

The Royal College of Emergency Medicine

Patron: HRH The Princess Royal

7-9 Breams Buildings
London
EC4A 1DT

Tel +44 (0)207 404 1999
Fax +44 (0)207 067 1267
www.rcem.ac.uk

ANNUAL GENERAL MEETING MINUTES

The Minutes of the THIRTEENTH Annual General Meeting held virtually at our vASC on Tuesday, 13th October 2020.

1. Welcome

The President, Dr Katherine Henderson, welcomed the 332 Fellows and Members (180 Fellows, 8 Associate Fellows, 44 Members and 100 Associate Members) to the first AGM of her presidency.

3. Apologies for absence

Apologies for absence were received from, Henry Guly, Stephen Hawes,

4. Minutes

The Minutes of the meeting held in Gateshead on 1st October 2019 were accepted as a correct record.

5. Matters arising

There were none.

6. President's report

Dr Henderson spoke of her excitement to take up the Presidency and confirmed that she has had an amazing year but quite different from what was expected. During her first three months crowding, corridor care and patient safety occupied her timeline. She enjoyed visiting regions and boards and hospitals around the UK and it was a pleasure to meet everyone. However, from March and the cancellation of our Spring CPD event and the marking of FRCM SAQs everyone went home and did not return. As COVID19 struck us, a disease of incredible inequality, was not what we predicted or expected and now in October we are in the same position again. So many healthcare workers have been affected and some have died, including Dr Manjeet Riyat and Dr Edmund.... Which is so tragic.

During the pandemic college work has continued remotely but has carried on uninterrupted with committee meetings and conferences taking place virtually and Dr Henderson thanked the college staff for their dedication. As clinicians, we have gone to work although some staff have had to isolate. Our number one priority is training and career progression and the effect of the pandemic on this area has made everything very stressful and uncertain. We have tried to make advice available, moved examinations online, which takes time but we have achieved this in three months! We

continue to progress with the ARCPs and the new curriculum, delivering a new ePortfolio. Our second priority is Fellow and Member support and we have developed coronavirus pages on our website, guidelines and communications with the wider membership in the form of weekly and fortnightly zoom calls.

Our third priority is advocacy and engagement and Dr Henderson thanked her Vice Presidents (Mrs Lisa Munro-Davies and Dr Ian Higginson, Dr Adrian Boyle and Dr Carole Gavin), chairs of College committees and regional and national chairs.

Thinking about the future with crowding our strategic aims for 2020 – 2023 would be to improve patient care, supporting the Fellowship and Membership, advancing Emergency Care so going forward it's collaboration, clarity, equity of opportunity and RCEM CARES with a COVID twist.

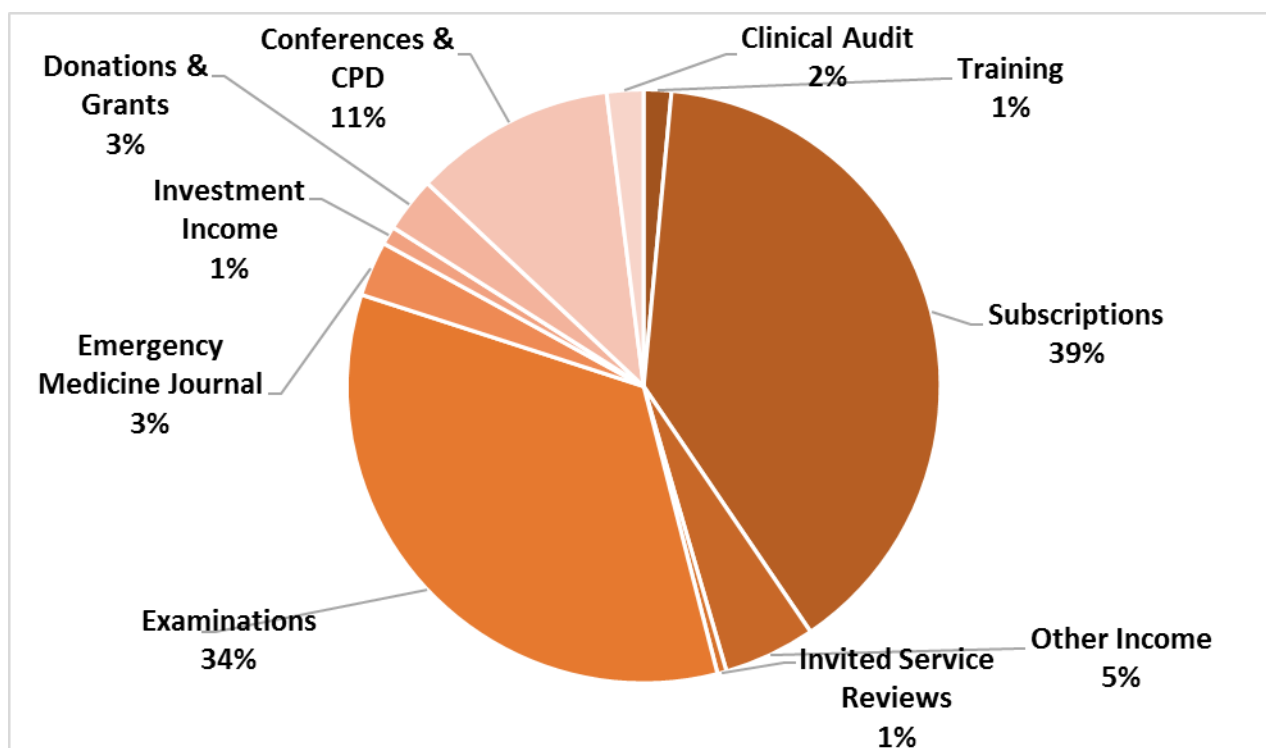
Dr Henderson concluded by thanking Dr Jason Long, who has ended his second term as Dean of the College. She welcomed Dr Will Townend to this role.

7. Treasurer's report

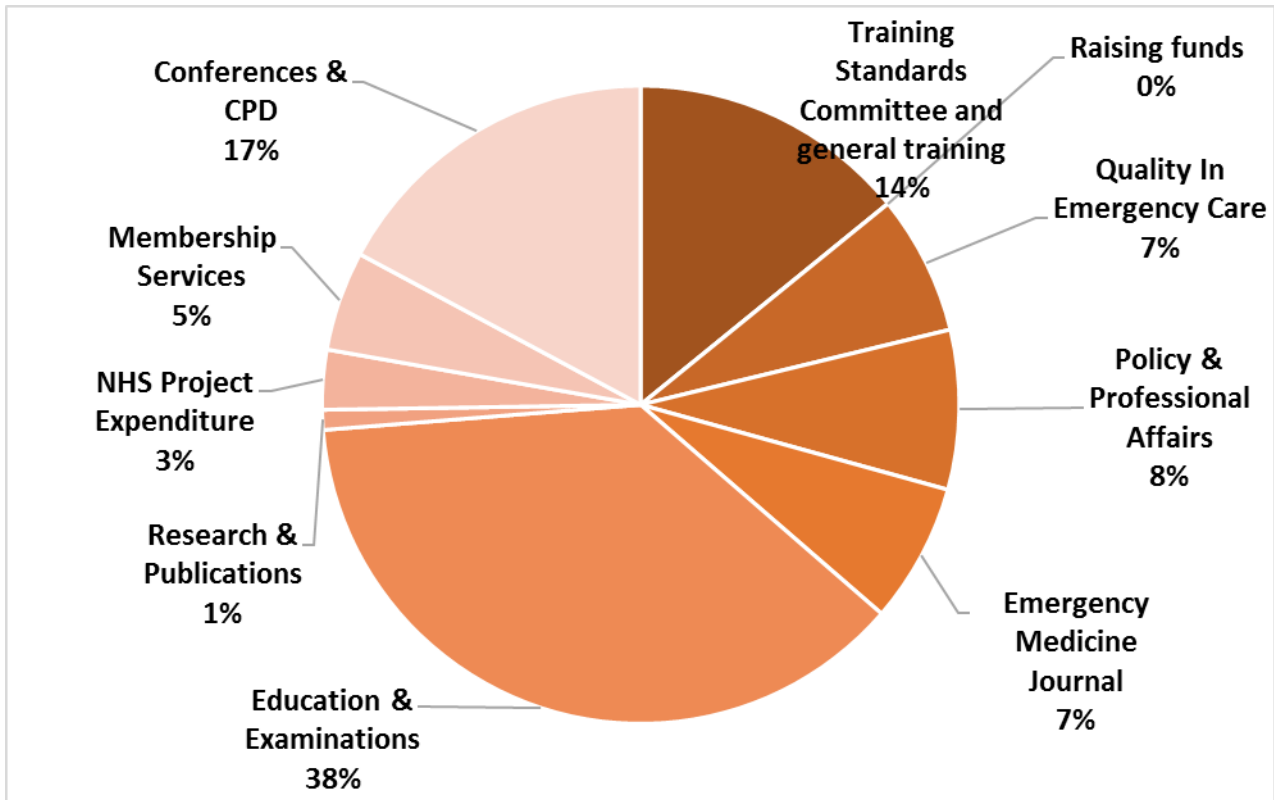
Dr Hepburn gave his report on the College performance in 2019.

- Accounts have been audited by our external auditors Moore Kingston Smith and subsequently been reviewed by Corporate Governance and Council (Trustees of the College)
- Summary in annual report
- Income: £7,919,854
- Expenditure: (£7,106,871)
- Gains on investments: £189,262
- Net Surplus: £1,002,245

Our income was as follows:



Our expenditure shown here:



In 2020 the College reacted to the COVID situation by cashing in our investment portfolio and reviewing the budget. An initial forecast of a £1.3m deficit has been managed down to £500k. We are asset rich.

Subscriptions for 2021

- Council would like to recommend an inflation linked increase for 2021 of 0.8% and subsequently propose a consumer price index (CPIH) linked annual increase from 2022 onwards. RCEM last increased membership subscriptions in January 2018 (previous increase was in 2013).

In addition to the above, Council would like to recommend the following changes to subscriptions for specific membership categories.

- **Reduction for members from low and lower middle-income countries (LIC & LMIC)** – To be applied to all applicable categories based on low and lower middle income countries as defined by the world banks.
- **Changes to fees members accessing e-portfolio services** - Following the implementation of the current membership fees and categories for members with e-portfolio in 2015 these fees have remained static. There have been different rates for different categories of members with e-portfolio access, the new structure consolidates these fees so that all e-portfolio users pay the same rate irrespective of MRCEM and this fee has been set to the fee currently paid by members by exam. Therefore, there will be one standardised rate of all categories with e-portfolio access with the only reduction being available for LIC & LMIC.
- **Changes to threshold for members on reduced income** - The College provides a 50% reduction in membership fees for members on reduced income. The threshold for which this reduction is applicable has been updated from £25K to £35K per annum.

- **College definition for retired members** - The definition for members eligible for retired membership status has been updated to 'members who are retired from NHS work and do not have a licence to practice'.
- **Expansion of availability for member to 'freeze' their membership** - A freeze of regular subscriptions for a £20 admin fee has been expanded to include any member giving up work in order to undertake voluntary work in any part of the world.

These changes were approved by the membership using an electronic voting system.

8. Auditors

The approval to continue to engage Kingston Smith as our auditors was given.

There were some questions from members including asking whether it was cheaper to run our examination online and Mr Miles confirmed that it was not.

Dr Henderson thanked Dr Scott, Mr Miles (CEO) and Mr Nigel Pinamang (Head of Corporate Services) for their work on our budget and for producing the report for members.

9. CEO's Report

Mr Miles reported to the membership on events of 2019, before moving on to provide an update on recent events, given the arrival of the Covid-19 pandemic.

He highlighted that 2019 was a busy year with more events, study days, growth of RCEM Learning and record numbers of examination candidates sitting our examinations! Significant work was undertaken on our plans for a new eportfolio and in 2019 this concentrated mainly on preparing the IT procurement elements of this. Also work commenced on exploring constitutional changes to enable the College to comply with the Corporate Governance Code. He gave a broad update across a range of activities.

Moving to recent developments he explained that due to the pandemic, we moved to remote working. From 17th March the College staff have all been largely working at home but continuing with normal committees and events via zoom or teams channels. Therefore, with all 57 employees at home, consideration was given to their mental well-being as well as their physical requirements (such as chairs and screens). We furloughed some staff. We have temporarily mothballed both buildings.

We had to move very quickly to pivot our face to face activities into online delivery and he paid credit to the examinations, RCEM learning, and events teams who rose admirably to this challenge, despite some very difficult issues to solve to do this. Work continued on developing the new ePortfolio despite the difficulties. Various improvements were also made to various College systems including HR and Finance. We continued to deliver across the range of services despite the disruption.

10. Proposed changes to the College Constitution

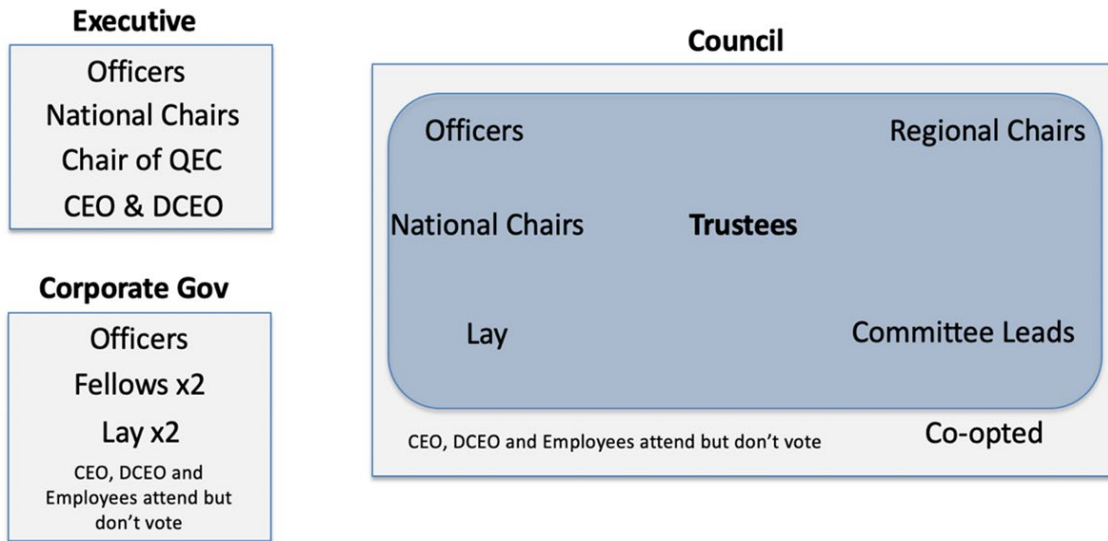
Drs Higginson and Gavin, along with Mr Miles, presented the reasoning and proposals to change the constitution to bring the college structure in line with Charity Commission guidance.

They explained that RCEM is a registered charity, incorporated by Royal Charter. We are regulated by the Charity Commission and Office of the Scottish Charity Regulator. Over the past decade, RCEM has grown and the charity governance side is becoming more

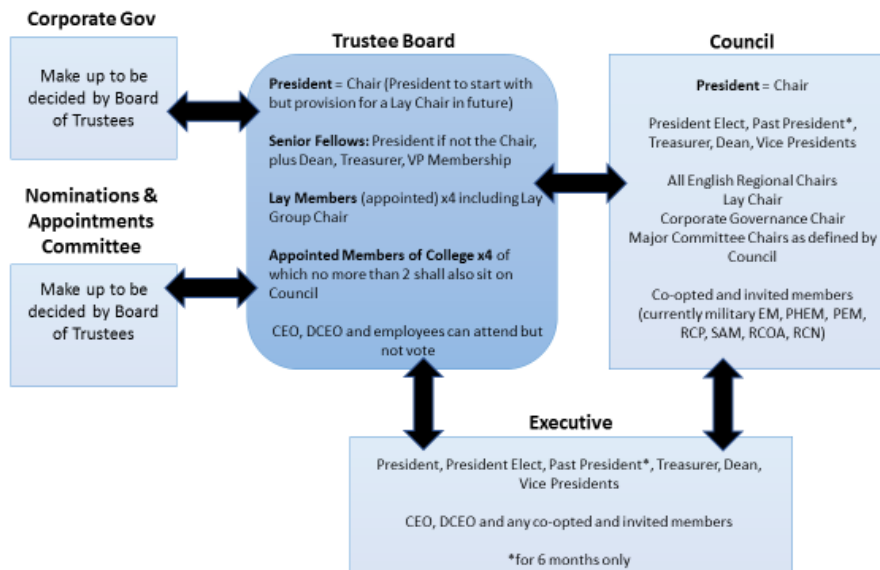
complex. This is a big responsibility for our current trustees need to oversee the charity and the development of EM in the UK. Therefore changes are proposed.

Currently our structure looks as follows:

Present State



In future we would look like this – if approved:



Mr Miles explained how the proposal was developed with a working group formed, which had wide representation. The Council were consulted and approved the proposals, as did our Corporate Governance Committee. We were advised throughout by our lawyers. We had also approached the Privy Council who also consulted with the Charities Commission and government departments.

What this will mean to the College is that we will be compliant with the charity governance code, our trustees can focus on the charity, with delegation of key functions. The Trustees would be designed to be balanced between lay, professional, officers and members with appropriate skills and competencies for the role. This would further improve governance. Council will then be free to focus on professional matters. Mr Miles advised that inclusivity and diversity would be built into a rigorous appointments processes through the Nominations and Appointments Committee. A widening of voting across our membership was also planned – UK Members and Associate Fellows will once these changes are made be able to vote for President & Chairs of National Boards & Regions.

Dr Higginson asked for membership approval of this proposed changes and this was given.

11. Medal and other award winners

This year the President's medal is awarded to 2 Fellows:

Dr Maya Naravi
Dr Jason Long

College Medals were awarded to

David Chung
Ian Crawford
Derek Prentice
Susannah Grant

12. Any other business

There was none

12. Date of next AGM

The next AGM of the Royal College of Emergency Medicine will take place at the Scientific Meeting being held in Glasgow on 4th October 2021.