



UNCONFIRMED

Minute of the **Annual General Meeting** held in the College and online on Friday 3 December 2021 at 16.30hrs

Present

The President welcomed all Fellows and Members present and those in attendance including;

Steve Graham	Chief Executive Officer (CEO)
Linda Irvine	Deputy CEO; Director of Membership and Engagement
Muir Brown	Deputy Head of Membership and Governance
Fiona Winter	Director of Education and Assessment
Kenneth Osborne	Finance Director
Ian Grinbergs	Head of ICT and Digital Transformation
Emma Maxwell	Senior Associate, Burness Paull LLP
Jeremy Chittleburgh	Senior Partner, Cheine + Tait

1.	Apologies and Intimations	Action
	<p>The President welcomed all Fellows and Members to this first hybrid Annual General Meeting, noting that some 350 members from 34 countries had registered to attend.</p> <p>The President noted that apologies had been received by 10 Fellows and Members; she also asked everyone to pause for a few moments to remember the 62 Fellows and Members of the College whose deaths were notified to the College since the last AGM, as well as all those healthcare professionals who had lost their lives during the coronavirus pandemic.</p> <p>The President made specific reference to the deaths of John Cash, John Kennedy, Lord Macfarlane of Bearsden, Roger Quin and Thomas Starzl, all of whom were closely involved in College business.</p>	
2.	<p>Minutes of Annual General Meeting held on Friday 7 December 2018</p> <p>The President proposed that the minute of the last AGM be approved as a true record of the meeting. This was seconded by Richard Hull.</p>	
3.	<p>Matters arising from the Minutes</p> <p>There were no matters arising from the minutes.</p>	
4.	<p>Chief Executive Officer's Report</p> <p>Dr Graham presented the College's annual report for the year 2020-21, noting that during this entire period almost all College staff were working remotely due to the pandemic. Despite this, and the fact that no examinations were run during the first six months of the financial year and limited capacity for assessment during the last six months, membership grew by 1% and existing member retention was higher than predicted at 93%.</p> <p>By necessity, it was a year of so many 'firsts' as the College adapted quickly to the new normal. The first ever virtual diploma ceremony took place in September 2020 and was broadcasted live on YouTube. The event recognised over 180 new Fellows and Members and was viewed by over 4,000 people, more than a quarter of whom were from India.</p> <p>The College's heritage website enjoyed 28,00 views, ensuring that members and the public continued to connect with our history. The College was voted 6th out of all UK museums for 'exhibitions to access online from home'.</p> <p>College staff redoubled efforts to engage with and grow our member networks to ensure they were kept informed of what was happening. The College has a health community of more than 1,500 clinicians actively engaged in College business, either as regional and international advisors,</p>	

examiners and educators, or on one or more of our many boards and committees. Even the Senior Fellows' Club continued its programme of activities under the new banner of 'SFC Online'.

A new People Strategy was developed to ensure all College staff, who were working remotely, continued to feel valued, respected, engaged and connected. This strategy will apply to both staff and clinicians who are closely engaged in College business to help take the organisation forward over the next few years.

Dr Graham described how the College's educational offerings moved from face-to-face to online delivery. In total, 47 webinars, 11 virtual conferences and 29 skills courses were delivered during the year – the skills courses taking place in the College building when restrictions allowed. From April to August 2020, the exam delivery model was rapidly adapted and from September 2020 onwards 21 online exams were successfully delivered across 20 countries.

Visits to the College website increased by 73%, with 181% increase to the Join Us page, where nearly 900 people downloaded membership applications. Staff responded to over 2,000 membership verification requests and £75,000 was awarded in scholarships to members.

Dr Graham reported in detail on a major digital transformation project to improve online access and services to support members. This included investment of £680k in new software to replace an outdated system. The CRM project started in April 2020 and went live in December that year. This has resulted in online and integrated assessment and membership applications, a self-service portal and personalised membership dashboard, as well as integrated finances and events booking. This is a major step forward for College members and internal efficiencies. Work continues on this project to leverage the technology and harness greater automation of processes.

Throughout 2020-21 the College adopted a digital first strategy to all marketing and communications. The enhanced self-service portal enabled more intelligent, automated communications, along with an improved online access to content and resources, including a new staff intranet and a digital asset library. A total of 69 marketing campaigns were delivered during the year with over 1,200 creative items produced.

In summary, Dr Graham cited 2020-21 as a truly transformation year for the College, demonstrating triumph over adversity and all delivered in a financially responsible way. He expressed thanks and appreciation to all involved in the College – clinicians and staff alike, and paid tribute to Professor Taylor for her leadership, resilience, commitment and courage as President.

5. Annual Financial Statement: Report by the Honorary Treasurer

This year's report was provided by the Interim Honorary Treasurer, Mr Drummond Mansbridge, who reported that Covid had severely impacted on College activities during the year, in particular the ability to deliver education and assessments. Consequently, the accounts show an operational deficit of £1.084M. This was slightly better than predicted and is testament to the diligence of the whole College team throughout the year.

Offsetting this operational deficit are an increase in the College's investments of nearly £3M bringing this to a total of £15.9M, as well as a doubling of the value of the College's heritage assets – now estimated at £6M.

Cash balances at year end were high and have been used to purchase additional investments, as well as repaying a portion of an outstanding loan.

Mr Mansbridge went on to provide comparative figures for income and expenditure, balance sheet and cash balances for the years 2018 to 2021. He explained that the deficit for the coming year is expected to be better than the budget of £571K.

In conclusion, Mr Mansbridge confirmed that the major focus in 2022 will be to address the following 3 major challenges:

- Inflation
- Continued potential Covid-related disruption to activity
- Structural deficit of £500-£750K

6. President's Report

Professor Taylor reflected on the pride she felt on being elected President 3 years ago and the significance of being the first female in that role in the College's long history. The President stressed her passion for diversity and inclusion, and hoped that other women would put themselves forward for this important position whenever the opportunity arose.

Professor Taylor went on to give examples of the work done by the College during the last year to address her four priority areas of workforce, wellbeing, inclusivity and engagement. These include:

Inclusivity

- Showcasing the diversity of the College community through the 'Who We Are' campaigns
- Delivering the Leadership Development Programme for under-represented groups
- Updating the governance structures and regulations on voting rights for members outside the UK
- Calling for action on health inequalities, diversity in management and leadership roles in the health service, and widening access to medical schools

Wellbeing

- Campaigning for rest and catering facilities in the workplace
- Developing mentorship and peer support programmes
- Lobbying for government action to deliver mental health and wellbeing for the workforce which led to the establishment of a workforce specialist service to support staff
- Delivering a 2-day conference – Time to Heal: Recovery and Renewal with high profile international speakers

Workforce

- Publishing a solutions paper to address the workforce crisis in Scotland which has been the focus of parliamentary debate
- Calling for an increase in medical school places across the UK which has been delivered
- Highlighting the need for dedicated time for training and flexibility to improve staff retention rates
- Surveying, analysing and reporting on the UK physician workforce with the Royal Colleges of Physicians

Engagement

- Increasing engagement with our network of College Tutors, Regional and International Advisors
- Supporting the College Trainees' Committee to appoint new office bearers and establish wellbeing and education sub-committees
- Sponsoring hospital-based learning, networking and mentoring opportunities and delivery of events in venues across the UK
- Supporting the activities and social programme of our Senior Fellows' Club

In other areas, Professor Taylor highlighted the climate emergency and the impact this will have in the way clinicians deliver care. She referred to the Glasgow Climate Pact, which specifically mentions that action to address climate change should respect, promote and consider the right to health. As part of this, the President confirmed that the College has:

- Established a working group to develop policies on climate change
- Completed a carbon audit and made a commitment to work towards net zero emissions
- Published an editorial and added its signature to a letter from the world's health community which was delivered to the COP26 and COP27 presidencies in Glasgow

- Hosted healthcare leaders and policy leads at a networking event during the climate conference, including guests from Egypt who will host COP27
- Delivered educational events with a focus on sustainability

The President also reported on the refurbishment of the College's premises at 19 Blythswood Square, which now accommodates a state of the art clinical simulation facility. The College is now part of a Clinical Skills and Simulation Collaborative with partners across Scotland who are now delivering skills training at this centre.

In conclusion, Professor Taylor reflected again on the many changes within the College during her term of office, particularly as a result of the pandemic and the pride she has taken in everything that has been achieved. She thanked the College members, Office Bearers, staff and leadership team for their support and commitment during these difficult times, and wished Mike McKirdy every success as he takes over the presidency.

7. **Proposed Amendments to the Regulations and Bye Laws**

The Registrar introduced the proposed amendments to the Regulations and Byelaws as detailed in Resolutions A-F of the Agenda and provided a brief explanation of the rationale behind each one.

The result of the voting was confirmed as follows:

Resolution A – FOR = 37 / AGAINST = 4
 Resolution B – FOR = 47 / AGAINST = 0
 Resolution C – FOR = 50 / AGAINST = 1
 Resolution D – FOR = 50 / AGAINST = 0
 Resolution E – FOR = 45 / AGAINST = 6
 Resolution F – FOR = 55 / AGAINST = 1

All Resolutions were passed. The Registrar thanked Muir Brown for compiling and drafting the proposed amendments.

8. **Election of Office Bearers and Members of Council**

a) Honorary Librarian

The President announced that 1 nomination was received for the post of Honorary Librarian and that Dr Morven McElroy has been re-elected to serve for a second and final term of 3 years.

b) Honorary Treasurer

The President announced that 1 nomination was received for the post of Honorary Treasurer and that Mr Drummond Mansbridge has been elected to serve for a first term of 3 years.

c) Ordinary Councillor (Physician)

The President announced that 3 nominations were received for the vacant post of Ordinary Councillor (Physician). A ballot was conducted and Dr Paul Keeley was elected for a first term of 4 years.

d) Ordinary Councillor (Physician) <10yrs GMC registration

The President announced that 1 nomination was received for the post of Ordinary Councillor (Physician) <10yrs GMC registration and that Dr Nauman Arif Jadoon has been elected to serve for a first term of 4 years.

e) Ordinary Councillor (Surgeon)

The President announced that 2 nominations were received for the 2 vacant posts of Ordinary Councillor (Surgeon). Mr Bilal Jamal and Mr Hrishi Joshi have both been elected to serve for first terms of 4 years.

f) Regional Councillor (Surgeon) worldwide (excluding Scotland)

	<p>The President announced that 7 nominations were received for the post of Regional Councillor (Surgeon) worldwide (excluding Scotland). A ballot was conducted, and Dr Saira Saleem has been elected to serve for a term of 4 years.</p> <p>The President thanked all those demitting office from College Council namely:</p> <ul style="list-style-type: none"> • Dr Moe Oo for his 4 years' service as Ordinary Councillor (Physician) • Dr Arrianne Laws for her 5 years' service as Ordinary Councillor (Physician) <10 years GMC registration • Prof Colin McKay for his 4 years' service as Ordinary Councillor (Surgeon) • Mr Jonathan Hannay for his 4 years' service as Ordinary Councillor (Surgeon) • Mr Andraay Hon-Chi Leung for his 4 years' service as Regional Councillor (Surgeon) outwith Scotland 	
9.	<p>Investiture of New President</p> <p>The outgoing President, Professor Jackie Taylor, invited Mr Mike McKirdy to step forward and accept the President's chain of office and gown.</p> <p>Mr McKirdy paid tribute to Professor Taylor's many achievements in office over the last 3 years and thanked the membership for electing him. He then presented Professor Taylor with the Past President's badge and confirmed the full list of College Office Bearers for 2022.</p>	
10.	<p>Appointment of Auditors</p> <p>The President confirmed that, following the review process mentioned at last year's AGM, Cheine+Tait had been instructed to audit the College finances for 2020-21. The President proposed that Cheine+Tait, represented today by Jeremy Chittleburgh, be re-appointed as the College's auditors for the year 2021-22. This was agreed and seconded by Prof Abhay Rane.</p>	
11.	<p>Appointment of Clerk and Legal Advisor</p> <p>The President informed members that, as part of the College's regular review of its professional advisors to ensure value for money, a tendering process will be undertaken in early 2022 to supply legal services to the College. Members will be informed of the outcome of this process in due course.</p>	
12.	<p>Any Other Competent Business</p> <p>There were no other items of competent business.</p>	
13.	<p>Date and Time of next AGM</p> <p>The President confirmed that the next AGM would take place on Friday 2 December 2021 (time to be confirmed).</p> <p>The President declared the meeting closed, thanking all Fellows and Members for their attendance, and inviting those present in person to join the Executive Board and Council members for a drinks reception in the Lower Library.</p>	