

HEOPS

Higher Education Occupational Physicians / Practitioners

HEOPS EXECUTIVE COMMITTEE MEETING

Teams Meeting 25th April 2024 at 16:00

Meeting

1. Apologies – Neil Coutinho; Martin Tohill; Christina Bond; Gary Malcolm
2. Attendance – Max Hill, Janet McGettigan, Ali Hashtroudi, Philippa Hawkins
3. Minutes of HEOPS Executive meeting 25th April 2024
4. Matters arising from the minutes:
 - (i) AH to approach speaker for infectious diseases webinar
 - (ii) complete
 - (iii) complete
 - (iv) Review Terms of Reference (ToR) for HEOPS Exec Committee
 - (v) Online AGM with HEOPS once draft ToR reviewed by Exec
 - (vi) One of the Committee to contact the HEOPS list regarding appetite for attending a face-to-face conference.
 - (vii) AH to draft a paper on provision of seasonal 'flu vaccination – AH to confirm whether action completed
5. Finance – additional signatory on the account – to be carried forward
6. Review of HEOPS Guidance – AH – all bar one drafts have been submitted. Outcomes are quite harmonized and have a similar appearance. Plan to meet to ratify these but this isn't required as the template has enabled a coherent look. Sense check to ensure the same approach for commonalities referenced ie Equality Act for instance. Then to be shared with the HEOPS membership and the relevant professional Councils plus the Regulators.

Action: AH to ask the Working Group to review another group's work.

Action: AH to discuss with GM on how we provide access to HEOPS membership of these documents for consultation and draft the wording to the membership.

Action: AH to arrange meetings with the Regulators, Councils & Universities

7. Review of Constitution amendments – postponed to next meeting.
8. UCEA H&S Committee Action Plan item: Monitor the progress of the government taskforce on Occupational Health and inform the Committee of implications for the HE sector – to discuss, postponed to next meeting

– AH Task & Finish group headed by Carol Black, Steve Boorman, Faculty, Society and Government Ministers. Meeting weekly / every two weeks. Focus on SME's.

9. Meeting venue, date and topic for 2024

10. AoB

11. Actions carried over:

- AH to approach speaker for infectious diseases webinar.
- HEOPS Exec to Review Terms of Reference (ToR) for HEOPS Exec Committee
- Online AGM with HEOPS once draft ToR reviewed by Exec.

12. Actions agreed:

- AH to confirm whether action to prepare a paper on provisional seasonal 'flu vaccination has been completed.
- AH to ask the Working Group to review another group's work.
- AH to discuss with GM on how we provide access to HEOPS membership of these documents for consultation and draft the wording to the membership.
- AH to arrange meetings with the Regulators, Councils & Universities
- AH to approach MT and NC to pick up questionnaire regarding Seminar topics with HEOPS membership and appetite for a face to face meeting

Meeting concluded at 4:40 pm

Date and Time of Next Executive 22nd May 2024 at 12:30 pm.