

COUNCIL

MINUTES OF A COUNCIL MEETING HELD ON FRIDAY 20TH JULY 2018 AT 12 COLDBATH SQUARE LONDON EC1R 5HL

- Present:** Mrs A E Geddis (President)
Mrs J C Andrew
Mr N H Coles
Mr S Conlan
Mr D W Eccleston
Mrs J Harrison-Williams
Mr J G McNair
Mr C Mudd
Mrs J A Overfield
Mr R A I Simpson (Treasurer)
Mr D Smith
Mr I C Sturdgess (Past President)
Mr A J Usher
Mr A J Wilson
- Attendee:** Dr R Liebmann (Royal College of Pathologists – Vice President)
- Observer:** Ms M Coleman (Pro-Lab Diagnostics)
- In Attendance:** Mr M Finnie
Ms S A May
Mrs L Rigby
Ms J Rodney (Chief Executive)
Mr P Smith
Mr A C Wainwright

Actions

1. APOLOGIES FOR ABSENCE

Apologies were received from Ms H E Archer, Mr C Houston, Dr J M Needham, Mrs D Padgett, Mrs S A Phinbow, Mr M W Smith and Mr D R Wells.

2. DECLARATIONS OF INTEREST

There were no declarations of interest made.

3. FOR APPROVAL

3.1 Minutes of the Council meeting held on 27th April 2018

The minutes of the previous meeting held on 27th April 2018 were signed as a correct record.

4. MATTERS ARISING

A copy of the action log was received and noted.

5. ITEMS FOR DECISION

5.1 Strategic session held on 8th June 2018

A paper was received which summarised outputs from the session in two areas; rules of engagement for all IBMS meetings and the value of IBMS Fellowship.

The rules of engagement were noted and agreed for adoption.

The values of IBMS Fellowship will need to be promoted and it was agreed that Council would lead on the process through a task and finish group which will include Mrs Andrew, Mr Eccleston, Mr Mudd, Mrs Padgett, Mr Sturdgess and Mr Wilson.

LR

5.2 Upgrade of office accommodation

A paper was received which reviewed the use of the group occupied properties and considered a number of options. It highlighted that it had been some considerable time since the IBMS buildings had been updated. It noted that during this intervening time the business had evolved such that there are now more efficient ways of utilising the accommodation and improvements were also required to areas of the infrastructure.

The paper was discussed and it was agreed that the IBMS should remain at Coldbath Square as recommended in the paper. However, more information was needed before a decision could be made about whether to proceed with a refurbishment. It was agreed to engage a consultant to consider potential improvements and updating and to provide an appraisal of the available options as well as indicative costs.

MF

5.3 Application for funding of non-representational expenses

An application was received from Dr D Ricketts for funding to attend the International Organization for Standardisation TC 212 meeting to be held in Seoul, South Korea in October 2018.

Council noted that Dr Ricketts has given presentations on ISO 15189 at Congress and although the application was just within the 12 month rolling time limit for receipt of successive applications, it was noted that the meeting times had been brought forward by the organisers. Council approved the application for funding of £700 in support of Dr Ricketts attendance.

It was agreed that Dr Ricketts would be invited to a future Council to discuss his work on TC212.

AG/JR

6. BUSINESS CONDUCTED ELECTRONICALLY

There was no business conducted electronically to report.

7. COMMITTEE MATTERS/RECOMMENDATIONS TO COUNCIL

7.1 Education and Professional Standards Committee

Minutes from the Committee meeting held on 27th April were received and noted.

The Chairman gave a report on the Committee meeting held prior to Council.

Three more members were noted to have passed the Advanced Specialist Diploma in Histopathology Reporting and had received Diplomate membership of the Royal College of Pathologists.

It was noted that the Deputy Chief Executive was convening two groups to review higher specialist qualifications and consultant level practice. It was agreed that a representative from the College would be invited to the latter.

SM

It was also agreed that IBMS should work closely with the College to promote employer recognition for advanced level roles to create a market place and to provide case studies and model job descriptions.

SM

The Committee continued to work on business identified in the 2020 Strategy, including the use of technology and it was noted that members and other stakeholders are to be consulted to assess the business case and possible specification of an e-learning tool.

The quality of the latest research grant submissions was reported to have improved and five applications had been granted.

It was indicated that the IBMS office was working with those members that had not passed an audit of their continuing professional

development for Chartered Scientist registration, to support them through resubmission.

7.2 Membership and Marketing Committee

Minutes from the Committee meeting held on 27th April were received and noted.

The Communications team in the IBMS office were congratulated on the wide coverage achieved for Biomedical Science Day on the 19th July both within the UK and overseas.

A report on the Committee meeting held prior to Council was given.

The work on sizing the potential market for IBMS membership has been undertaken by the office as finding an external specialist able to help with this work was indicated to have been difficult. Council members and senior laboratory staff will be contacted to survey the levels of IBMS membership in laboratories.

Free Licentiate membership for 1 year will be offered to those awarded a President's Prize. It was noted that consideration will be given to including apprentices in membership arrangements provided for placement students.

8. PRESIDENT'S BUSINESS

The President gave a report on a number of meetings attended since the last Council including those with the British In Vitro Diagnostics Association, Royal College of Pathologists, Association for Clinical Biochemistry, the Academy for Healthcare Science (AHCS), the British Journal of Biomedical Science, the Chief Scientific Advisor to the Department of Health, Pathology Alliance, Harvey's Gang presentation and the UK Antimicrobial Resistance Diagnostic Collaborative Launch.

It was noted that Mr Simpson is now the IBMS representative to the AHCS.

9. ITEMS FOR DISCUSSION

9.1 Strategy 2020

An updated action plan for Strategy 2020 was received and progress to date was noted.

It was agreed that any slippage in the milestones shown will be reported by the Executive Head and new deadlines agreed with the reporting Committee chairperson.

Exec Heads/Standing Committee Chairs

Two topics for the action on thought leadership which were suggested and discussed: on consultant biomedical scientist and; NHS workforce plan/strategy. Council were requested to suggest further topics for consideration by the President and Chief Executive by close of business on Friday 27th July.

ALL/AG/JR

Council was reminded that returns were needed for the staffing and workload survey to underpin the development of a workforce planning tool. It was agreed that the data collection pro-forma will be recirculated to Council for completion.

SM/ALL

9.2 Council skills audit

Preliminary results of the audit were received. It was agreed that a task and finish group will be set up to consider the results which will include the President, Mr Eccleston, and Mrs Harrison-Williams. Members of Council not able to attend the Council meeting will also be given the opportunity to join the group.

JR

9.3 Management accounts

Net incoming resources were forecast to be negative in the current financial year and the main significant variances between the forecast for the year and end of June position were identified and noted.

It was noted that Council had agreed that the IBMS financial reserves could be used to cover net costs associated with the implementation of Strategy 2020.

It was highlighted that the day to day management of the investment portfolio was delegated to the investment managers. The investment managers are responsible for achieving the strategy agreed with the IBMS through various future market conditions, including Brexit.

9.4 Cyber security/data protection update

An update in respect to ongoing work on IBMS cyber security and data protection was received and noted.

The report on the recent Typeform incident had led the office to assess and change the information that is requested by local event organisers asking for publicity materials to be sent.

10. FEEDBACK FROM IBMS REPRESENTATIVES

10.1 Heads of University Centres of Biomedical Science (HUCBMS)

It was noted that the IBMS had been represented at the HUCBMS Executive Committee and 25th Anniversary Reception held on 1st May by the Education and Professional Standards Committee Chairman, the Chief Executive and Executive Head of Education and Professional Standards.

10.2 Royal College of Pathologists Informatics Group

A copy of a report on the Group meeting held on 2nd May was received.

It was noted that Professor J Martin was now chairperson of the NHS Digital Strategic Clinical Reference Group. It was also noted that the Oxford open prescribing project is investigating and mapping pathology usage.

Confirmation will be sought as to whether there is a representative from Northern Ireland on the Group.

RS/GM

10.3 Academy for Healthcare Science Professional Council

A report on the AHCS Professional Council meeting held on 9th May was received, which was attended by the President with the Treasurer as an observer. In particular it was noted that the Professional Council President had indicated that he would stand down in 2018.

10.4 Northern Ireland Pathology Network Board

A report on the meeting held on 12th June was received, which was attended by the Chief Executive by teleconference. It was indicated that some decisions in key policy areas in Northern Ireland were being held up because there was currently no working Assembly at a political level.

However, it was anticipated that new positions in respect of the introduction of laboratory information management systems and advanced practice biomedical scientists will be published shortly.

10.5 National Pathology Optimisation Group

A report on the meeting held on 12th June and attended by the Past President was received.

It was agreed that the terms of reference of the Specialist Testing Sub-Committee and the Digital and LIMS Sub-Committee will be requested so that the President could seek volunteers from the IBMS.

IS

It was agreed to circulate the NHSI Pathology Optimisation Group presentation given by Mr Wells at the meeting to Council for information.

10.6 Science Council General Meeting

A report on a meeting held on 13th June was received, which was attended by the Chief Executive and Deputy Chief Executive.

Following the appointment of an interim chairperson, it was indicated that an interim general manager will also be appointed soon.

It was noted that the Science Council has engaged more openly with licence bodies and had begun to deal with some of the issues previously raised and that had not been properly addressed.

10.7 HPV screening

A report provided in confidence to Council on a meeting with NHS England and Public Health England which was attended by Mr Wilson and the Deputy Chief Executive on 25th June was received.

It was noted that changes to services had been proposed and were required as laboratories convert to HPVp and that confirmation of these was awaited. It was indicated that Council will be updated when a response to the proposals was provided.

AWil

10.8 NHS Education for Scotland Healthcare Science Annual Event

A report on the Event which was attended by the Chief Executive on 28th June was received and noted.

10.9 Health Education England Pathology Workforce Working Group (PWWG)

A copy of a report to the Histopathology Task and Finish Group was received and it was noted that Ms May had been asked to convene a meeting to consider the options identified in greater detail.

10.10 External Quality Assurance Scheme Governance

A report on a meeting which was attended by Mr Wilson on 29th June was received and noted.

10.11 Chief Professions Officers' Medicines Mechanisms Programme (CPOMM) – Patient Group Directions Project Working Group

It was indicated that a copy of an update report on the project will be circulated following the Council meeting.

Due to a technical legal issue with the consultation process the project schedule was noted to have been delayed. The IBMS representatives had produced documentation for a full public consultation, summary consultation and an impact assessment. It was reported that the public consultation was now scheduled for September/October 2018.

11. LETTERS AND CORRESPONDENCE

11.1 IBMS representation on British Standards Institute Committees LBI/1/1 and LBI/1/2

It was noted that Mr Simpson's nomination to LBI/1/1 and LB/1/2 had been accepted by BSI.

12. ITEMS FOR INFORMATION

12.1 Disqualification rules for charity trustees and senior staff

Information about new disqualification rules announced by the Charity Commission was received and noted.

12.2 Key Performance Indicators (KPIs)

An update report for the IBMS KPI's for the period 1st January 2018 to 30th June 2018 was received and noted.

12.2 Regional/National matters

A region report from East Anglia was received and noted.

13. HOT TOPICS

Pathology consolidation was noted to remain an important topic and Council discussed the impact it could have on the profession. It was noted that by the October meeting of Council there may be further information from the expected report on the withdrawal of franchising arrangements in Cambridgeshire and further information on the proposals for service changes from the conversion to HPVp.

14. ANY OTHER BUSINESS

There was no other business reported for consideration.

15. DATE OF NEXT MEETINGS

It was noted that the next Council meeting will be held on 12th October and commence at 11.30.

