



The Royal College of Emergency Medicine

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COUNCIL MINUTES

The Minutes of the meeting of the Council held in the Council Room at 7 – 9 Breems Buildings on 17th May 2018.

The meeting was chaired by the President, Dr Taj Hassan

In attendance:

Trustees

Dr Peter Ahee	<i>Chair, West Midlands Board</i>
Dr Adrian Boyle	<i>Chair, QEC</i>
Dr John Burns	<i>Chair, FASSGEM</i>
Dr David Chung	<i>Vice President, Scotland</i>
Dr Ian Crawford	<i>Vice President, Northern Ireland</i>
Dr Jim Crawford	<i>Regional Chair, East of England</i>
Dr Carole Gavin	<i>CPD Director</i>
Dr Katherine Henderson	<i>Regional chair, London</i>
Dr Scott Hepburn	<i>Treasurer</i>
Dr Simon Hunter	<i>Regional Chair, South Central</i>
Dr Steve Jones	<i>Regional Chair, North West</i>
Dr Jason Long	<i>Dean</i>
Dr Chris Moulton	<i>Vice President</i>
Dr Maya Naravi	<i>TSC Chair</i>
Mr Derek Prentice	<i>Chair, Lay Group</i>
Dr Robin Roop	<i>Vice President, Wales</i>
Dr Paul Stewart	<i>EMTA Chair</i>
Dr Julian Webb	<i>Regional Chair, South East Coast</i>
Dr Dominic Williamson	<i>Chair, South West Board</i>

Representatives

Mrs Suzanne Cosgrave	<i>Chair, Corporate Governance Committee</i>
Dr Lorraine Greasley	<i>HM Forces Representative</i>
Dr Anne Weaver	<i>Faculty of Pre-Hospital Care representative</i>

Staff

Mrs Gerardine Beckett	<i>Office Manager</i>
Mrs Emily Beet	<i>Deputy CEO</i>
Mr Gordon Miles	<i>CEO</i>

C18.35 Welcome and apologies received

Dr Hassan welcomed Dr Ian Crawford, the new Vice President, Northern Ireland, Dr Steve Jones, the new regional chair for the North West and Dr Maya Naravi, new TSC chair.

Apologies for absence were received from

- Dr Nick Athey, Regional Chair, North East
- Dr Andrew Goddard, RCP representative
- Dr Alasdair Gray, R&P chair
- Dr Ian Higginson, Registrar
- Mrs Lisa Munro-Davies, Vice President
- Dr Jerry Nolan, RCoA representative
- Dr Richard Wright, East Midlands Chair

C18.36 Conflicts of interest

None were declared.

C18.37 Minutes

The Minutes of the meeting held on 15th March 2018 were accepted as a correct record.

C18.38 Actions from the last meeting

- C18.22iii President's report – Clinical Directors forum – Dr Hassan updated Council on the development of this group, which also includes chairs of our committees. Dr Boyle enquired about GDPR issues but Mr Miles confirmed that our privacy policy covers the issue.
- C18.24iii F&M resignations – addressing the issue of why members have resigned – this is already requested and will be clearly visible in future
- C18.24iv ACP Forum – this is an item later on the agenda
- C18.26 CEO's report – the pay review is ongoing and once the Project Board has completed the work the recommendations will first come to Corporate Governance Committee for a review of the governance issues before being brought to the Executive Committee and/or Council for a decision, depending on the financial implications.
- C18.127iii Dean's report – the Careers Group had requested input from regional and nations and this work is in hand.

C18.39 President's report

- Workforce Strategy update – Dr Hassan advised that he had previously updated Council verbally but was pleased to be able to circulate the comprehensive paper report from NHSI. Most items are progressing. A large portion of the work falls within the remit of the TSC and Dr Naravi updated Council on the recent progression survey which indicated that of the 337 trainees who did not progress, 87 resigned, mostly at CT2 and CT3. Dr Naravi spoke about Physicians Associates and there was a discussion on these in terms of a value for money option. Dr Hassan reiterated that we have signed up to a multi-disciplinary workforce strategy and the RCEM is one of the leading Colleges in terms of a comprehensive ACP programme. There is ongoing work with HEE in terms of the Physicians Associate programme and further information will be available in due course. Dr Long was concerned about the "mining" other countries for staff and it was agreed again that this is not College policy. A new collaborative international programme with HEE was being discussed and would be presented to Council in due course.
- RCEM Consultant Workforce strategy document – this had previously been reviewed by Council and this is a further draft. **Action:** Council members to feedback to the committee chair, Ed Smith. Dr Hassan confirmed it's a UK wide document which discusses the various stages of a consultant career. It was felt that the document provided an opportunity for FASSGEM to contribute in this area as well in future. The final document would come to Council for sign off.

- iii. International Strategy – Dr Hassan thanked Mr Miles and Mrs Beet as well as Dr Long and the two committees involved in this work. We have some funding from HEE to progress in this area. Mr Prentice suggested we try to engage with the Department for Overseas Aid. The International Strategy was agreed. **Action:** GM to work up a brochure describing the Strategy for external use. EB to consider the next steps now the strategy is in place.
- iv. Learning lessons from winter – Dr Hassan has met with other leaders at NHSE & NHSI following Mrs Philip's appearance at the last Council. He was pleased to advise that Professor Steve Powis, the National Medical Director, NHS England would be coming to Council later in the day to talk about his vision and aims as well as Learning Lessons of the past winter.

C18.40 Vice President reports

The proposed workplan of the Sustainable Working Practice Committee 2018/19 was received which is being led by the new chair of the committee, Dr Sunil Dasan. Council approved the workplan.

C18.41 Registrar's report

In Dr Higginson's absence, the applications for Fellowship and Members were circulated to Council for approval. This was done.

C18.42 Treasurer's report

Mr Murtaza Jessa from haysmacintyre attended Council to present the audited accounts for 2017. He was again pleased to advise that there was nothing adverse to report, the accounts were clean and his audit report found no material issues to address. He highlighted some issues for Council to address: these were concerned with EMTA and FASSGEM. He highlighted that both these bodies had been working outside the normal governance parameters, which is acceptable until something adverse occurs. His recommendation was that this needed to be addressed. Mr Jessa informed Council that he works with 85 charities and that in the last two years less than two charities have achieved sequential reports of "no issues". Mr Miles wished to record his appreciation of the work of our Finance team. Mrs Cosgrave let Council know that the Corporate Governance Committee had not met so far to review the Accounts. In terms of the financial performance, Mr Miles highlighted the strong examinations performance and a significant increase in members, five hundred more than anticipated. He also confirmed that we are now starting to make mortgage payments on Octavia House. We are letting the examinations facilities at Octavia House to the Royal College of Surgeons of England (amongst others) for three years. Dr Hassan requested Council to approve the Accounts and this was done. Dr Hepburn and Mr Miles thanked Mr Jessa who then left the meeting.

C18.43 CEO's report

- i. Employee Pay Review – Mr Miles declared a conflict of interest on behalf of himself and staff present. He confirmed the work is proceeding and the project will be reported to the Corporate Governance Committee on 16th June and to Council in July. **Action:** GB – Council agenda for July
- ii. Social media policy – this has been written and tested. Council approved the policy.
- iii. Archiving and the appointment of an archivist - Other Colleges have appointed archivists to help maintain their historical records or posterity. Whilst we are a young College, we have a legacy of historical documents and we also have a generation of Founding Fellows who are maturing. There is an opportunity to seek the help of

an enthusiast in the College history to assist us in organising and maintaining the historical records, some of which have been lent to us in connection with the RCEM 50th celebrations. Mr Miles sought Council approval to agree to the appointment of Jonathan Marrow as Honorary Archivist for a 3 year term and thereafter call for applications for the next term of office. Council were pleased to approve this appointment. **Action:** GM to inform Mr Marrow

- iv. GDPR readiness – Mr Miles distributed letters to Council members advising that an email account has been set up for them in their roles as officers, committee chairs, national VPs and regional chairs. These letters were duly signed and returned to Mr Miles. He also reported on our general state of readiness for the implementation of the new Regulations. Work was largely completed, our formal notices on our website were in place and there is an action plan being followed to put in place procedures, train staff and respond quickly to issues.
- v. Safeguarding policy - Following recent events, the Charity Commission has issued an alert to remind charity trustees to take safeguarding extremely seriously. Safeguarding should be a key governance priority for all charities, not just those working with groups traditionally considered at risk. As a result we have reviewed our safeguarding arrangements and a draft policy was circulated to Council for approval and adoption – this was done. The policy will be reviewed in 2021.
- vi. Trustee Training – Mr Ian Hempseed from our lawyers, Hempson came to Council to deliver a session on the trustee duties involved in running a charity. His presentation was well received and welcomed by many. The President thanked Mr Hempseed for attending.

C18.44 Report from the Chair, Quality cluster

- i. Dr Boyle asked Council to consider the question asked by the Faculty of Public Health, The Royal Society for Public Health and the RCP who are proposing that the UK decriminalizes use of illegal drug use for non-medical use. This stance has been supported by the BMJ and the BMA. We have been identified in repeated editorials in the BMJ and mainstream media as not having a formal stance on this issue, along with the RCS. We have been asked formally by the FPH to endorse their position on decriminalizing illegal drugs. Dr Boyle highlighted the risks in supporting this proposal which are a) that there is a potential reputational risk to RCEM, however, previous public reaction in the mainstream media has been sympathetic and balanced and b) it may not be seen as relevant by Fellows and Members. We have, however, argued fairly hard on alcohol policy. Because of time constraints there was a brief discussion with some Council members in favour of the request some other less enthusiastic. It was agreed therefore to go out for consultation with the membership via the website and the monthly newsletter. **Action:** AB/TH
- ii. Audits – Dr Boyle advised that we are hoping to publish the audit reports on Monday 21st May, which is two weeks late. He highlighted to Council a significant decrease in performance which he feels is due in part to crowding and exit block, with huge delays to analgesia etc. Press releases are being prepared to accompany the reports.

C18.45 Dean's report, Academic cluster

- i. ACP Forum – Mrs Beet advised Council that at the second ACP day one of the key messages received was that a representative committee for Associate Members (Advanced Clinical Practitioners) would be a welcome move. We currently have around 500 of these members and it is the fastest growing category of membership within the College. Executive were asked for their initial thoughts in December 2017 and were supportive in principle. The proposal is now before Council. The draft terms of reference and the draft role profiles for the Chair and forum representatives,

if supported, will be submitted to Corporate Governance for their consideration and approval. No provision has been made in the 2018 budget to support the creation, but it can be linked to the annual budget cycle if agreed. Council were therefore asked to consider this proposal and consideration be given about the duties and responsibilities of the representative around becoming a Council member, a trustee etc. The principle was approved and will be added into the 2019 budget. Consideration will be given to the finer details of the representation on Council.

Action: EB to move this forward

- ii. Business case for curriculum development support – this is to support the College to deliver a revised curriculum in 2020 in order to meet the GMC's updated standards *Excellence by Design*, Dr Long and Mrs Beet prepared a comprehensive paper to allow Council to consider the request for financial support for core business of the College and a substantial piece of work. There was a brief discussion, but it was agreed to approve the business case and proceed with this work. **Action:** JL/EB. GB advise Finance of the Business Case and its approval.
- iii. Changes to examination regulations – In April 2018 the Examinations Sub-Committee supported amending the FRCM Final Examinations Regulations to review the currency and validity of FRCM Final examinations for Direct Entry candidates. The Examinations Sub-Committee approved the recommendation that candidates on the direct entry route, not achieving FRCM by July 2018, be able to retain their pass in any of the FRCM Final components, in accordance with the existing currency regulations. As this requires a change to the current FRCM Final regulations, Council support is sought. This was duly approved.

C18.46 Report from the Honours Committee

Mr Prentice highlighted the brief report prepared by the Events Manager regarding this year's round of RCEM Annual Awards. This year's round is now open and closes on 2nd July. Dr Roop urged Council members to spread the word around their constituent Trusts to apply for one of the four awards.

Mr Prentice advised Council that the Honours Committee have approved the award of College medals to 4 past officers and an ex member of staff.

C18.47 Report on the Spring CPD conference in Cardiff, April 2018

As Dr Gavin had left the Council meeting, Dr Henderson and Dr Roop reported on an excellent and well attended event. Mr Miles updated Council on the Twitter conversation and subsequent discussion on the facilities provided for nursing mothers and confirmed that in future we would ensure a room is booked to accommodate parents who are bringing very small children. Should there be demand for a full crèche we will meet this, but at present discussions with parents have revealed that this is not required. Dr Hassan thanked Dr Gavin and Dr Roop and others on the organizing committee for this successful conference.

C18.48 Progress report on the joint EuSEM/RCEM congress being held in Glasgow, 8th – 12th September 2018

Dr Long had nothing particular to report except that arrangements were well advanced and that our Events Manager is engaged with the conference organisers as we wished. A record number of abstracts have been received.

C18.49 Visit from the new National Medical Director, NHS England

Professor Steve Powis addressed Council, providing some background to his appointment, succeeding Sir Bruce Keogh. He was delighted to meet RCEM Council and advised he's been busy visiting hospitals around England and is very aware of what's happened this past winter. An active and very constructive discussion took place and Professor Powis kindly agreed to continue to work with the College to improve care delivery in our systems. He will be meeting the President at regular intervals to continue discussions. Dr Hassan thanked Professor Powis for coming and for sharing his plans for the future.

C18.50 Any other business

- i. The Treasurer, Dr Hepburn advised Council that management accounts are now being produced monthly and highlighted that the investment portfolio had dropped slightly, there's a ventilation issue at Octavia House which may need a spend and the employee pay review is ongoing.
- ii. Dr Ahee raised the topic of consultant productivity metrics. Dr Hassan advised that he has asked Mrs Munro-Davies to lead on developing a paper on this for next meeting of Council. Action: LMD
- iii. Dr Naravi highlighted the vacancies on TSC – for HST lead and a CESR lead
- iv. Dr Crawford has been approached to work with a conference organizer to host ICEM in 2025. Mr Miles advised that this happens regularly and he should liaise with the Dean and the chair of R&P if he wishes to pursue this approach.

C18.51 Date of next meeting

The next meeting of Council will take place on Thursday 19th July starting at 10.00am. Further dates for 2018 are 20th September and 15th November.