

HEOPs Board Meeting – Minutes

Date: 15 January 2026

Time: 16:00

Duration: 60 minutes

Location: Online (video conference)

Attendees

- Christina Bond
- Aliasad Hastroudi (Ali)
- Max Hill
- Gary Malcolm
- Abi Wren
- Janet McGettigan
- Hazel Bookham

Apologies

- None recorded.

Agenda

1. Guidance documents – final checks, terminology and referencing
2. Regulator feedback and launch/versioning approach
3. Conference planning (venue, dates, size, topics/speakers)
4. Future meeting frequency and governance items (Secretary/AGM)
5. Any other business

Minutes

1. Guidance documents – final checks

Ali confirmed the guidance is at the final stage, with only the English review outstanding. Christina is supporting with final language/formatting checks.

Discussion on whether to reference an HSE definition of “awkward posture”. The group noted the value of a shared understanding; however, Ali advised against adding references for individual definitions to keep references minimal. The group agreed not to change wording at this stage unless something is “obviously wrong”.

Abi queried whether the guidance should say “performed” rather than “maintain” awkward posture. Ali clarified that “maintain” is intended (e.g., dentists/surgeons holding posture for minutes), and reiterated no further wording changes.

Decisions:

- No changes to guidance wording unless an error is clearly incorrect; focus is spelling/grammar/punctuation only.
- Do not add an HSE reference solely to define “awkward posture” (keep references minimal).

2. Regulator feedback and launch/versioning

Ali reported most regulators have completed reviews or not responded. Remaining: General Pharmaceutical Council (GPhC) and Social Care Wales, Social Care Scotland responded negatively and declined involvement. HCPC did not engage.

The group agreed to use a simple versioning approach by adding the launch date to the footer/header rather than maintaining numbered versions.

Target “soft launch” date was confirmed as 1 February 2026 (at the very latest).

Christina will complete an English/consistency review of the documents over the weekend and send amendments (as a separate document in blue/marked-up form) to Ali next week. Ali will then provide Gary with a final folder (16–17 documents) for website upload the following weekend. Gary will conduct a final read-through prior to publishing.

Decisions:

- Use launch date as the “version” identifier.
- Proceed toward soft launch by 1 February 2026.

3. Conference planning

Venue: Leicester confirmed as preferred option (cheaper than Birmingham and no minimum numbers).

Numbers/cost: Ali suggested booking for 40–50 attendees; estimated venue cost ~£1,000 if booked for 50, with ability to adjust based on actual attendance.

Dates: Cathy to check availability for Fridays in March/April; the group preferred second half of April. Christina noted she cannot do March (travel) and that early April includes Easter. If no Friday is available, a Thursday was considered acceptable.

Topics/speakers: Ali will email initial suggestions; board members to add ideas promptly so speakers can be confirmed in good time.

Format: The group agreed to include a Q&A session on the guidance. Christina asked about having a “stand”; the group preferred Q&A plus informal discussion during breaks.

Board dinner the night before: suggested as an option. Funding discussion concluded that board members should not be charged to attend the conference (free registration), but

dinner/overnight/travel should be self-funded or reclaimed via members' organisations where possible.

Decisions:

- Confirm Leicester as venue and proceed to booking once dates are available.
- Aim for second half of April (Friday preferred; Thursday acceptable if needed).
- Board members will not pay conference registration fees; dinner/overnight/travel to be self-funded or claimed via employers as appropriate.
- Include a guidance Q&A session in the programme.

4. Future meetings and governance

The group agreed that once the guidance is launched, meeting frequency can reduce from monthly. Quarterly meetings were preferred over six-monthly.

A further meeting is required before the conference to finalise arrangements.

Board composition was discussed: membership considered full with Abi and Hazel joining. The Secretary role is currently a co-opted/temporary arrangement (Christina). It was agreed the Secretary position should be opened to members and confirmed via an AGM process if more than one candidate stands.

Decisions:

- Move to quarterly board meetings after the conference.
- Plan an AGM (timing to align with conference planning) to confirm roles, including Secretary.

Action log

<i>Action</i>	<i>Owner</i>	<i>Due</i>	<i>Status</i>	<i>Notes</i>
<i>Complete English/consistency review of all guidance documents and send marked-up changes to Ali (as separate document).</i>	<i>Christina Bond</i>	<i>Jan 2026</i>	<i>Open</i>	<i>Focus on spelling/grammar/punctuation; no wording changes unless clearly incorrect.</i>
<i>Await final input from remaining regulators (GPhC and Social Care Wales) and</i>	<i>Ali Hastroudi</i>	<i>Jan 2026</i>	<i>Open</i>	<i>Notify Christina/Gary if any changes affect documents.</i>

*incorporate only
necessary changes.*

<i>Add launch date/version information to guidance (date-based versioning).</i>	<i>Ali Hastroudi / Christina Bond</i>	<i>Before 1 Feb 2026</i>	<i>Open</i>	<i>Use launch date as version identifier.</i>
<i>Prepare and send final folder (16–17 documents) to Gary for website upload.</i>	<i>Ali Hastroudi</i>	<i>Jan 2026</i>	<i>Open</i>	<i>Planned “next weekend” after Christina’s updates.</i>
<i>Final read-through of documents and upload to website.</i>	<i>Gary Malcolm</i>	<i>Before 1 Feb 2026</i>	<i>Open</i>	<i>Upload final versions only.</i>
<i>Check Leicester venue availability for Fridays in April; identify options in second half of April and provisionally book for 50 attendees.</i>	<i>Cathy (via Ali)</i>	<i>ASAP</i>	<i>Open</i>	<i>Thursday acceptable if no Friday available.</i>
<i>Draft conference programme ideas (topics/speakers) and circulate for input.</i>	<i>Ali Hastroudi</i>	<i>ASAP</i>	<i>Open</i>	<i>Email suggestions to board; board to respond promptly.</i>
<i>Schedule pre-conference board meeting (date/time TBC).</i>	<i>Christina Bond / Ali Hastroudi</i>	<i>End Feb / early Mar 2026</i>	<i>Open</i>	<i>May be arranged by email if needed.</i>
<i>Plan AGM process to confirm Secretary role and any other appointments.</i>	<i>Board</i>	<i>TBC</i>	<i>Open</i>	<i>To be aligned with conference/communications.</i>