



Annual General Meeting MINUTES

The Minutes of the FOURTEENTH Annual General Meeting held virtually at our vASC on Tuesday 5 October 2021

1. Welcome by the President:

The President, Dr. Katherine Henderson, welcomed 195 Fellows and Members including Associate Fellows and Associate members.

2. Apologies for absence:

Apologies were received from Evan Bayton

3. Minutes:

The minutes from the meeting held virtually on the 13th of October 2020 were accepted.

4. Matters Arising:

None

5. President Report:

Dr. Henderson introduced the current Vice Presidents for the devolved nations, Dr. John Thompson (Scotland), Dr. Suresh Pillai (Wales), and Dr. Paul Kerr (Northern Ireland). Dr. Henderson spoke about the strategic aims for 2020-2023:

- Improve Patient Care
- Support Members and Fellows to achieve sustainable satisfying careers
- Advancing the practice of Emergency Medicine through research and engagement in Global Health
- Support Members and Fellows with the delivery of high-quality day-to-day care in the Emergency Departments.

In terms of our Policy lobbying, the RCEM CARES framework is used when talking to system leaders, whether that's in the Department of Health/Government, other organisations, or other medical royal colleges. Having this policy framework makes it easier when getting our main messages across. At the moment crowding is the most difficult challenge within the Emergency Department. It affects staff morale significantly. Explaining that to other people the challenges being faced is a challenge in itself and we have had significant media success in getting our messages out as well as in a number of set-piece meetings. Recently there has been a focus on urging patients should only attend the emergency department if it adds value to their care and they should only be admitted if it adds value to their care if they can get the advice they need from their secondary team.

Dr. Henderson spoke about other challenges around some models' work i.e., 111,

Excellence in Emergency Care

and mentioned that we want to see the data before it is committed around the 111 models going forward. The worry about the workforce is already in place however there is no issue recruiting into the ACCS, but we know that we have a problem with retention, and we know that at the moment people who were towards the end of their careers and reviewing and question whether they will carry on doing this for another few years.

Dr. Henderson spoke about patient experience; how do we keep leased to the minimum of making sure communication is good, are we delivering pain relief, how do we maintain privacy indignity in these highly challenging times and how do we maintain patient safety? Safety has to be number one assured that we are doing everything we can to keep our patients safe.

Dr. Henderson encouraged fellows and members to visit our website where data and statistics can be viewed and used when making these cases locally known. There is a lot of data for all four nations and guidance which is helpful for quality and safety.

Dr. Henderson paid tribute and report on the deaths recently:

Dr. Cliff Mann – Past RCEM President

Dr. Alistair Dewar - NHS Fife

Dr. Steve Metcalf

Dr. Jonathan Roy

The husband and daughter of one of our Plymouth ACPs

Professor Robin Touquet

Dr. John Thurston

Dr. David Williams

Dr. Henderson introduced the new RCEM Trustee board which is at the head of the RCEM Committee organisational chart as their responsibility is to ensure RCEM as a charity is sustaining its commitments. The new board is consisting of 4 officers, the President, the Vice President of Membership, the Dean, and the Treasurer; there are 2 members from Council, 2 Member Trustees, and 3 Lay Trustees.

6. Treasurer's Report:

Dr. Hepburn gave a financial overview of the year ending 2020. The financial performance for the year ending 2020 was audited in March 2021 and we subsequently signed off by Council in May 2021. The result was an unqualified audit opinion with no recommendations. The feedback received from the audit team was specifically that it was a very smooth and straightforward audit. Dr. Hepburn gave thanks to the finance team of the college. As part of the audit, we are required to undergo stress testing to ensure that we are financially robust and viable going concern under the charity regulations and Dr. Hepburn confirmed that by adding variants of 10% to income and expenditure accounts we still met the requirements fairly.

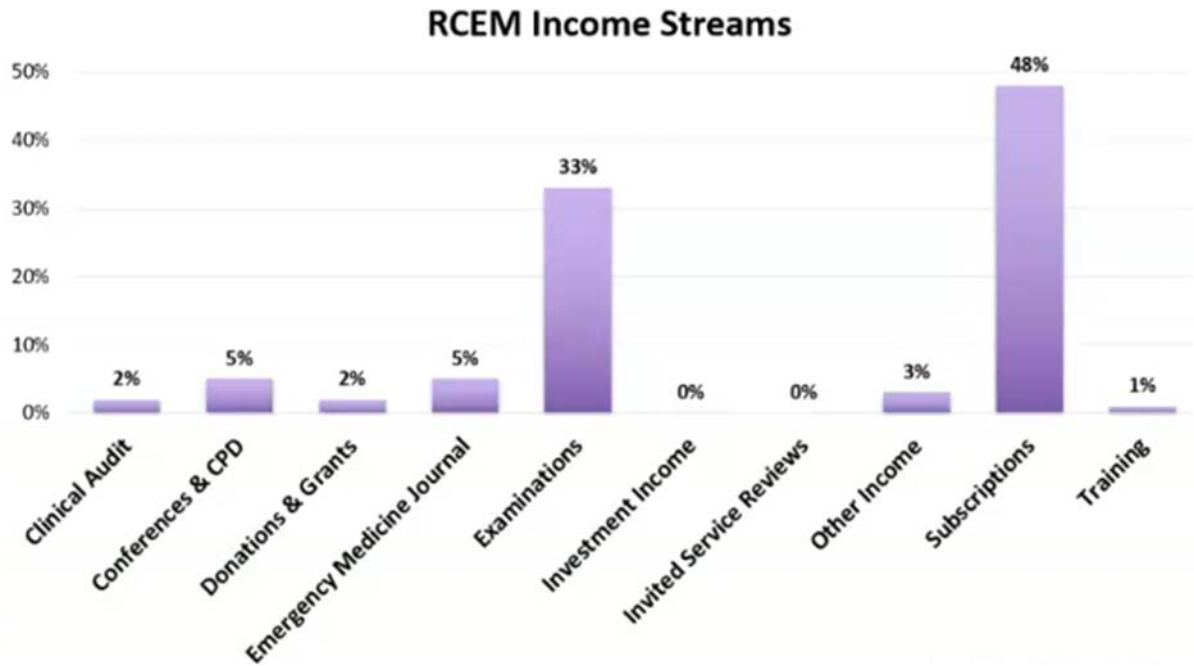
Dr. Hepburn presented the annual summary report:

• Income:	£6,890,961
• Expenditure:	(£6,232,555)
• Net Surplus:	£338,190
• Cash held at the Year End :	£3,644,993
• Cash Investment Value at Year End:	£1,123,000

Income is sat at £6.8 million with expenditure sat at £6.2 million and the end of the year with a net surplus of £338,000. Considering the difference in the number, we

need to look at our investment portfolio. Our value sat around 14 million but due to covid our markets were affected, and the value dropped rapidly by around 300,000. discussions were held with our brokers, the executive, and the corporate governance team, and it was decided to cash in the portfolio to protect those assets. The funds were then dispersed amount a number of financial institutions so regional capital was protected under the financial services compensation scheme.

%Breakdown of income for the year to 31 Dec 2020:



Looking at the breakdown of the income for the period, it is fair to say that covid had a severe and significant impact on our business plans. The college was obliged to cancel/postpone a number of exams and events during the spring and summer often at very short notice which affected people. The College managed to rescue this position by some very stringent cost management. It is important to reflect that this was in the combination with the new curriculum and the new ePortfolio system in combination with the digital strategies for exam delivery. This has been reflected in the expenditure streams focusing on training, education, and examinations. the new ePortfolio system had financial costs around 350,000 implemented in the last 2 years and this will budget ongoing maintenance costs and development costs as the system requires. From 2020 onwards, we aim to maintain a contribution to the charitable aims and objectives of the college, there was a commitment to an increase in research grants of around £250,000 per year and an ongoing commitment to digital invigilation strategy which mounted to £700,000 over 5 years. Along the way, the college has had a number of investments in the workforce too.

Dr. Hepburn requested approval for:

- 1st Vote to reappoint Moore Kingston Smith LLP as our auditors 2021 – Approved
- 2nd Vote is for approval for the proposed change to the annually increased formula and the proposed increase in 2022 fees by 1.4% - Approved

7. CEO Report:

Mr. Miles reported on the operations for the year ending 2020, recent developments, and a look ahead.

As to our annual report, the threat from Covid transitioned from what was usual business to crisis management and then we went into what we call the new normal. A crisis management team was created due to the arising covid conditions and meetings were held to help prepare us for what was ahead to come. We upgraded our video conference arrangements and reviewed our IT to enable all employees to work from home if they needed to. From our last face-to-face meeting in March 2020, the college has had to move all events to virtual proceedings. Mr. Miles mentioned his proudness of how the colleagues in the college have worked so well on providing information, and guidance and made sure our services continued during the times of the Covid pandemic.

In the midst of the challenges faced, the college was able to deliver the new curriculum which was delivered in the appropriate time alongside the new ePortfolio, and changes were made to our examinations. In terms of our examinations, Mr. Miles congratulated the examinations team and examiners who had worked hard to switch the model to online examinations in such a short space of time, a massive Thank you! further to the works, a clear strategy has been set out for our medium-term aims which will help us then deliver our examination operations. Our training team has been helping trainees who have been affected by Covid and have taken various actions to support and mitigate the trainee's development.

We work to support the ACCS mandatory requirement and support recruitment with virtual interviews and ARCPS. we also published and updated our guidance for trainees, we adapted the ePortfolio to reflect Covid 19 outcomes and issued FAQs to try and help navigate trainees through the difficult period. Last year we had over 45 Cesar applications and this remains a growth area for us. the new ePortfolio platform enables us to make fast-paced changes when improvements to it are suggested by users which couldn't be done previously. Our events team had faced similar challenges too as they had to move the delivery method to Online as fast as possible which was handled magnificently. We delivered to the critical acclaim of our first virtual scientific conference, as well as a fantastic range of events throughout 2020 through to the end of 2021.

RCEM, learning we moved rapidly to assemble Covid-related content and made it available ad a huge effort went into this which was rewarded as our content had 3.4 million page views in 2020 and our podcast had nearly 200,000 downloads.

On the international development side, our team continued despite the pandemic to support to Emergency Medicine Foundation program in India and this was delivered virtually. An MOU was signed, and we commenced a program with the Egyptian Ministry of Health and Population focusing on the accreditation of the key facilities. A significant amount of work was also put into developing a program to help Myanmar which unfortunately was unable to be delivered due to the military coup and a cutting in the UK government grant funding. due to this, we switched to a programmer back advocacy and support to help the Myanmar emergency medicine faculty For Quality, the clinical audits were cancelled and then they restarted. Clinical guidance was issued on covert for example infection control and other safety guidance. Our Policy team had an exceptionally busy year launching the RCEM Cares campaign and engaged in the political arena.

In the membership area, high progress was made by streamlining and automating our processes to make them easier for them to use. We launched and rolled out Wellbeing app which was set to help with mental health issues during the difficult year.

The communications team in 2020 achieved features in 9216 articles within reach of over 50 million people and the equivalent advertising value of over 6 million pounds. In fundraising, we started to work there. We had some initial success with some grant applications and some fundraising campaigns on which we are building.

The finance team has been very busy leading on cost containment producing timely information at the auditors of the financial audit gave us a clean bit of health gain. They even used some of our practices as examples of best practices for other organisations. Our HR team has worked hard to improve staff retention, development, recruitment, engagement, and well-being. The HR team has rolled out a new HR app, an HR information system, launched an engagement with our employee's forum, and more.

Our ICT team on top of being flat out busy with supporting everyone with home working equipment and process improvements, they also worked on various system improvements i.e., the new website and setting up the offices for hot desking and putting the new phone systems in place. The Facilities team aided to ensure our buildings/offices were workable and took steps to secure and Covid safe when we needed to use them. Our Octavia house building has been opened as a workplace hub along and a range of other innovations are coming ahead.

Mr. Miles addressed that despite the new working-from-home reality, the college has carried on delivering business as usual, and looking ahead we have had a new Trustee board in place to help us shape our future development as an organisation. Examination's strategy will guide our work and focus investment in this vital area. RCEM continues to develop our membership services and be the voices of specialty. We have also made changes to our brand, modernising it to a new brand style which will be rolled out throughout the organisation.

8. Medal and Other Award Winners:

- **The Alison Gourdie Medals for (2020/21)**
Dr. Kristofer Lawson (FCREM November 2020)
Dr. Madhumita Subramony (MRCEM June 2021)
- **The Luka Randic medal (2021)**
Dr. Hussain Zuhaib (FCREM November 2021)
- **The William Rutherford medal (2020)**
Dr. Owen Keane (FCREM November 2020)
- **The Gerardine Beckett Employee Award (2021)**
Medal Winner: Mrs. Gerardine Beckett
- **10-year Service Certificate (2021)**
Tracey Martin-Bourke
- **College medals (2021)**
Dr. John Burns
Dr. Sunil Dasan
Dr. James France
Dr. Jo Hartley
Dr. Mal Jones
Professor Kevin Mackway-Jones
Dr. Paul Ransom
Dr. Alison Walker
- **Doctor Clifford Mann President's Medal**
Dr. Prem Premachandran (2021)

9. Any Other Business

None

10. Date of next AGM

To note that the next Annual General Meeting will be held during the Scientific Meeting held in Glasgow, 4th – 6th October 2022 on the 4th of October 2022 (exact date, times, and location to be confirmed)