

# 15<sup>th</sup> Annual General Meeting

## Minutes

**Date:** 4<sup>th</sup> October 2022

*This meeting was held as a Hybrid with delegates having the option to join face-to-face at ICC Belfast or virtually and was chaired by Katherine Henderson*

### 1. Welcome by the President:

The President, Dr Katherine Henderson, welcomed 279 Fellows and Members including Associate Fellows and Associate members.

### 2. Apologies:

Apologies were received from Evan Bayton, Cathy Wield, Miriam Harris, Pro Mukherjee, and Iain Grant.

### 3. 2021 Annual General Meeting Minutes:

The minutes from the meeting held virtually on the 5<sup>th</sup> of October 2021 were approved.

### 4. To consider matters arising from the Minutes not included elsewhere on the Agenda

None

### 5. President Report on Key College Matters

Dr Henderson acknowledged and apologised as the conference date clashing with Yom Kippur. As a result, we have changed our event planning to ensure all major religious events are avoided.

She spoke on what RCEM is, what the College does and its structure. She thanked the Executive Team, acknowledged the previous Vice Presidents, and welcomed the new Vice Presidents.

Dr Henderson spoke about Examination issues experienced in the last year and reassured the membership that we have learnt from the difficulties and are committed to delivering a good service in future

The 2020-2023 strategic aims were discussed and how they related to the charitable objectives of the College. Dr Henderson reported that the College has been working throughout the year to ensure the College aids its members by having best practice tools for patient care, collaboration and clinical guidelines.

Dr Henderson mentioned the operational pressures being experienced by Emergency Departments and referenced the significant amount of advocacy work the College is doing to draw attention to the issues and the solutions to these. She highlighted how RCEM supports it



membership to achieve sustainable satisfying careers and supports them with the delivery of high-quality day-to-day care in Emergency Departments. In addition, the College work internationally was referenced.

## 6. Treasurer's Report

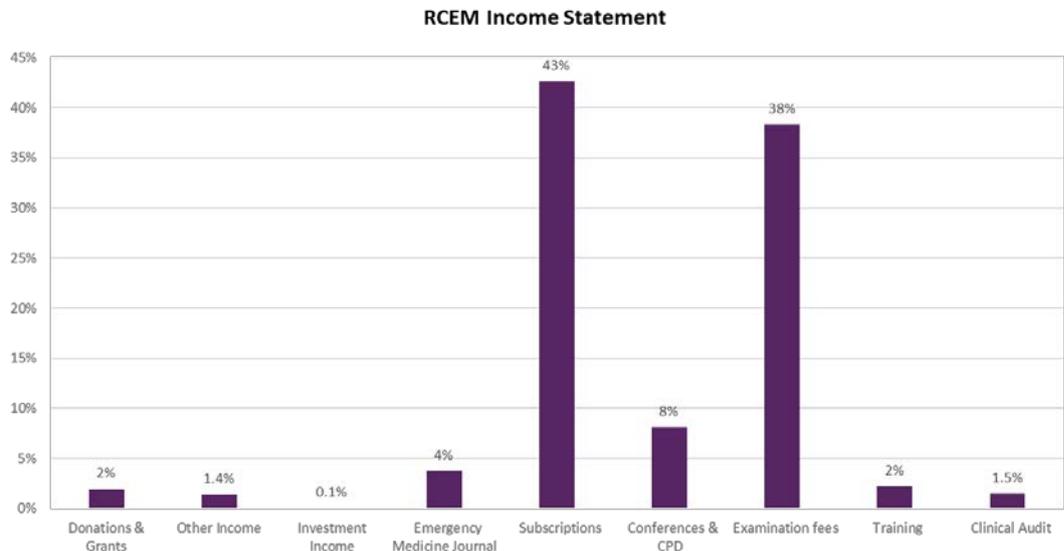
### 6.1. To note the College Accounts for the year ending 31 December 2021

Dr Hepburn spoke on the Financial Performance Year Ending 31 Dec 2021 as set out in the Annual Report & Accounts. He advised that the Financial Statements and Accounts were audited in March 2022 and subsequently signed off by Trustees in June 2022.

The highlights were:

Income:	£8,790,482
Expenditure:	(£8,055,877)
Net Surplus:	£734,605
Cash held at the Year End:	£4,252,662
Cash Investment Value at Year End:	£1,121,319

% Breakdown of income for the year to 31 Dec 2021



% Breakdown of expenditure for the year to 31 Dec 2021



**RCEM Expenditure Statement**



## **6.2. To set the subscriptions for 2023**

Dr Hepburn asked for approval on the proposal to increase 2023 fees by 2%. This was approved.

## **6.3. Approve the election of the auditors: Moore Kingston Smith LLP**

Dr Hepburn asked for approval on the reappointment of Moore Kingston Smith as our auditor for 2022. This was approved.

## **7. CEO's Report**

Mr Miles reported on the highlights of 2022:

He spoke at length about the causes and work done to ameliorate the problems created by the examination results error in the Spring of 2022.

- FRCEM SBA March Diet – 50 candidates were told they had passed when they had in fact failed. Both an internal and external investigation was carried out and a Crisis Management was put together to support the candidates who were affected by this issue. The internal investigation was carried out by Derek Prentice (Corporate Governance Committee Chair), Jasmin Booth (Lay Member) and Chris Pickering (Fellow) and identified a range of factors that led to the error of the results. A list of recommendations was produced to help us, and these have been accepted and are being worked on. Updates have been issued periodically to the membership on our handling of this crisis and in a recent email to all of the membership the recommendations and our response were set out.
- Significant work is being carried out to ensure that the examination's issue won't happen again. He stated that following rigorous checks we are confident that the quality of our qualifications is not affected by the error.
- Exams systems and processes are under review; a full management review is underway; an internal investigation has been completed and an external review also underway.



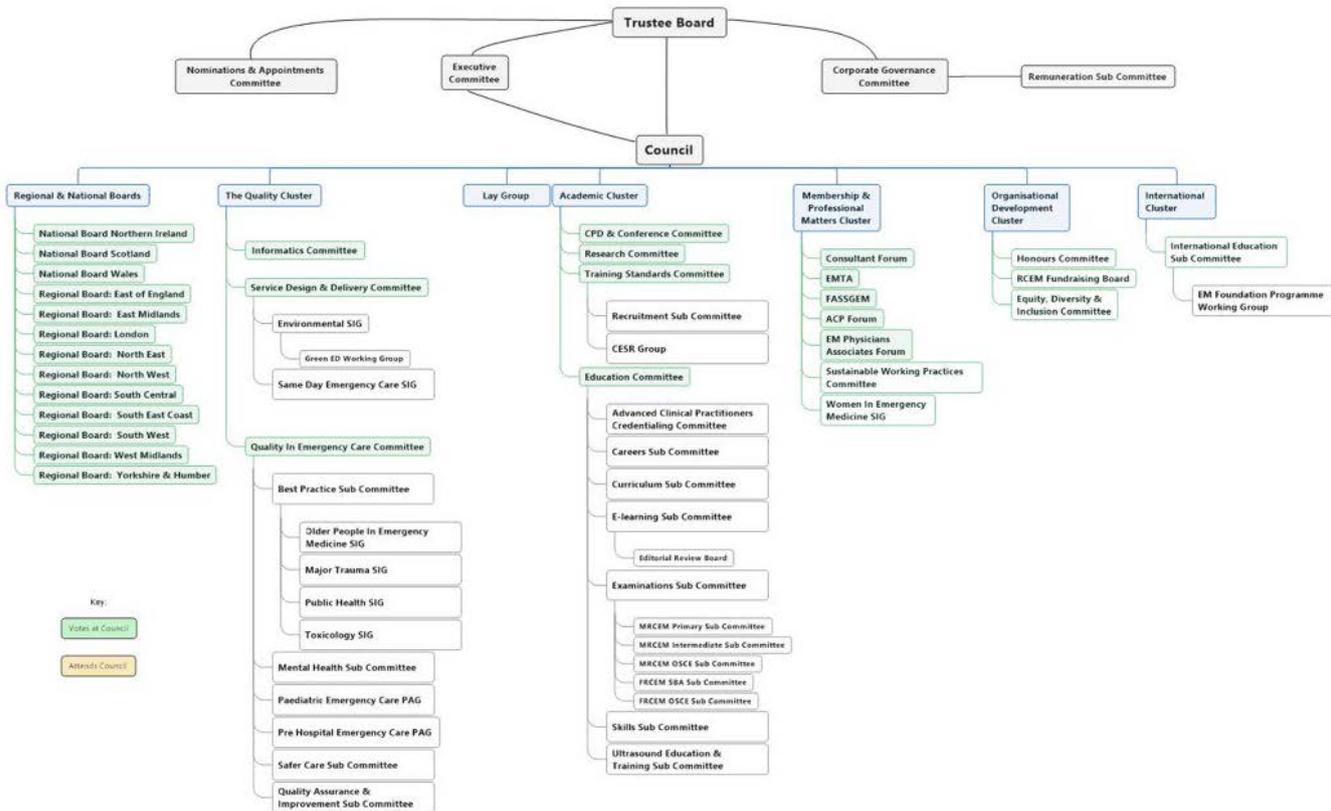
- The Director of Education is managing processes and workflow change and diagnosing system improvement opportunities as part of the Examination strategy work. The results processes have been enhanced with rigorous checking regimes including an external verification.
- Significant opportunities have been identified to improve workflow, IT system integration and optimise staffing structure and these are being implemented over the coming months and will continue throughout 2023.
- A continuous improvement strategy is being adopted by rigorous process review backed up by reinvention of the ISO9001 Audit process

#### Training:

- New ACP Curriculum has been launched
- RCEM Training team pressures are being managed and the new medical curriculum in 2021 has brought in change to manage for all involved.
- New team structures with additional resources are being implemented to increase the headcount in the Examinations and Training Teams particularly and we are in the process of recruiting to new posts.

Overall, the RCEM has done a significant amount of organisational development work; we have increased our headcount in examinations and training and have launched a transformation programme to enhance our examinations systems and processes.

Mr Miles also spoke about the RCEM Committee structure which includes over 60 committees and special interest groups, supported by a large volunteer network and a small team of staff:



Mr Miles led a vote of thanks for Dr Henderson for her service as President of RCEM.

## 8. Medal and Other Award Winners:

### 8.1. The Alison Gourdie Medals

Dr Benjamin John Scally - MRCEM  
Dr Joanna Elizabeth Stevens – FRCEM

### 8.2. The Luka Randic medal

Dr Mark Brown – SAQ/SBA and OSCE

### 8.3. Manjeet Singh Riyat Medal

Dr David Ian Smith – FRCEM OSCE and SBA

### 8.4. Dr Cliff Mann President's Medal

Dr Sarah Kaufmann

### 8.5. The William Rutherford Award *(for work that was done in Ghana)*

Dr Derek Harbourne  
Dr Prisca Kizito

### 8.6. College medals



Dr Diana Hulbert  
Dr Ruth Brown  
Dr Kalyana S Murali  
Dr Olivia Wilson  
Dr Simon M Smith  
Dr Jason E Smith  
Dr Adam Reuben  
Dr Rebecca Anne Maxwell  
Dr Elizabeth Saunders  
Dr Catherine C Hayhurst  
Dr Hooi-Ling C Harrison  
Dr Lisa Munro-Davies

**9. Presidential handover**

Dr Henderson welcomed and introduced Dr Adrian Boyle, President Elect to the stage and the President's Medallion was presented to Dr Boyle who assumed the role of President. The AGM warmly welcomed new President, Dr Boyle.

**10. Any other business**

None

**11. Date of the next AGM:**

The next Annual General Meeting will be held during the Scientific Meeting held at SEC Glasgow on 26<sup>th</sup> September 2023.