

Approved minutes of a meeting of the BAOT Council

Held on 10 April 2025, at Phoenix House, 106-114 Borough High Street, London SE1 1LB

Council members present	
Name	Position
Aisling Durkin	Trustee, Northern Ireland
Dr Anita Atwal	Trustee, Research and Development
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)	
CJ Odeleye	Head of Finance
Clare Cochrane	Director of Brand and Marketing
Kate Monro	Head of Governance and Compliance
Karin Orman	Director of Practice and Innovation
Satvinder Reyatt	Director of People, Finance and Governance
Steve Ford	Chief Executive
Rob Smyth	Director of Strategy, Technology and Transformation
Other attendees	
Angela Daniel	Senior Business Support Partner, minute taker
Nick Entwistle	UNISON
Ruth Mullan	Head of Membership Experience & Services
Suhan Rajkumar	Bates Wells
Barbara Eze	Bates Wells
Magdelana Menzies	Observer
Tabbi Nganga	Observer

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

Item	Main point
1.	Meeting business

Item	Main point
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 of interest.
1.2	Approval of BAOT Council minutes Resolution Council approved the minutes of 23 January 2025
2.	BAOT Annual reports and accounts Purpose / issue for consideration CJO presented Council with the BAOT audited annual report and financial statements for the 2023-24 year for approval, along with the management response to the auditor's letter. The annual report included consolidated financial statements for both BAOT and its subsidiary, RCOT. Resolution Council approved: • BAOT's annual report and financial statements for 2023-24 in its capacity as Trustees of the charity • The letters of representation for the auditors for BAOT • Delegation authority to the Chair, Vice Chair and CEO to sign on behalf of Council. Actions KM to ensure accounts are signed and make necessary legal filings to Companies House, the Charity Commission and OSCR. Key factors discussed and taken into account by Council The year-end audit process resulted in a further adjustment of (£0.52m) to the management accounts, primarily due to adjustments for investment property, membership subscription transfers, and late billings. The auditors provided a clean audit verdict, but identified three new points for the current period, which was addressed in the management letter.
3.	Membership subscriptions Ruth Mullan (RM), Head of Membership Experience & Services joined the meeting. Purpose / issue for consideration Steve Ford (SF) presented the paper which outlined three options for the 2025 subscription model and their impacts on the five-year financial plan. Resolution

Item	Main point
	Council voted to select one of three options for members' fees for 2025-2026. The vote was split across all three options, with no majority. A second vote was taken and Council voted to approve Option 2, as follows: • Full professional – 4.5% increase • Newly registered – 35% discount for two years • Associate – 4.5% increase • Self-employed – 4.5% increase • Overseas – 4.5% increase • Apprentice – 4.5% increase • Student – 3% increase • Retired – 3% increase • Career break – 4.5% increase • 30% parental leave discount for one year • Increased hardship fund of up to £20,000 Actions AA offered to talk to new students to gather views on fees. RM to follow up. Key factors discussed and taken into account by Council Financial factors • 87% of income came from membership fees, and operating costs had risen by 17% due to inflation. Market research showed that many professional bodies increased fees annually. • The budget for 2025/26 assumed a fee increase. If the proposed membership fee changes were not agreed upon by Council or approved by members, a significant income shortfall would need to be addressed. Implementing the proposed fee uplifts this year was expected to enable much lower fee increases in future years. • If the resolution failed at the AGM, the window of opportunity to raise fees in time for the next annual re-subscription cycle would have been missed. It might be possible to convene an EGM, but this would be challenging and costly. • A long-term plan with regular, smaller increases was needed. Value for / impact on members • Since 2022, membership rates had not increased, but new benefits and initiatives were introduced, including a CPD platform, digital library access, and improved insurance cover. • Proposed changes for 2025/26 included fee increases with tailored discounts and enhanced concessions in order to retain newly registered OTs and support members facing hardship or parental leave. • The impact in monetary terms was highlighted, and it was acknowledged that any agreed increase would feel painful for some. It was acknowledged that there was never a good time for fee increases from a membership perspective, and members need to feel valued. • The in-person AGM in Scotland meant that many members would not be able to attend to vote at the AGM, however all members could appoint a proxy to vote on their behalf and there would be drop-in sessions in the lead up to the AGM to address questions for those who could not attend.

Item	Main point
	Communications Communications must be clear and engaging, otherwise members may not look at the details. Positioning and demonstrating value were deemed essential, particularly in relation to MyRCOT.
4.	Governance review: approve draft Articles Barbara Eze and Suhan Rajkumar joined the meeting. Purpose / issue for consideration Revised Articles of Association for both BAOT and RCOT were presented to Council for their consideration in order to take these to the next stage of approval. Resolution - Council approved the presented Articles of Association for distribution to members and in doing so discussed and approved the following changes: - Quorum for General Meetings would be raised to 40 members. - Extension to a Council members term of office would be subject to a requirement of 75% of Council members voting in favour. - Any vacancy between elections would remain unfilled until the next election. Provision to appoint a runner-up was discussed but rejected. - Inclusion of a break clause of 12 months. - Strengthened requirements in relation to the power to remove a Council member, specifically higher quorum and a voting threshold of 75%. - Additional definitions as recommended by Bates Wells. - Council approved in principle in its capacity as sole member of RCOT and acting in furtherance of RCOT's charitable objects the proposed new RCOT Articles of Association for sharing with members for feedback and approved RCOT Board to apply to the Charity Commission/OSCR for approval to make the proposed changes (formal adoption by BAOT to take place subject to those approvals). In doing so they explicitly approved: - The proposed new powers have been expanded to include activities essential for a modern charity, such as the ability to create a subsidiary. - Reverting the Articles to the previous position whereby elections were not specified in relation to Association Trustees. - Increasing the quorum of Board meetings. - Additional definitions recommended by Bates wells. Actions KM to share final Articles with Council prior to circulation to members. Key factors discussed and taken into account by Council The proposed Articles represented the work on the second phase of the Governance Review and the final set of changes to Articles requiring member approval. There had been a detailed review and revision of the BAOT Articles and subsequent updates to the RCOT Articles to align these with changes in the BAOT Articles and pick up remaining changes requiring Charity Commission approval. Most proposed changes had already

Item	Main point
	been agreed in principle and were only to be discussed at the meeting if objections were raised. Since the June 2024 AGM, a new People and Nominations Committee had been established and was actively supporting trustee recruitment, CEO appointment, pay awards, and equality, diversity and belonging (EDB) strategy development. A skills audit of the RCOT Board had also been completed to inform recruitment. In deciding on the changes presented Council considered: • The importance of not creating too many restrictions for vacant roles to be filled on Council. • Compliance with relevant law and legislation. • Council being able to manage significant performance or conduct issues amongst their number in a confidential and appropriate manner. • Balancing increased quorum at AGMs with the expense and disruption of reconvening in the event of not achieving quorum. • Ensuring the Articles were fit for the future and allowed Council and the Board to undertake necessary activities on behalf of the organisations, such as establishing trading subsidiaries or setting up bank accounts.
5.	AGM notice and papers, election papers, and verbal update on Members' Day Purpose / issue for consideration Council were required to review and approve the formal AGM documents. Resolution Council approved the AGM notice and explanatory notes, along with the letter and proxy form and authorised the CEO to approve final adjusted versions. Actions None. Key factors discussed and taken into account by Council It was noted that some final details related to web pages and formatting still needed to be finalised as part of preparing print proofs. A discussion highlighted ongoing concerns about the cost and legal requirements of the postal voting system, which is mandated by Union law. This year's AGM would be held in person, with no plans to live stream the event due to budget constraints. This decision can be revisited next year as part of the budgeting process. Last year's online attendance was low, with only 45 members joining.
6.	UNISON update

Item	Main point
	Nick Entwistle (NE), UNISON Representative, joined the meeting. Purpose / issue for consideration NE presented a standing report to Council as part of their management of the Unison contract for union services to members. Resolution None. Actions NE will share further details on emerging matters with the Council when possible. If anyone requires a specific briefing on any of the items, please inform NE. Key factors discussed and taken into account by Council During the UNISON health conference, several key topics were discussed: • In England, non-pay recommendations from the 2023 AfC pay deal were agreed upon by the Secretary of State on 9 April, with 36 out of 37 recommendations accepted, and the nurse-only pay system formally rejected. • The Scottish Government made a two-year pay offer on 8 April, including a 4.25% rise for 2025/2026 and a 3.75% rise for 2026/2027, with an inflation guarantee. • UNISON's campaign for pay escalation in England, Northern Ireland, and Cymru Wales intensified from December through March, leading to further member consultations starting 14 April. • NHS England's "foundations for reform" included workforce cuts and new guidance, with trade union responses and member support. • Elsewhere, fair work agreements and developments for occupational therapists were highlighted. Council discussed operational clarity for occupational therapists in Scotland working in integrated care partnerships. These therapists often work on separate contracts, leading to pay disparities between those employed by the NHS and local authorities. A conversation highlighted a significant milestone for the OT panel, as they presented a motion at the conference for the first time. It was noted that this was an important step in addressing UNISON's shortcomings in valuing the social aspects of health and well-being in their JE campaigning. The achievement was recognised as a proud moment and a valuable internal lesson. Council discussed the growing pay discrepancy for youth members in higher education institutions (HEIs) compared to NHS increases, highlighting their crucial role in training occupational therapists for the NHS. HEIs were on UNISON's agenda, with efforts to balance higher education pay despite financial challenges and changes in student funding. BAOT members have formal recognition in the NHS, and through UNISON membership, they are represented in local government and education sectors. Activism and proper employer details are essential for improving education pay.

Item	Main point
7.	AOB No other business
	These minutes are agreed by the Council as a true record of the meeting. Signature: <u>Odeth Richardson</u> Minutes signed by: <u>Odeth Richardson, Chair of Council</u> (name in capital letters) Date: <u>1 August 2025</u>

Action summary table

Item	Action	Owner
2	KM to ensure accounts are signed and make necessary legal filings to Companies House, the Charity Commission and OSCR.	KM
3	AA offered to talk to new students to gather views on fees. RM to follow up.	RM
5	KM to share final Articles with Council prior to circulation to members.	KM
6	NE will share further details on emerging matters with the Council when possible. If anyone requires a specific briefing on any of the items, please inform NE.	NE

Approved minutes of a meeting of the RCOT Board of Trustees

Held on 10 April 2025, at Phoenix House, 106-114 Borough High Street, London SE1 1LB

Council members present	
Name	Position
Aisling Durkin	Trustee, Northern Ireland
Dr Anita Atwal	Trustee, Research and Development
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)	
CJ Odeleye	Head of Finance
Clare Cochrane	Director of Brand and Marketing
Kate Monro	Head of Governance and Compliance
Karin Orman	Director of Practice and Innovation
Satvinder Reyatt	Director of People, Finance and Governance
Steve Ford	Chief Executive
Rob Smyth	Director of Strategy, Technology and Transformation
Other attendees	
Angela Daniel	Senior Business Support Partner, minute taker
Dr Gill Ward	Head of Research & Innovation
Ruth Mullan	Head of Membership Experience & Services
Thea Healy	Head of Profile and Campaigns
Magdelana Menzies	Observer
Tabbi Nganga	Observer

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

Item	Main point
1.	Meeting business Introductions were made for the observers and the Chair thanked Steve Ford (SF), Paul Dunning (PD) and Ruth Mullan (RM) as this would be their last meeting.

Item	Main point
1.1	Declaration of conflict of interest No declarations were made.
1.2	Approval of RCOT Board of Trustee minutes Resolution Board approved the 23 January RCOT Board of Trustee minutes subject to an amendment from Jackie Gordon (JG) in item 10, the Partnership group should be changed to the Chief AHP Office's Green Partnership Group. Action AD to amend 23 January minutes.
2.	Standing management reports RM Joined meeting Purpose / issue for consideration The CEO presented his standing report to ensure the Board was abreast of key developments and achievements since the last meeting. Key point highlighted were: 1) The rollout of MyRCOT; 2) Current financial challenges; 3) Membership growth and the contribution of the outgoing Head of Membership. The following standing reports were also presented: • Finance report • Membership growth • Organisational performance report • Risk report. Resolution None. Actions None.
2.1	Key factors discussed and taken into account by the Board CEO report – presented by the Chief Executive There had been a delayed start to the launch of MyRCOT by a couple of weeks allowing the team to ensure a seamless launch on 15 April, SF reflected on the hard work and achievements of everyone involved in the project; the financial challenges, and the struggle to meet targets, emphasising the need for a clear trajectory towards a balanced financial position before his departure; and RM's significant contributions to RCOT, particularly in membership growth. The Board were updated on the preparations for the launch. The delay provided the team with the necessary time to finalise system testing, and the team are now confident in the readiness for the go-live. CC discussed managing communications to members, noting that two weeks after the launch, activation emails will be sent out, providing details on the

Item	Main point
	Communities network, digital OTnews, the digital library, and many resources. RS emphasised the magnitude of the project, particularly the integration of single sign-on for the member portal and linking to OpenAthens and CPDMe, ensuring a comprehensive experience for members.
2.2	Finance report – presented by the Head of Finance The Board were provided with an overview on the financial strategy to deliver long term financial stability an update on the conclusion of the recently concluded Q1 reforecast exercise. It was initially projected that the deficit would be (£150k), however, after a reforecast exercise, the deficit was revised to (£396k). The Board queried: • the continuing deficit and plans to address this • use of reserves from the transformation fund and communities pot • clarity in the presentation of financial data • unforeseen expenditure, e.g. IT licences and increased support spend • slower than anticipated rental income • assumptions made when presenting proposals to the Board • membership growth assumptions and the need for improved planning to prevent similar issues in future. The Board noted: • active measures were being taken to manage the financial risks and deliver the revised plans • despite the challenges, SLT were still confident in achieving the long-term financial strategy and priorities, focusing on growing income, aligning costs with income levels, moving to a leaner model and contributing to reserves from 2025-26 • without reallocating reserves, the actual financial pressures amounted to £696k. • other decisions were made to ring-fence funds and offset some of these pressures, with most of the expenditure being non-recurring • the building investment was still delivering a significant return although it had not matched the anticipated income to date • planned actions to actively manage the financial pressures includes providing monthly financial updates to the Board, setting up a finance sub-group with AIRC, and improving budget management and financial controls. The financial strategy included marketing new membership propositions, agreeing on fee uplift proposals, diversifying income, and implementing a commercial strategy. Cost reduction efforts involved delivering OTnews digital plans in a phased approach, ensuring value for money across all non pay activities, continuing pause on recruitment, and exploring further cost reductions. The goal is to grow reserves, aiming for a minimum buffer of £5m in free reserves by 2028-29. Ongoing financial risks included the current model of OTnews, increases in ER's NIC, annual pay awards, lower member growth, slow commercial strategy progress, and tenancy income delays. The results to the end of February 2025 were also presented, and this showed the performance to date was (£43k) behind target.
2.3	Membership growth – presented by Head of Member Excellence

Item	Main point
	The Board were provided with an update on the membership growth programme, detailing performance against targets for Q2 2025, the 2024 renewals, and progress and priorities for Q3. Membership growth exceeded targets by 172 members, with a market share of 67.7% among HCPC registered OTs. Student and associate categories showed strong growth, while professional growth lagged, impacting income. Challenges included converting students to newly registered members and overseas numbers being under target. Efforts to improve renewals reduced member losses to 584, aided by a comprehensive arrears management campaign. The growth programme, six months in, showed positive impacts from new initiatives, with key focuses for the next quarter including launching a value propositions survey, advanced insurance cover, and a membership marketing growth campaign. - Continuing to work with CSP and they will be publishing a report on their growth which RCOT will have access to. To note that CSP have a significant independent sector so a slightly different market. - The collaboration with an external company called Chord last year to assist with the transformation project. This partnership was beneficial as it provided valuable insights and benchmarks. Despite the busy period, the campaign was cost-effective and delivered good results. The campaign was considered successful, and there is an awareness of ongoing transformation efforts and the need to discuss skills further. RM left the meeting
2.4	Performance report – presented by Director of Strategy, Technology and Transformation The Board were presented with an overview of performance across core business areas for January and February 2025. It highlighted that overall performance was positive, with most indicators meeting or exceeding expectations. RS gave an overview of the introduction of a new business assurance model and KPI dashboard, ongoing enhancements to performance dashboards, and the upcoming implementation of new performance targets following the launch of the MyRCOT system.
2.5	Strategic programmes update – presented by the Director of Strategy, Technology and Transformation The Board were updated on the progress of four priority programmes: Digital Transformation (MyRCOT), Membership Growth, Commercial Growth, and Professional Leadership. Significant progress was reported across all programmes, including the final stages of the MyRCOT launch, positive membership growth, ongoing commercial partnership opportunities, and the near completion of the professional leadership programme plan. The Board was informed of the continued development and refinement of these initiatives. An overview of the workforce strategy was provided by Karin Orman (KO), with further discussion planned for the July meeting.
2.6	Risk report – presented by Head of Governance and Compliance The Board reviewed the risk report. Key discussion points were:

Item	Main point
	• The abolishment of NHS England and whether this should be included as a risk. It was confirmed that RCOT were working with other AHP's to identify risks. There was currently a piece of work around safe staffing and AHP leadership framework. Further information will be included in future Board meetings. • Band 5 vacancies and posts – it was noted that monitoring was necessary due to the patchy nature of the situation. The government announced plans to incentivise work in high vacancy areas, but the NHS plan's details and timing remained uncertain. Workforce risks also included proposed changes to apprenticeships, with ongoing efforts to gather details. A clearer picture was expected by July. • Risks around the geopolitical situation was mentioned, including tariffs, and their impact on the business. This was being monitored. • The need for a shared risk appetite as a part of a formally agreed policy. • The importance of considering climate risk in reporting, especially in light of its higher prioritisation by global forums and other organisations.
3.	RCOT Annual Report and accounts Purpose / issue for consideration The Board were asked to approve the audited RCOT annual report and financial statements for the 2023-24 year, along with the letter of representation to the auditors, and to note the auditor's report with management response. Resolution The Board approved: • RCOT's annual report and financial statements for 2023-24 in its capacity as Trustees of the charity. • The letter of representation from to the auditors. • Delegated authority to Chair, Vice Chair (CH) and CEO to sign on behalf of the Board of Trustees. Actions None. Key factors discussed and taken into account by the Board AIRC had reviewed the annual report, financial statements, and auditor's management letter, confirming the Charity's position up to 30 September 2024 and recommended the RCOT accounts for formal approval by the Board. The draft year-end management accounts reported a reduction in reserves of (£1.56m), while the audited accounts showed a movement of (£2.08m), with a further adjustment of (£0.52m) resulting from the year-end audit process. The auditors flagged risks regarding some income generating activities and tax exposure. It was suggested that a trading subsidiary be established to house these activities and

Item	Main point
	future income generating activities not fitting within the charitable objectives. Governance aspects were being reviewed with tax advisors.
4.	Developments with digital library Dr Gill Ward (GW), Head of Research and Innovation joined the meeting Purpose / issue for consideration KO and GW provided an overview of the RCOT library disband project, previous RCOT business paper deposits with the Wellcome Trust, and the management and preparation of future Wellcome Trust donations, for Board approval. Resolution The Board approved: • RCOT should continue to donate organisational business papers and material with the Wellcome on a 5 yearly cycle • The next RCOT donation to Wellcome would be made in 2027 including material that should have been included in a 2022 deposit Actions None Key factors discussed and taken into account by Board From March 2020, RCOT transitioned to hybrid working and approved a digital-only library in March 2021, closing the physical library. The librarians worked to place materials in public collections, and an archive consultant was engaged for special items. Previous Wellcome deposits were discussed, including issues with copyright transfer and paperwork inaccuracies. The next donation to Wellcome was planned for 2027, under a revised agreement including copyright transfer. • Focusing on rehoming physical copies of documents in the library as part of a disband project, with items currently in storage being processed. Additionally, digital archiving and accessibility for members through the Wellcome deposit and OpenAthens were addressed, ensuring continued access to e-books and e-journals. • KO addressed changes in copyright agreements affecting the archiving of deposits, which had not been archived since 2017. The new agreement focused on electronic materials, ensuring intellectual property rights were retained for direct sharing requests. They had explored scenarios with the Wellcome Trust archivists and confirmed coverage under the CCBY license. The decision to continue depositing materials with Wellcome was considered, highlighting the sustainability and expertise benefits compared to internal archiving.
5.	Research and Innovation strategy Purpose / issue for consideration GW presented an overview of the strategy and three-year action plan for occupational therapy research and innovation in the UK, including a vision for embedding research and

Item	Main point
	quality improvement into practice. It was developed through workshops, consultations, and feedback from various stakeholders, including members, people with lived experience, and advisory groups. Following board confirmation, the new strategy and action plan are set to launch in May 2025. Resolution The Board approved the new Research and Innovation Strategy and three-year action plan Actions None Key factors discussed and taken into account by Board • It was noted how accessible the material was for individuals not focused on research, particularly in connecting with the quality improvement initiatives within the NHS for junior staff. • The Welsh action plan and the upcoming national action plans, written for the Welsh Government, provided valuable insights that could be applied broadly. • The discussion highlighted the need for caution regarding the emerging technology landscape, particularly the use of artificial intelligence in occupational therapy and the commercialisation of such innovations. • The importance of GDPR compliance in data collection and patient details optimisation was noted. • Another project was mentioned, focusing on providing guidance on generative AI in education, research, and practice, with an acknowledgment of the ethical challenges related to GDPR and patient records. Efforts were underway to produce guidance for members, addressing numerous enquiries from professional advisory services. GW left meeting
6.	International report Purpose / issue for consideration KO summarised RCOT's international engagement through WFOT, COTEC, and ENOTHE. Since April 2024, RCOT aligned its workforce actions with WFOT activities, responded to several WFOT surveys, and exchanged information with WFOT members. KO highlighted the activities, shared evidence, and promoted WFOT's value through articles and visits. Resolution None Actions None Key factors discussed and taken into account by Board

Item	Main point
	Board discussion focused on raising the international profile of RCOT by supporting occupational therapy programs in the Middle East and sub-Saharan Africa. Concerns were raised about human rights issues in some countries and the ethical implications of collaboration. It was emphasised that any partnerships would be carefully considered and discussed with SLT and Board. The conversation also highlighted the need to balance support for development without appearing to drive it, and the importance of leveraging RCOT's resources to aid other associations. Further exploration and proposal development were deemed necessary.
7.	Use of X Thea Healy (TH), Head of Profile and Campaigns joined meeting Purpose / issue for consideration The paper provided background information on RCOT's current use of X, the response of similar organisations, and insights from social media agencies, members, and colleagues. The consensus was that X no longer aligned with RCOT's values, and the recommendation was to leave the platform to demonstrate leadership and protect the organisation's reputation. Resolution Board approved the recommendations: • That in May we announce our intention to leave X, and to cease posting by the end of July 2025 • That we retain our accounts to enable us to protect our reputation should that become necessary Actions None Key factors discussed and taken into account by Board The recommendation was to leave the platform in a managed way, announcing the intention in May 2025 and ceasing all posting by the end of July 2025. During the transition, member insights would be gathered to determine preferred platforms, and a communications campaign would inform members of the decision and help them follow RCOT to new platforms. Engagement with high-profile supporters would be reviewed, and key performance indicators for communications would be adjusted. The Board was advised to leave X accounts dormant to prevent impersonation and manage reputation, allowing for a potential return if the platform becomes safer in the future. Board discussed where to follow RCOT, with suggestions including Facebook, Instagram, Threads, and Bluesky. It was noted that there was a need to build up presence on Threads and Bluesky. The organisation had started to build presence on Threads, acknowledging that members are likely to be on multiple platforms and followers would increase. There was agreement on keeping the account active with a clear narrative on safeguarding the organisation, and ensuring communications were clear. It was emphasised that the same information should be posted on both Threads and Bluesky, which was the intended approach.

Item	Main point
	TH left meeting
8.	Any other business The Board discussed the increase in members seeking support for fitness to practice, noting a high number of international recruits as a particular concern. Points discussed were: • The issue was not unique to the OT profession and efforts were being made to provide support through an international hub of resources. • The Professional Advisory Service (PAS) has been running a support group for those undergoing lengthy investigation processes, which has been well received. • There were also discussions with the HCPC about the delays and the need for more efficient processes. • Record keeping and report writing were the primary standards that individuals were failing to meet, leading to formal complaints. • HCPC had become more open to pre-complaint discussions, streamlining the complaints procedure to reduce delays. • Malicious claims, which lacked evidence but still required investigation, caused delays for legitimate complaints. • Whether updated professional standards and tools were needed. Actions JH requested more information from KO on the makeup of OTs being reported for Fitness to Practice concerns.
	These minutes are agreed by the Board of Trustees as a true record of the meeting. Signature:  Minutes signed by: <u>Odeth Richardson, Chair of the Board of Trustees</u> (name in capital letters) Date: <u>1 August 2025</u>

Action summary table

Item	Action	Owner
1.2	AD to amend 23 January minutes	AD
8	JH requested more information from KO on the makeup of OTs being reported for Fitness to Practice concerns.	KO