content, and showcasing products. Partnering with the OT Show or finding a sponsor to reduce costs was also proposed. The timing of events was discussed, with the view that hosting events after June might better align with NHS budgets. There was also interest in holding more regional events to enhance networking opportunities for those unable to travel due to work commitments. Trustees emphasised that the conference content should be practical and relevant to daily work, not just focused on strategy.	

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	Some pointed out the difficulty of securing funding in certain regions, like Northern Ireland, and suggested that a hybrid model or live streaming would help those who cannot attend in person. In summary, Council discussed holding a face-to-face conference at a different time, combining it with awards, possibly offering a live-stream option, and exploring potential collaborations or partnerships. Action: Clare Cochrane (CC) to consider Trustee feedback and return to Board with proposals for approval	CC
7.	AOB SF wished KB a happy retirement, expressing gratitude for her dedication and hard work throughout the years.	
	These minutes are agreed by the Board of Trustees as a true record of the meeting. Signature: <u>Odeth</u> Minutes signed by: <u>ODETH RICHARDSON</u> (name in capital letters) Date: <u>14.02.25</u>	