

# Minutes of the Q1 2024 Board Meeting of The British Occupational Hygiene Society

Thursday 14 March 2024

09:00 – 15:00

BOHS Board: June 2024 – Paper 2422 -Q2

To Approve

## Present:

Members of Board

Alex Wilson, President (Chair)  
Parmjit Gahir, President-Elect  
Chris Keen, Immediate Past President  
Jason Hodgkiss, Hon Treasurer  
Helen Pearson, Hon Secretary  
Sarah Leeson, FOH Registrar  
Jonathan Grant, FAAM Registrar (Virtual)  
Adrian Parris  
Damien Eaves  
Josephine McDonagh  
Mary Cameron  
Michael Robertson  
Nuala Flavin  
Susan Lett

BOHS Staff

Kevin Bampton, CEO (Virtual)  
Amy Allsobrook, Governance and Operations Manager

## Apologies and welcomes

Apologies were received from Clare Forshaw and Ceiran Trow.

## Absentees

None noted.

## Attendance at Board Committee Meetings:

Strategy & Governance	Finance & Commercial Planning	Policy, Publications & Technical
Helen Pearson, Hon Sec (Chair)* Ceiran Trow* Damien Eaves* Mary Cameron* Parmjit Gahir* Adrian Parris Alex Wilson Chris Keen Jason Hodgkiss Jo McDonagh Mike Robertson Sarah Leeson Susan Lett	Jason Hodgkiss, Hon Tres (Chair)* Alex Wilson* Clare Forshaw* Jonathan Grant* Chris Keen Damien Eaves Helen Pearson Parmjit Gahir Sarah Leeson	Sarah Leeson, Registrar (Chair)* Adrian Parris* Chris Keen* Nuala Flavin* Jo McDonagh* Mike Robertson* Alex Wilson Damien Eaves Helen Pearson Jason Hodgkiss Susan Lett

\*Core Board Committee Member

## Conflicts of interest

None noted.

## Matters Arising

None noted.

## Agenda & Action Log

The Board considered whether to remove the action to host an alumni event as it had been a long outstanding action. However, they were informed that plans are in place to host an alumni event celebrating BOHS' achievers and getting together international partners this year. BOHS is also looking to host an alumni event in India. The intention behind the alumni event was to promote BOHS' international presence. It was agreed that the action should be updated to reflect this and should be moved into the 'in progress' column.<sup>i</sup>

In relation to the action to consider a membership referral scheme, BOHS has launched a platinum membership package for the Faculty of Asbestos Assessment and Management (FAAM). The intention is to review how successful this offering is and if the results are positive, discussions will take place with the FOH Committee to see how the package may work for the Faculty of Occupational Hygiene.

The action to consider the structure of Board Sub-Committees will be discussed in the trustee only session as it was raised again during the Board Members' 1-2-1s. The action to consider Board Champions will also be part of this conversation. It was highlighted that this discussion arose from the need to have a Health and Safety Lead on the Board, which BOHS now has, however, it has become a broader topic for discussion.

The social media authorisation policy has been distributed to the Board. Therefore, this action can be moved to 'completed'.

The conflicts of interest policy remains in progress; the intention is to have this work completed within the next few months. It will need to be redistributed to the FOH Committee for consideration.

The marketing team now has a new marketing strategy to focus on with a clear direction and the CEO has implemented regular meetings with the team to improve marketing processes around the webinars, awards, and emails through the CRM system. These meetings are allowing the team to better understand some of the issues they are facing and how they can be resolved. The Board acknowledged an improvement in the quality checking of social media posts. However, the issue regarding members not receiving emails was raised again. The Board were informed that those who are receiving the BOHS marketing emails into their junk folders will need to accept BOHS as a trusted sender. BOHS has investigated and unfortunately, due to the use of a CRM system to distribute the emails, spam filter systems are picking them up as marketing emails. Therefore, there is not much that can be done on BOHS' end. The Head Office team will continue to use other channels such as social media to remind members to check their junk folders for important updates.

The Board acknowledged that this year, BOHS will be hosting a standalone awards evening on the day of the Q3 2024 Board Meeting. The meeting will be held at the awards evening venue in the morning, giving them the afternoon to prepare for the awards dinner.

The displaying of names of BOHS Presidents at Head Office was on hold due to resource, however, it was acknowledged that this would be a nice activity to complete before the Society's 70<sup>th</sup> Anniversary is over. Therefore, it was agreed that some head office resource would be allocated to completing this task in April 2024.<sup>ii</sup>

## Draft Minutes of Q4 2023 Standard Board Meeting

The Board approved the minutes of the Q4 2023 Standard Board Meeting subject to the following paragraph amending to read: "The article in draft **will be sent** to the FOH Committee's Strategic Working Group 4: Professional Publications and Communications to be formalised as guidance because it is good technical advice."

## Strategy & Governance

### EDMP Update

The Board noted that there were no proposals for Electronic Decision-Making over the last quarter.

### BOHS Strategy Update

The Board noted the paper, highlighting that most of the key developments have now been turned into Business-As-Usual activity.

A member of the Board queried which group was responsible for developing the syllabus for an introductory occupational hygiene module for universities and was informed that this was an activity being led by the Faculty of Occupational Hygiene (FOH) Committee's Strategic Working Group 3: Higher Education. In the detail, the update informed the Board that BOHS are looking for volunteers to be filmed as part of this initiative. The intention is to provide an alternative way of learning to reading so that it is more digestible and entertaining and would resonate better with modern higher education students. The volunteers can talk about any element of occupational hygiene that they are passionate about as the content can be used as part of this course primarily but can also be used for other resources purposes within BOHS. [REDACTED] offered to be filmed.

### Trustee's Annual Report

This paper was missing from the Board Book at the time of the Strategy and Governance Board Sub-Committee meeting. Therefore, a more in-depth discussion took place in today's meeting. It was acknowledged that the Officers of the Society were sent a copy of the Trustee's Annual Report ahead of its inclusion in the Board Book and have already had the opportunity to review it. The Board were informed that the auditors are still finalising the figures in terms of allocation of subcategories of funds in relation to governance (as a requirement of the Charity Commission). However, the bottom lines are all accurate and have been agreed by the auditors. Once this work is complete, the auditors will send their final auditor's statement.

A member of the Board highlighted that a full review of the risk register was needed and queried whether an adjustment was needed to the wording with the report in relation to the Board's scrutiny of the risk register. It was highlighted by members of the Strategy and Governance Board Sub-Committee that although a full in-depth review of the risk register was required, a review of the risk register takes place each quarter and the risk register remains a standing item on each quarterly Board meeting agenda. Therefore, the wording does not need to be changed. A full in-depth review will take place at the Q2 2024 Board meeting.

The Board approved the Trustee's Annual Report subject to a minor amendment on page 4 of the report to reword the following paragraph to: "2023 saw the Society engaging directly with **3 out of 4 Parliaments in the UK**, publishing for the first-time reports highlighting occupational hygiene challenges in Wales and in Scotland. BOHS worked extensively with Westminster Parliamentarians and its campaign against the sunset of Asbestos and Workplace Health Regulations by the (then) Retained EU (Revocation and Reform) Bill was explicitly cited in the decisive House of Lords Committee debate."

### Board Composition Review

The Board discussed the current composition of the Board and the outcome of the nomination process highlighting that new emails had been produced to encourage newer members to put themselves forward. Whilst nominations received for the Board were male dominated, this was the reverse for the Faculty of Occupational Hygiene Committee which received more female nominations. It was agreed that there needs to be some consideration around how to approach diversity for next year's nomination/appointment process.



The Board agreed to form a working group to consider the best ways to engage and encourage individuals to become Board Members for the 2025 nomination process as well as improve the overall composition of the Board.<sup>iii</sup>

### **Board 1-2-1 Feedback**

This agenda item was discussed in the trustee only session.

### **AGM Process and Notice for Approval**

The Board approved the AGM Process and Notice noting that the AGM has now moved to a Friday as requested. A member of the Board queried when the AGM script would be available and was informed that the scripts are currently being worked on and will be ready ahead of the AGM rehearsal.

The Board requested a list of who the nominees are moving forward for election for the Ordinary Board Member positions.<sup>iv</sup>

### **Risk Register**

The Board noted that the risk register is due a full review by the Board which will be carried out in Q2 ahead of and for a more detailed discussion in the Q2 2024 Board Meeting.<sup>v</sup>

At present there has been no significant change to the risk profile

Additionally, the previous Board meeting heard of concerns relating to the conferencing function and the CEO was pleased to report in this meeting that the plans put in place to mitigate these risks are having a positive impact.

### **Regional Coordinators**

The Board had an in-depth discussion on the advantages of having Regional Co-ordinators (RCs) in conjunction with the benefits that those volunteering receives (one-day free pass to the BOHS annual conference including travel and hotel). This year the cost is significantly higher because the conference is an IOHA conference and is being held in Dublin, Ireland.

At the recent Strategy and Governance Board Sub-Committee meeting, the committee discussed the level of engagement with the RCs noting that it was previously observed that some of the RCs were not as engaged as others and the President requested an update on this. After a follow up with the Chair of the RCs, those who had not been engaged confirmed to the Chair they will now be making plans for events within their region.

It was highlighted that there are a lot of new RCs being trained up as well and recruitment of RCs is ongoing for regions such as the East Midlands and Yorkshire.

It became apparent that one of the main improvements that can be made is to form a better connection and a more joined up approach between the RCs and the Faculty Committees in relation to webinars.

There was some discussion that the Regional Co-ordinators should be focusing on creating engagement through face-to-face meetings whilst webinars become a more centrally organised activity driven by the Faculty Committees. There was some concern that the activity of the faculties might not be enough content for a full year's programme. The Board reflected on the previous model where BOHS had topic leads and whether this was an avenue to revive.

A member of the Board suggested merging the Middle East and Africa regions into one region for 'International'. This will be discussed at the upcoming RC meeting. Whilst other regions within the UK were considered geographically too large for people to travel to face-to-face meetings. One suggestion was to break the UK regions up, whilst another suggestion was to hold a 'mini-conference' in the region that would warrant people taking time out of their day to



attend such as the Scottish mini-conference hosted by the Regional Co-ordinators for Scotland. There was also some discussion on how to make the face-to-face meetings more enticing such as having meetings in conjunction with a site visit. It was acknowledged that this type of activity is already being carried out.

The Board were reminded that the two faculties are responsible for Continual Professional Development (CPD) and therefore, moving the webinars under their supervision would be helpful because it gives them a route to market and provides a good governance focus as the Faculty Committees should be supervising where things are changing around their industry. This does not preclude general interest webinars, but Head Office should be prioritising the professional leadership from them. It was also highlighted that focus should be on FAAM as well as FOH. The Board agreed that a route be created to enable the scheduling and topics of webinars to be overseen by the Faculty Committees.

The Board discussed and agreed to introduce an annual Regional Co-ordinators' Report. It was highlighted that the detail of the RCs is included with the Head Office Quarterly Report. However, the Board feels it would be better to have a separate report to give the RCs the opportunity to highlight the positive impact they are making.

The Chair of the RCs queried what their budget would be for F2F meetings. They were informed that a particular budget for the RCs function will not be set. The finance will be managed by the Head Office team. It is unlikely that Head Office will say no to an activity which will be doing something positive for the Society. However, the finance needs to be fluid as funds may be used for other activities the Society needs to embark on.

## Financial & Commercial Planning

### Conferences update

#### IOHA2024

The Board heard that at present the focus is on releasing more sponsorship packages and promoting the conference heavily to gain more footfall. Sponsorship packages can be bespoke to an organisation. Those interested in sponsoring can get in touch with BOHS to see what sponsorship arrangements can be made. A member of the Board queried whether oil companies will be allowed to sponsor the conference. They were informed that this decision is for the IOHA2024 conference committee as this is not BOHS' conference.

[REDACTED] The next IOHA2024 Conference Committee meeting will be focused on promotion. The key sponsors are being asked to push the promotion of the conference from their organisations as well and have been asked for their marketing teams to liaise with BOHS's marketing teams to get the best impact.

The cost control measures placed in Q4 2023, have been considered a success with the conference looking promising with a more detailed eye on the financials to ensure the Society covers off any variables in terms of income.

[REDACTED]



The programme was received late due to awaiting approval from the conference committee to distribute. The programme is for information only and is subject to changes as speakers confirm their attendance. A few of the sessions may also move around to accommodate such changes.

### **LEV Conference**

BOHS are working to improve the outreach for the LEV conference. There was some discussion as to whether BOHS has approached all the relevant LEV bodies. A member of the Board has a list of bodies which BOHS may wish to connect with. They will be sharing the list with the Head Office team.<sup>vi</sup>

### **Emerging Leadership Institute (ELI)**

The leadership course proposed by the BOHS President at the previous Board meeting has received 84 applications. The event will take place at the IOHA2024 main conference hotel the weekend before the conference begins. The room can only hold 40 delegates. Therefore, the organising committee for this course will be reviewing applications to determine who would be the most suitable to accept onto the course. The hope is that by taking part in this course, the delegates will stay on and attend the IOHA2024 conference as well.

### **Corporate Occupational Hygiene Leadership Summit**

Following discussions with the BOHS President, and in line with his presidential theme, a Corporate Occupational Hygiene Leadership Summit is in development to give Corporate Occupational Hygienists a support network and chance to share their experiences and discuss their challenges, ranging from workforce issues through to strategy and engagement. They will also be able to discuss their opportunities to influence occupational hygiene. The summit will be held at BOHS' head office in Derby, ensuring that the event is low cost and there is existing resource available to support it.

The summit to a certain extent is a fact-finding mission to better understand the needs of Corporate Hygienists. The committee were reminded of a similar successful workshop carried out at the OH2017 conference by Alex Wilson and Dave Marsh, where there were around 70-80 attendees and one of the hot topics was KPIs. Standards have changed since this conference. Therefore, it would be good to know more about the current challenges and opportunities.

When discussed at the Finance and Commercial Planning Board Sub-Committee meeting, they discussed the importance of having something tangible come out of the summit that can be used to lobby. There is certainly a piece of work around the challenges of demonstrating and promoting the value of having a Corporate Occupational Hygienist, with a lot of organisations looking at cost cutting and considering whether a Corporate Occupational Hygienist is really required, particularly if they have an employed Occupational Health Professional.

A member of the Board queried whether there was an opportunity to open this event to professionals in consultancies who may have similar challenges and need to develop skills in different environments. They were advised that this exercise will be kept to corporate hygienists for the time being.

### **Update on M Qualifications Series**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

## **Policy, Publication & Technical**

### **Register of OH Professionals.**

Since the paper was written, all the eligible Associate Members of the Faculty of Occupational Hygiene and those who met the criteria for 'Qualified Occupational Hygienist (Provisional)' have been entered onto the Register. The next step is to do a data privacy review with members to ensure their data is correct before the register goes live. A communications plan for the launch has been drafted and is ready to be put in motion once a launch date has been confirmed.

The committee questioned why the FOH Committee introduced the 'Qualified Occupational Hygienist (Provisional)' expertise level on the Register. This is a temporary expertise level during 2024 for those professionals close to obtaining the qualifications required to be classified as a Qualified Occupational Hygienist. The committee heard from the FOH Registrar that the FOH Committee had discussed the best way to approach the inclusion of Associate Members of the faculty onto the Register and identified that some of those members would be very experienced but due to lack of opportunity or circumstances possibly out of their control such as the pandemic, they have been unable to take the Certificate of Operational



Competence in Occupational Hygiene (CertOH) which would give them Licentiate Status and allow them to be on the register as a Qualified Occupational Hygienist.

This temporary level satisfies an issue in terms of regulatory risk as although the register is voluntary, it has an impact on professional status and people's ability to trade. Under normal circumstances, members would be given a long period of notice of the publication of such a Register which is long enough to comply with the threshold. However, to avoid delaying the launch of the Register to satisfy the long notice period and avoid possible discrimination, this temporary level was created.

The Register of Occupational Hygiene Professionals' landing page has some useful links, including to the Competency Framework, and Frequently Asked Questions (FAQs) for the Register and the Competency Framework. Both sets of FAQs have recently been updated to reflect feedback from the member consultation and the webinar on the Register which took place in December and other questions that have arisen from members. It was suggested that these links are also available on the Register's page itself.

The competency framework requires no revisions following the recent member consultation. It has also been an inspiration for the European Platform for Occupational Hygiene's European draft Occupational Hygiene framework.

An LEV Advisory Group has been formed to provide support to the LEV industry. There has been a significant amount of engagement within the LEV community around the register and one of the topics of the inaugural meeting was to review and agree the wording of an LEV Specialist to be included on the Register of Occupational Hygiene Professionals. The final wording will be sent to the FOH Registrar before being implemented onto the register. The register has also driven interest in BOHS' Certificate of Competence (Control) qualification.

### **Member Science Initiative**

The member science initiatives continue to progress. There are two initiatives running 1) isocyanates and 2) respiratory crystalline silica (RCS).

The isocyanates initiative is progressing well. BOHS hope to see HSE confirm their approval to include their data to the pool. There is a formal process which needs to happen, which BOHS are following. BOHS has also secured a fully funded internship to support this initiative through the University of Derby, shortlisting has now taken place and there are three potentially suitable candidates. The next stage is to look at interview dates.

There was some discussion around implementing an ethics policy or setting up an ethics committee. It was acknowledged that the CEO has experience in this field from previous employment and informed the Board that the universities have their own departments that have ethics policies. It was highlighted that the HSE also has ethics policies within their research departments, however, like the ethics policies and procedures within universities, they are more complex than the needs of a small charity such as BOHS. The approach BOHS can take is to draw on and feed into the ethics policies of both parties to maintain good risk management. However, it was highlighted that BOHS does not currently have a research specific governance process, which the CEO is in the process of drafting.


In relation to the respiratory crystalline silica initiative, a call for companies to work with BOHS to pull together datasets was put out last year following the NORAC/ATAC data project on asbestos samples. Support has been positive – [REDACTED] have confirmed they are happy to share their data on RCS and have the research capabilities to take on some of the analytical work required. [REDACTED] have also confirmed that they are keen to engage with this initiative. If HSE confirm they are happy to include their datasets, BOHS will have a good triangulation for a framework for consulting with other organisations and encouraging them to take part. BOHS has secured funding and support to bring a researcher onboard for this.



The intention is to have both researchers working closely together but on the separate initiatives.


### Technical Report

The committee noted the paper with the following additional information:

1. The Energy Institute is carrying out research on direct reading instruments and are hosting a session at the IOHA2024 conference where they will be presenting case studies from the oil, gas and renewables sector.
2. 
3. A printed copy of Trevor Ogden's "300 years of protecting worker health" has arrived at BOHS head office for a quality check before being posted to Trevor Ogden. First proof, we identified a few print quality issues which have been rectified. A second proof is currently being produced.
4. The funds from the Amazon donation have now been received.

### External Engagement and Policy Report

The Board noted the report with the following additional information:

1. The HSE OH Liaison Group has disbanded following confirmation received by the Society of Occupational Medicine (SOM). The group was originally setup during the pandemic to provide a line of practice to deal with the challenges of Covid-19. The OH Multi-Disciplinary (OH-MDT) Forum has not superseded this group; however, they are looking to fill the gaps and carry-on important discussions which would otherwise be lost.
2. The GB HSE Work-Related Health Campaign Partnership held a meeting week commencing 04 March to discuss the campaigns that will run in 2024 and how the organisations can work with HSE to promote them. Silica will be a prevalent topic.
3. The OH-MDT forum met recently. The BOHS CEO was able to monitor the meeting whilst in another. The forum is currently focused on the development of occupational health in the worker health workforce.
4. 
5. BOHS's current representative on the Council for the Council for Work and Health (CWH) has indicated that she would be happy to pass on the representative role to another. It was highlighted that the CWH AGM clashes with one of the BOHS Board Meetings. However, it was acknowledged that the current representative is happy to remain the representative until a suitable replacement can be found and available for the upcoming meeting. The CEO provided the committee with details as to the importance of having representation on the CWH noting that it will be significant in

framing policy for expenditure on occupational health in broader terms and prevention is being pushed very hard.

6. The Safety & Health Engineering Partnership (SHEP) is holding a webinar on RPE and face-fit testing and are looking for a non-supplier speaker. They've reached out to BOHS in search of a suitable presenter and [REDACTED] is assisting in this search. It was also highlighted that BOHS pays a small annual fee to be part of the SHEP.
7. The National Occupational Health and Safety Commission (NOHSC) met recently. The focus was on driver safety with a useful presentation from the Highway Agencies.
8. The Health in Construction Leadership Group (HCLG)'s steering group meeting will be taking place soon. It's Respiratory Health Working Group met at the BOHS Head Office in Derby recently and agreed to focus on silica as well as hold a strategy day soon.
9. The Construction Dust Partnership (CDP) met on the same day at the BOHS Head Office in Derby. They will be looking at how they can feed into the HCLG's Respiratory Health groups strategy, as experts in dust, once it has been established. In the meantime, CDP will be moving its content from the CITB website over to the HCLG website. There will also be a review of its materials to see which are current and which require some revision.
10. The Breathe Freely Content Sharing Partnership continues to meet quarterly. It was highlighted that they are also focusing on silica, as well as engineered stone.
11. BOHS has been asked to provide representation on HSE's Construction Industry Advisory Committee (CONIAC). Tina Conroy has agreed to be the representative as the Breathe Freely in Construction Lead.
12. BOHS presented at the Health and Wellbeing at Work event as part of the panel discussion. BOHS intentionally did not have a stand because in the past there was not a specific focus which would benefit from exhibiting. However, the Register of Occupational Hygiene Professionals may be a reasonable purpose to exhibit at events in the future.
13. The BOHS partnerships list requires an update as it was highlighted that, despite the wonderful work of one of BOHS' Past Presidents, there are still instances where BOHS is represented without the Society's knowledge.<sup>viii</sup>
14. The BOHS CEO and FOH Registrar attended the Professional Standards Authority's seminar on Wednesday 28 February around complaint handling. The FOH Registrar presented on the newly accredited register along with two other societies who have recently been accredited while the CEO hosted a session on alternative dispute resolution.
15. BOHS has been invited by the British Medical Association to attend a stakeholder meeting, on 19 March, in respect of the covid enquiry into the management of Covid-19 in the workplace. The BOHS CEO is attending.
16. The BOHS CEO will be meeting with Liz Kindle, a frontbench spokesperson for the DWP, on the 19 March as well, to discuss future policy in the protection of the workplace.
17. Dave Rogers, a member of the FOH Committee, will be participating in a panel session at the University of Manchester for their new students on 14 March. He will also be joined by representatives of the Society of Occupational Medicine (SOM) and the Faculty of Occupational Medicine (FOM). The students usually are medics, and this session provides an opportunity for them to better understand the occupational hygiene component of their course.
18. Jason Hodgkiss will be presenting at the SOM webinar on the 'basics of occupational hygiene' covering asbestos and silica on 20 May 2024.



The Board acknowledged that there are a lot of groups all focusing on different dimensions of silica and queried if there was a benefit in pulling together the work of each of them to have a more joined up approach. They were informed that although there was a significant amount of work being carried out in this field, a collective is not required because they are focusing on different aspects and are already coordinated through the work of the International Occupational Hygiene Association (IOHA).

### **LEV Advisory Group**

As mentioned above, BOHS has formed an LEV Advisory Group, made up of Certificate of Competence in Control of the Working Environment (CoC Control) Holders, to support the LEV community. The inaugural meeting took place earlier this week where alongside the wording for the Register of Occupational Hygiene Professionals, they agreed the group's Terms of Reference. Those ToR will now be circulated to the FOH Committee for approval and then on to the BOHS Board for final approval, to constitute the group officially.

The Board questioned whether the 2024 LEV conference will be jointly badged with ILEVE. It was confirmed that the 2024 LEV conference will not be jointly badged to allow support of all LEV industry bodies. The LEV conference will also be a two-day event with more social aspects.

## **Reports**

### **CEO Report**

The Board noted the report.

The Board discussed Head Offices' plans in connection with the Society's awards and driving good practice through them. This year, considering the IOHA2024 conference, BOHS will be taking the opportunity to trial a standalone awards evening.

The Board queried whether BOHS still has a representative on the IOHA Board as there was some concern regarding the lack of communication and knowledge of IOHA's activities. It was confirmed that BOHS' representative for IOHA is still in place and is also the Chair of the International Engagement Group (IEG) where information on IOHA is fed into. Information on the IEG is reported within the External Engagement and Policy Report. The Board requested that the IOHA Board Report be reintroduced as a standing item when IOHA holds a Board meeting for one of the quarterly Board meeting agendas.<sup>ix</sup>

### **Annals Report**

The Board noted the report and highlighted that it was positive that the Annals has remained consistent despite the impact of the pandemic.

### **BOHS HO Q4 2023 Report**

The Board acknowledged the Q4 2023 Head Office Quarterly Report and noted the following:

1. The Westminster Parliament Event remains on hold as the focus in parliament now is on the general election. Therefore, it was agreed that this would not be the most suitable time to hold the event. It is likely that this event will not take place this year.
2. The risk in relation to the Special Resolution being reject has been downgraded because BOHS will not be putting forward a special resolution. The risk will be revised again when another special resolution is considered.
3. The HSE previously was directing companies to use the Consultant's Directory to check professionals' credentials. However, now that the Register of Occupational Hygiene Professionals is live, they will now signpost companies to here instead. It was highlighted that companies on the Consultant's Directory can choose to put the names

of their professionals on the Directory which can then be verified via the Register. However, this is a choice not a requirement.

The Board requested the following information:

1. Further detail in relation to the status of the risk relating to poor investment performance.
2. The timeline for receiving insight into who is searching on the Consultant's Directory.

#### **FOH Registrar's Report**

The Board noted the report with no queries.

#### **FAAM Registrar's Report**

The Board noted the report with no queries.

#### **President's Report**

The Board noted this report with no queries.

[REDACTED]

[REDACTED]