

British Association of Occupational Therapists (BAOT) Council Meeting Minutes

Date	23 January 2026
Location	Online via Microsoft Teams
Status	Approved
Date approved	BAOT Council meeting held on 15 April 2026
Classification	Member paywall

Council members present

Name	Position	Items
Odeth Richardson	Council Member, Chair	All
Aisling Durkin	Council Member, Northern Ireland	All
Jackie Gordon	Council Member, England	All
Neil Carnegie	Council Member, Scotland	All
Cathryn Holding	Council Member, Industrial relations	All
Paul Dunning	Council Member, Wales	All
Janine Hackett	Council Member, Learning and Development	All
Dr Sureshkumar Kamalakannan	Council Member, International Affairs	All
Dr Anita Atwal	Council Member, Research and Development	All

In attendance

Name	Position	Items
Gary Waltham	CEO	All
Satvinder Reyatt	Deputy CEO	All
CJ Odeleye	Interim Associate Director of Finance	All
Clare Cochrane	Director of Brand and Marketing	All
Karin Orman	Director of Practice and Innovation	All
Kate Monro	Head of Governance and Compliance	All
Rob Smyth	Director of Strategy, Technology and Transformation	All
Angela Daniel	Senior Business Support Partner, minute taker	All
Nick Entwistle	National Officer, UNISON	3.2
Nasrin Warsame	National Officer, UNISON	3.2

Observers [redacted – confidential]

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

Item	Main points
1.	Meeting opens: welcome and apologies Introductions were given for observers.
2.	Meeting governance and administration
2.1.	Declaration of conflict of interest No declarations of interest.
2.2.	Approval of BAOT Council minutes Resolution Council approved the minutes of 2 October 2025 BAOT Council meeting. Action None.
2.3	Review matters arising None Forward planner Council was reminded that the planner is a live document and would continue to change as new items emerged. Council members were reminded that any requests for items would be reviewed and scheduled appropriately by the Chair. Council members were requested to contact the Chair in advance to add any agenda items for future meetings.
3.	Standing reports
3.1	Group management accounts Purpose / issue for consideration The Council received an update on the Group's financial performance and monthly management accounts Resolution None. Action None. Key factors discussed and/or considered by Council Council heard that the 2024–25 full year results exceeded forecast by £145k, with income and cost control both outperforming expectations. Group reserves closed at £12.8m, reflecting a £0.9m reduction mainly due to operating results and planned use of designated funds.

Item	Main points
3.2	The 2025–26 Q1 position showed a forecast surplus of £45k, slightly ahead of budget, driven by improved tenancy and commercial income alongside continued tight expenditure management. Reserves had increased marginally to £12.9m. Key financial risks for the year related to tenancy renewals, membership income, event uptake, vacancy related cost management, and BAOT Unison fees, all of which were being actively monitored with mitigation actions underway. UNISON performance report Nick Entwistle and Nasrin Warsame, UNISON, joined the meeting. Purpose / issue for consideration Council received a performance update from UNISON, with a request to endorse work to explore ways in which BAOT members of UNISON could have access to Labour Link membership. Resolution Council was unable to endorse the Labour Link membership work at this stage. Action Further information and a proposal outlining the membership option, associated processes, and implications were to be prepared and brought back to Council for consideration. Key factors considered and/or discussed by Council A brief summary of the UNISON Performance Report was given, noting ongoing delivery of core industrial relations services and the positive assessment of partnership KPIs, including effective liaison structures, stewardship arrangements, and representation across national forums. [redacted – confidential] Performance against key standards, including stocktake meetings, stewardship support, policy input, complaints handling, and national representation, remained broadly on track, although membership reconciliation processes and steward network sustainability continued to require joint focus. UNISON also provided updated membership and steward activity data, together with context on wider partnership structures and pay setting arrangements. A clarification was provided that, although stock-take meetings had been scheduled internally, final agreement with UNISON had not yet been confirmed, and this needed to be reflected as an amendment to the paper presented to Council. Key points raised by Council were: • The timing of updates on the fee related decision. • Shared progress on leadership engagement work, including new dual branded materials and improved data sharing processes. • Membership data tables, rounding errors, and the need for clearer definitions to support strategic planning for leadership and steward representation across sectors. • Expanding training and developing broader pathways for workplace involvement.

Item	Main points
	[redacted – confidential]
4.	Strategic discussion and decisions
4.1	AGM Agenda Purpose / issue for consideration Council was asked to review and approve the proposed agenda for the 2026 BAOT AGM, an online event scheduled for 25 June 2026. Resolution Council approved the agenda in principle and delegated authority to the Chair to make final adjustments before formal papers are approved at the April Council meeting. Actions KM to arrange testing of the online platform to ensure no issues with NHS firewall. Comms plan to be developed to increase participation and attendance (minimum quorum requirements of 40 members). Key factors considered and/or discussed by Council • Costs for delivering the AGM and wider election project were estimated at £60k, with the event element costing around £8k. The high total cost is largely due to the Trade Union Law requirement to send election ballots via post. • The new quorum requirement of 40 members was noted. • It was confirmed that there would be no RCOT Open Meeting alongside the AGM this year due to an already busy member engagement calendar. • Council noted that holding the AGM during lunchtime rather than early evening might enable more people to attend. • It was suggested to consider linking the AGM with another event to attract attendees. • The need for a clear and timely communications and engagement plan was highlighted, along with ensuring that the chosen online platform was accessible on NHS and local authority systems. • Consistent messaging, practical accessibility, and early encouragement through established networks would be essential for improving member involvement.
4.2	[redacted – confidential]
4.3	UNISON contract update [redacted – confidential]
4.4	Succession for AIRC Committee Chair and recommended change to AIRC ToR Purpose / issue for consideration Council was asked to approve an amendment to the Audit, Investment and Risk Committee (AIRC) Terms of Reference to allow more flexibility with regards to the Chair's term of office, and the extension of the incumbent Chair's term for the period of one year. Resolution Council approved:

Item	Main points
	An amendment to the Audit, Investment and Risk Committee Terms of Reference to allow more flexibility with regards to the Chair's term of office; and Extension of the incumbent Chair's term for the period of one year. Action None. [redacted – confidential]
5.	AOB It was proposed that the final deadline for election nominations be extended from 7 April to 17 April. This extension would allow potential candidates more time to observe Council and Board meetings in April, which was considered an important part of the nomination process. Although the change would create a tighter turnaround for submitting information to Civica, it was felt that offering this additional opportunity for observers was beneficial. Resolution Council approved extending the deadline for election nominations to Friday 17 April 2026.

These minutes were approved by the Council at the meeting held 15 April 2026	
Signature	<u>Odeth Richardson</u> Odeth Richardson (Apr 30, 2026 20:10:23 GMT+1)
Name	Odeth Richardson
Role	Chair
Date signed	30/04/26

Action summary table [redacted – confidential]

References [redacted – confidential]