



The Association for Palliative Medicine of Great Britain and Ireland

Annual General Meeting

Friday 24 April 2015

Ludgate Suite
America Square Conference Centre, London

01/15 **Welcome from Chair**

David Brooks welcomed all those present to the meeting.

02/15 **Minutes of 2014 AGM**

David Brooks explained that the minutes were circulated electronically for the first time this year and that we will continue to send AGM papers electronically in the future.

The minutes were accepted as a true record.

Proposed: Iain Lawrie

Seconded: Tim Harlow

03/15 **Articles and Memorandum of Association**

Rob George explained that the memorandum and articles are a very historical document. These documents were written when the Association for Palliative Medicine was formed. Rob George explained the differences between the two documents. The Memorandum of Understanding tells the outside world what we do and list the objectives of the organisation. The Articles of Association determine the internal processes. We have to comply with both charity and company law. In terms of the articles Rob George explained that we need to tidy up the legal compliance which Iain Lawrie is going to take the lead on. The key things that matter moving forward is that we need to strip out as much administration and become as efficient and effective as possible. We will be moving forward to electronic means of payment and communications. One of the proposals/suggestions is to have a role for the exiting president to continue and support for a period of time. It was felt that sharing the work out is important to ensure we stay on top of what is happening within the organisation. Rob George explained that the updated copies of the articles and memorandum will be made available on the APM website.

04/15 **Ratification of Terms of Reference for all APM Committees**

David Brooks explained that all of the committee terms of reference have been revised. Part of that work was to gain some control over costs. We have reduced the number of face to face meetings to help bring costs down. Rob George explained that there will only be remuneration for the role of the president.

The terms of reference were agreed.

Proposed: Sarah Cox

Seconded: Iain Lawrie

05/15 **Committee Reports**

a) President

David Brooks submitted a report that explains all the work that has been done over the year. We have been trying to respond to things that you wanted the APM to do for the membership. David Brooks asked the members if they all receive the APM ebulletin that is sent monthly. By show of hands the majority confirmed that they were receiving the bulletin. It was reported that there are still problems with bulletins going into spam. David Brooks explained that the APM will be looking into solving the problem with a paid for bulk email provider. David Brooks explained that Eleanor Grogan, Secretary does a huge amount of work responding to consultations on behalf of the APM. David Brooks encouraged members to comment on future consultations. David Brooks explained that the new website will be up and running shortly and urged the members to forward any comments on to ensure it is an up to date and useful resource.

b) Treasurer

Mike Stockton was officially ratified as the new treasurer

Proposed: Andrew Davies

Seconded: Tim Harlow

By show of hand all were in favour.

Mike Stockton introduced himself to the members. Mike Stockton explained that he felt it was important to give the membership more detail and to allow more time for questions in relation to the finances. It is important to look at the future plan.

Historical analysis

2010: Influx of significant funds from profits of the EAPC conference in the region of £140,000 - £150,000.

2010 to 2013: £143,000 was transferred from restricted to general funds. Cumulative deficit on general fund of £118,000. Deficit rose partly due to increase in general costs. £51,000 cost increase (2013 costs compared to 2010 costs). Offset by the transfer from the restricted fund

2013: General reserves were marginally sufficient to cover 6 months running costs

Last years' accounts

Mike Stockton explained that the financial year runs from December to December to allow us time to produce the accounts ready for the AGM. General Activities sustained a loss of £93,638. The loss was reduced to £63,026 after transferring funds from the restricted reserve. The General Fund Balance has reduced from £111,481 (2013) to £48,455 (2014). This covers less than 3 months running costs. There will be no further transfers from the any of the restricted funds. The APM will need to generate sufficient income from its regular income streams to cover general operating costs. Mike Stockton explained to the membership why the general costs have increased.

Financial actions

The financial goal for this year is to get as near a balanced as possible. The actions we have achieved are; the vice president salary has stopped. Journal subscriptions have been negotiated to a lower rate. We have made changes to the committees in terms of the amount of committee members and amount of meetings held per year. Event profitability has also been improved.

Consultation

Mike Stockton reported that there will be no further transfers from restricted funds and that the money there is set aside to support projects. With this in mind there will be no further luxury to transfer if we overspend. Mike Stockton has produced a draft budget to work from. The biggest expenditure is the journals. The membership had an increase to cover the JPSM subscription. There has never been an increase for the Palliative Medicine journal and the BMJ. The cost of journal in 2014 was £82,263 (38% of total unrestricted income per year). Mike Stockton explained the negotiations with the different journal providers and reported that members will need to meet the journal fees by way of a membership subscription increase. It was agreed to increase membership fees in line with inflation. Mike Stockton welcomed any comments from the membership. Comments were received from members about expanding the specialty and membership, support for obtaining sponsorship at events and extending new markets.

Mike Stockton explained the journal negotiations;

JPSM: £35k electronic. Reduced down to £25k.

PMJ: negotiated for electronic journals only

BMJ: there was no room to reduce costs.

Mike Stockton explained how many hits there were through the website per week in relation to online journal access. The consultation results from the survey email were; 65% for. 35% against. No journal appears to be more popular than another. 220 people voted via the survey. David Brooks explained that votes and consultations are online and that this is the sort of voting population we receive when a vote is put out to the membership. The majority of members showed that they were happy to receive journals by electronic access only.

Mike Stockton asked the membership, by show of hands, who would be willing to pay extra. All were in favour. The notion was passed.

When asked about quarterly costs rather than a one off payment in December it was reported that the APM want all members to move to direct debit payments. Due to the time and cost involved to process cheque payments it was agreed to charge an admin fee of £15 to non-direct debit payers.

It was proposed and agreed to increase the membership fees by £20 (not including juniors). The Junior membership fee of £30 will stay the same.

Proposed: Tim Harlow

Seconded: Rob George

New APM Membership Fees for 2016 will be:

Full Membership	£260
Full Membership with Reduced Subscription	£170
Associate Membership	£147
Junior Doctor Membership	£30 (stays the same)
Medical Student Membership	Free (stays the same)

The accounts for the year end 30 November 2014 were ratified.

Proposed: Rob George

Seconded: Tim Harlow

c) Education Committee

Chris Farnham asked the membership to start thinking about the conference in 2 years' time and explained that we would welcome any ideas. Sponsorship is virtually non-existent so we need to start thinking about where we are going and what type of conference we want. Chris Farnham asked for members to start emailing in any ideas. Chris Farnham reported that the Education strategy is almost complete and will be available on the website once agreed. The strategy will be a 3 year programme so that you can see 3 year's ahead what events are coming up. There will be a conference in 2016 with the RCP looking at dying in hospitals. Chris Farnham asked for all those interested to get in contact to make it a good and worthwhile conference. Chris Farnham reported that Christina Faull is now the editor of e-ELCA. Christina Faull needs help from the membership with reviewing the modules already on e-ELCA and the development. Chris Farnham reported that the Trainees' have already been a great support.

d) Ethics Committee

Ethics study days continue to be successful and well evaluated. The Assisted Suicide survey numerical results will be available on the website next week. The qualitative comments have to be anonymised. The committee are hoping to publish something on those comments. The committee will continue to respond to ethical issues as and when they occur. Ilora Finlay thanked the Ethics Committee for all the work they have been doing and asked if they have been looking at DoLS (Deprivation of Liberty Standards). The BMA have produced a statement and professional guidance. Ilora Finlay asked if the APM would like to be a part of the wider consultation of the document coming from the BMA. Tim Harlow reported that we would like to be a part of a wider consultation. This has been discussed at Ethics study days and meetings, however, there is confusion and different views around it. The latest guidance has been helpful but there is still much confusion. The official guidance from the law commission will not be released until 2017. David Oliver has produced a survey which the APM has had some input towards to ask the members what experience they have had with it to gain people's views.

e) Juniors Committee

David Brooks welcomed Anna Street, the new Chair of the Juniors Committee. Anna Street reported that the committee is almost complete with just 1 position left to be elected. The APM Juniors hosted their second annual conference which had a high level of attendance and received great feedback. The APM Juniors have some projects they will be working on over the next year and would welcome any help from anyone that would like to be involved. The juniors are looking for free venues to hold their conference for the next 2 years. AS reported that it is important to try to obtain a free venue to keep the ticket prices low. The ticket cost at the last conference was between £8 - £12. The juniors are hoping to have the next conference in the North of England or Scotland. The last 2 conferences have been held in Cambridge and London. If anyone is able to offer a free venue please contact the APM Juniors Committee. The APM Juniors would like to hear from people to help with various projects;

- a. If you have access to helping arrange SSC's and electives
- b. If you are interested in becoming a mentor.

The juniors are also trying to set up a research hub which connects experienced palliative care researchers who need man power with juniors who would love to do some research but have no idea where to start. David Brooks expressed that we need to talk and support the APM Juniors. It was suggested to highlight the APM Juniors on the website. Eleanor Grogan reported that the juniors currently have a separate website, however, this is due to link with the new APM website. It was also suggested to have 1 downloadable slide available on the website that can be passed on to students. Congratulations were given to the group followed by a round of applause.

f) Professional Standards Committee

Sarah Cox reported that Famcare will continue to run on an annual basis. Registration for Famcare 2015 starts in June. In the future the Professional Standards committee will run some audit prizes. The first prize being developed with the trainees' committee is an undergraduate audit prize. There will then be a general audit prize. The committee are developing some lists of guidelines around symptoms which can be found on the website. The committee are working on a list of symptoms which does have potential to be expanded. The committee will also be collecting national intelligence around palliative and end of life care. These will be highlighted in future e-bulletins as links.

g) Science Committee

Jason Boland thanked the Science committee for all of their work. The Study Day which was ran in 2014 was very successful. The committee are working with Mike Bennett as the curriculum is being reviewed in terms of research so we are looking at gearing the study days up to what will be needed for the trainees. Jason Boland urged members to submit towards future prizes. The committee will start looking at collating all the information on how to do research every day in hospices. This piece of work will be made available on the Science page of the APM website.

h) Specialty, Staff Grade and Associate Specialists (SSAS) Committee

Anna Hume, co-chair with Sally Middleton thanked the committee for all of their hard work. The next study day organised by the SSAS Committee will be on 5 November at BMA House in London. The study day is going to be very topical, looking at palliative care issues by changes in cognition. The highlight will be the speaker Rob Wheeler who is the director of clinical law in Southampton. Rob Wheeler will be specifically addressing DoLS and is inviting any delegates to submit any cases that can be discussed. The committee has run a survey of the SSAS membership particularly looking at employment issues. The survey has now closed. The survey highlighted employment issues and as a result Hospice UK and the APM will be sending out a joint letter to independent units advocating that the 2008 specialty doctor contract is offered to those relevant. Anna Hume will be compiling a list of advantages for both employers and employees. The SSAS Committee are looking for a committee member with a particular interest in Education to have representation on the Education Committee.

i) Trainees' Committee

Tom Middlemiss thanked the committee for all of their hard work and reported that the Trainees will have a formal relationship with the APM Juniors Committee. The committee has engaged with the BMA and Shape of Training. A Facebook page has been set up by the Trainees' Committee. The next Trainees study day event will take place in Glasgow, September 2015. TM officially handed over to Amy Proffitt who will now chair the Trainees' Committee.

j) Workforce Committee

Stephanie Gomm thanked the demitting members of the Workforce Committee and welcomed the new members. The committee have completed and published the 2013 analysis of the Workforce survey which is now available on the website. The 2014 analysis has also been completed with some of the draft data included in the report. The workforce planning issue is discussed within our own society, at the college and at Health Education England. Some of the data from the survey has been used successfully to make sure that people recognise what our workforce consists of and what the issues are. The 2015 survey is due to come out at the end of June. Stephanie Gomm asked the membership to let us know of any issues to be included or taken out of the survey. Our expansion rate in Consultant numbers is falling both from the RCP and our own survey compared to the previous decade. Workforce is about what we are planning for and is about the models of

service we want to deliver which is completely different to what it was 20 years ago.

k) Specialty Advisory Committee

Alison Coackley chair of the SAC sent a report but wanted to focus on the Shape of Training. Alison Coackley explained that Shape has been talked about for many months, it did hit a bit of uncertainty with what was going to happen with it. It is going to happen. As a specialty we cannot ignore Shape. It has the potential to change how trainees work. It is going to impact on how we deliver clinical services and it is going to potentially change the way that consultants in palliative medicine work in the future. As a specialty we need to decide what our view is. The time to have an influence is getting shorter by the minute.

06/15 **Representatives' Reports**

a) Acute Oncology Service CRG

The report was noted.

07/15 **Special Interest Fora**

a) Neurological

The report was noted.

b) Undergraduate Medical Education

John Ellershaw highlighted that the forum which is co led by himself and Stephen Barclay and has been going for 3 years with an annual meeting. The 3rd annual meeting was in Cambridge and was focused on assessment. One of the key things that came out of that is that Stephen Barclay is now actively working to get questions around palliative medicine into the national database which are then put into the national finals for medical students. It is important that palliative medicine is in the final assessment. The undergraduate medical education do have a website. John Ellershaw asked that any members from a medical school that is not listed on the website to please send details. There is a new website which is going to be a resource around access for all medical students. John Ellershaw asked to send details if anyone has content that could contribute. The meeting for 2016 will be on 7 April in Liverpool and the theme is going to be technologically enhanced learning.

c) Transitions

The report was noted.

08/15 **Committees**

David Brooks thanked all the committee members that have demitted this year.

Education Committee: Dr Emily Collis

Executive Committee: Professor Irene Higginson (Treasurer), Dr Simon Coulter (Northern Ireland Rep)

Juniors Committee: Leila Platt (Junior Committee Chair)

Science Committee: Professor Paddy Stone (Science Committee Chair)

Specialty Staff Grade and Associate Specialists Committee: Dr Reema Pal (Workforce Committee Rep)

Trainees' Committee: Dr Andrew Shuler (Trainee Rep to the Ethics Committee), Dr Gareth Watts (Trainee Rep to the Science Committee)

Workforce Committee: Dr Jane Edgecombe (Scotland Rep)

The members expressed their thanks to the demitting committee members with a round of applause.

Elected members were ratified, as follows:

President: Professor Rob George

Vice-President: Dr Andrew Davies:

Executive Committee: Dr Mike Stockton (Treasurer), Dr Dee Traue, Dr Neil Jackson (Northern Ireland Rep), Dr Paul Paes, Professor John Ellershaw

Education Committee: Dr Aruna Hodgson:

Juniors Committee: Dr Anna Street (Junior Committee Chair), Emma Bailey, Victoria Green, Faye Johnson, Emma Rudsdale, Lucy Ison (Liaison to the Trainees' Committee)

Professional Standards Committee:

Science Committee: Dr Jason Boland (Chair of the Science Committee)

Specialty Staff Grade and Associate Specialists Committee: Dr Esraa Sulaivany (SSAS Rep to the Professional Standards Committee)

Trainees' Committee: Dr Guy Schofield (Trainee Rep to the Ethics Committee), Dr Amy Proffitt (Trainee Rep to the Professional Standards Committee), Dr Richard Kitchen (Trainee Rep to the Science Committee)

Workforce Committee: Dr Kathleen Sherry (Scotland Rep)

Proposed: Iain Lawrie

Seconded: Mike Stockton

David Brooks officially handed over to Rob George as the new president of the APM.

09/15 **APM award winners**

Rob George announced the following APM award winners.

Twycross Research Prize 2014

Dr Amara Nwosu with The assessment of hydration states in advanced cancer patients using novel technology: the evaluation of bioelectrical impedance vector analysis (BIVA) in the palliative care setting

Undergraduate Essay Prize 2014

Essay subject: Can we measure patient related outcomes in palliative care that are meaningful?

1st prize – William Brierley

2nd prize – Kristina Paige

10/15 **Any other business**

No further business discussed.

11/15 **Date of next Annual General Meeting**

Thursday 10 March 2016

Scottish Exhibition and Conference Centre, Glasgow