

# ACGS Executive Meeting Minutes

22<sup>nd</sup> January 2015  
Sheffield Genetics Laboratory  
11am – 3pm



Participants: Ann Dalton (AD), Chair  
Simon McCullough (SM), Secretary  
David Cockburn (DC), Treasurer  
David Baty (DB), Chair, Workforce Development Committee  
Dom McMullan (DM), Chair, Scientific Subcommittee  
Sandi Deans (SD), Chair, Quality Subcommittee  
Hazel Dinning (HD) Chair, Communications Subcommittee

## 1) Matters arising from teleconference on 27<sup>th</sup> November 2014

Emma Huxley and Irene Carolina are the editors for the ACGS newsletter. Another editor will be required.

**Action 1.1 HD to contact Michelle Bishop to ask what is required of the editors.**

Action: AD contacted Genetic Alliance for patient representative – awaiting response.

Action: HD to email membership to notify that no further content from CMGS will be transferred.

**Action 1.3 AD to organise meeting with Chocolate Grape. HD, SM, AD and Dina Kotecha to attend.**

**Action 3.1 SM to contact Wook again about Bioinformaticians email addresses to approach this group about ACGS membership.** Once they have joined SM will email out for expressions of interest to join subcommittees. Advert to be put on website to welcome applications from bioinformaticians and molecular pathologists.

**Action 4.1 BSGM Council meeting 28<sup>th</sup> January 2015.**

**Action 4.2 AD to contact Suzy Lishman at RCPATH**

**Action 4.4** Letter sent. Academy for Healthcare Science register for Healthcare Science Practitioners was formally accredited by the Professional Standards Authority for Health and Social Care (PSA). The date for the meeting between ACGS, Janet Monkman, Chris Gibson, Val Davison and IBMS that was requested in the letter is to be arranged.

**Action AD and DB to circulate briefing paper to Executive Committee**

**Action 9.2 DM to arrange stand at ESHG for ACGS**

## 2) Teleconference with BSGM Treasurer Peter Farndon

Discussion with Peter Farndon regarding a reduced rate for laboratory staff at band 5 and below. Proposal from ACGS that they should be eligible for full membership of ACGS and BSGM for £20 annually. The ACGS is keen to attract this group of staff into ACGS membership. The lack of representation from these grades of staff is unique to the ACGS.

The ACGS are more likely to meet the education and training needs of these staff members than BSGM. The ACGS proposed a 50:50 split of the £20 membership fee.

Peter Farndon would also like to encourage membership from this staff group. He is currently trying to cost what BSGM do for other constituent societies. Need to also look how this will fit in with the BSGM constitution and how much it costs to collect membership fee.

AD was keen to discuss at BSGM Council and get agreement quickly.

Peter Farndon asked for a proposal to come to BSGM Council.

**Action 2.1 AD and SJM to write proposal for Council.** Proposed that the membership group should be called the 'Discounted Laboratory Rate'. Applicants would need to be signed off by Head of Department to obtain this rate.

Peter Farndon raised BSGM 2016 conference and the format. The conference would not be financially viable if it is run in the same format as last year. DM outlined the ACGS meetings planned for this year. The BSGM conference will be discussed at the Council meeting.

### 3) Chair's Report

#### **Meeting feedback**

Feedback from meetings will be put on the website for members after the meeting. All executive committee members to do the same.

**Action 3.1 SM to upload meeting summary of 3<sup>rd</sup> December.**

**Action 3.2 Andrea Prentice to put meeting dates in Outlook for Executive committee meetings**

#### **Clinical Reference Group (CRG) meeting**

Ann Jarvis wanted discussion on co-commissioning where a more collaborative approach between CCGs and Specialised services may be beneficial. There was extensive discussion and AD felt it was sensible and relevant for labs to explore this possibility and engage with commissioning with particular references to the cancer services and securing more robust funding.

#### **Lab reconfiguration**

AD has written a response to the consultation from the ACGS. There are 2 documents available on NHS England website. 1. Forward view into action. 2. Planning for 2015/2016. AD indicated that Point 5.15 in the second document impacted on labs. This point states that commissioners would commission pathology services from Genomic Local Laboratory Hubs (GLLH) which are in a managed network with Genomic Central Laboratory Hubs (GCLH). AD raised this with Ian Cree at RCPATH. AD wants to put an initial response on the website and submit to the RCPATH bulletin.

**Action 3.3 AD to email response and links to documents to Executive committee. Committee members to respond by Friday. Response to be put on website once agreed.**

#### **Genomic Medicine Centres (GMCs)**

Eleven Centres were successful in their application. There will be a second round of centres announced.

### **MSc Genomic Medicine**

Course will be run by Health Education England for NHS staff. Applications for Centres to offer the course have closed. The WDC will comment when the centres are published.

### **GeCIPs (Genomic Clinical Interpretation Partnerships)**

These groups will help to interpret whole genome sequencing data as well as with the suitability of recruiting patients to WGS. Sian Ellard suggested that the ACGS put in a joint bid to validate WGS data. Bill Newman is drafting the document this week for the ACGS to collaborate as a GeCIP. Expressions of interest for GeCIPs closes on 26<sup>th</sup> January. Email from Bill Newman asking for ACGS members to participate.

**Action 3.4 AD to send Bill Newman email to SM and HD to circulate to membership and to put on the website**

## **4) Treasurer's report**

### **Bank accounts**

DC still does not have access to the ACGS account. Andrea Prentice is helping with the paperwork and liaising with the bank. DC should have access in a few days. It is not clear how many expense claims remain unpaid until DC has access to the account.

**Action 4.1 DC to email SM statement on expenses to be put on the website**

ACC account is still dormant. Update given by SM. ACC now dissolved and Angela Douglas and SM are now signatories to the ACC bank account. SM to complete form to become a primary user to access the account and transfer money to ACGS.

The balances in September 2014 were:

ACGS community account: £24,354.47

ACGS Business Money Manager account: £50,021.49

ACC business current account: £8,829.00

ACC business money manager account: £60,844.82

### **Accounts**

Reporting of accounts to the membership was deferred at the AGM. DC proposes circulating a summary to the membership at the same time as preparing the accounts. Accounts are normally submitted to auditors in February for the preceding year. DC does not know when he will be able to do this.

### **Expenses**

DC suggested a list of meetings for which expenses can be approved and what expenses will be paid.

**Action: 4.2 DC to circulate a list of approved meetings and what expenses can be claimed.**

### **ACGS prizes**

ACGS poster prizes from BSGM were never issued.

**Action: 4.3 DC to get cheques signed and send with certificates to winners.**

## 5) Communications subcommittee report

### Website development

Website population continues. Meeting with Chocolate Grape still to be arranged. AD, HD, SM and Dina to attend. Web training for HD and communication subcommittee meeting is scheduled for 23<sup>rd</sup> February. HD asked about receiving alerts for when new items are posted on the website so that these can be put on Facebook and Twitter. DC suggested 'ChangeDetection' for this.

**Outstanding action. HD/AD Meeting with Chocolate Grape to be arranged.**

### IBMS study day

ACGS is to be represented at the IBMS educational day on 14<sup>th</sup> April. HD suggested a banner promoting the work of the ACGS to be designed to be taken to conferences. Executive committee agreed.

**Action: 5.1 HD to take forward with communications subcommittee**

**Action: 5.2 HD to email Brian Nation to determine what representation is expected from the ACGS on the 14<sup>th</sup> April**

### Meetings

ACGS meeting with Association of Clinical Pathologists (ACP) on 8<sup>th</sup> May and ACGS Spring Meeting on 22<sup>nd</sup> and 23<sup>rd</sup> June to be published on the website.

**Action: 5.3 DM to email HD a strapline for the meeting on 8<sup>th</sup> May**

HD enquired about a stand for the ACGS at ESHG in June.

**Action: 5.4 DM to get details for HD**

**Action: 5.5 SM to email contact details for pens to HD**

### Association of Graduate Careers Advisory Services (AGCAS)

AGCAS contacted ACGS for update on careers profiles for a clinical cytogeneticist and clinical molecular geneticist.

**Action: 5.6 HD to send email from AGCAS to DB**

### Membership

Discussed updating contact details for members through BSGM website.

**Action: 5.7 DM to check if he can update his own email address through the website**

## 6) Scientific subcommittee report

Next meeting will take place in March. There has been some expressions of interest from GTs to join which are very welcome.

### Meetings

A joint Molecular Pathology meeting is planned for on 8<sup>th</sup> May with ACP/RCPATH. Meeting is to be held at Austin Court and can hold 150 people. ACGS/ACP members will be charged £100 and non-members £130. Sponsorship will likely be secured for this meeting.

A second 2-day meeting is planned for late June (post ESHG). The first day will be a Rare Disease focussed meeting and will include the AGM. The second day may be a jointly organised workshop with PHG Foundation specifically around Data Sharing. The meeting is being arranged after an ACGS meeting to maximise senior clinical scientist attendance and will focus on strategy, ethics and consent. This will be a closed meeting with around 60 participants. PHG Foundation is to invite a Caldecott representative to attend. AD suggested that an IT expert should be invited to talk about data security.

#### **7) Workforce Development subcommittee report**

WDC has 22 core members. Fiona MacDonald and David Bourn have stood down. DB thanked them for their contribution to the WDC. DB would like to attract a bioinformatician to the committee. The next meeting is currently being arranged.

##### **Level descriptors**

These are finished and available on the website.

**Action: 7.1 SM to put a statement on website welcoming comments on their usefulness and suggestions for any changes**

##### **Consultations**

WDC has responded to some consultations:

1. Royal College of Pathologists and Association of Clinical Biochemistry consultation on 'Demonstrating personal proficiency in Pathology'.
2. Academy for Healthcare Science consultation on 'Standards of proficiency for Higher Specialist Scientific Training'.
3. Dept of Health modernising scientific careers team consultation on 'Training and career progression for levels 2-4 offering apprenticeships'.

##### **Workforce**

Alison Taylor-Beadling and David Bourn are collecting the ACGS workforce data. Almost all data has been collected. DB will remind labs who have not yet submitted.

Data on unfilled posts will be collected through the surveymonkey account.

##### **Work plan**

WDC is writing a work plan for the next year. DB would welcome feedback from the Executive committee on the work plan when finished.

**Action: 7.2 DB to email format to the Executive for a consistent format**

#### **8) Quality subcommittee Report**

Met 9<sup>th</sup> February in Birmingham. The last meeting was fully attended and two GTs have joined the committee.

##### **Best Practice Guidelines**

General BPGs – few minor comments back from workshop group. To be put on the website for 2 weeks for comment.

BPG pipeline for the process of drafting guidelines is on the website.

IQC BPG – all drafts are back to SD who will collate them then circulate to the workshop group.

Lynch syndrome BPG – Gail Norbury now leading on these. A draft will be available at the end of February and then a workshop will be held to review.

DM confirmed that Deborah Morrogh would lead on prenatal array BPGs.

#### **Dashboard**

These have been signed off and put on website for consultation until 8<sup>th</sup> February. A final review will be performed by Quality subcommittee on 9<sup>th</sup> February.

**Action: 8.1 AD to notify CRG these will be finalised by 9<sup>th</sup> February**

#### **UKGTN/ACGS NGS workshop**

UKGTN and ACGS are hosting a workshop on 'Clinical Genome Sequencing: Quality Assurance of tests' on 10<sup>th</sup> February in London

**Action: 8.2 SD to email notice to SM and HD for website**

#### **9) Any Other Business**

Lab representative for Cancer Genetics Group – needs to have expertise in familial cancer.

**Action 9.1 SM to email Heads of Dept. for nominations**

The Executive committee were happy to be joint signatories to the Wellcome Trust and PHG Foundation on IVDD regulation and the amendments on genetic testing provision.

**Action: 9.2 AD to notify Gail Norbury**

There was no time to discuss the UKAS/CPA letter on peer assessors.

**Action: 9.3 SM to email UKAS/CPA letter on peer assessors to Executive committee**

The next meeting will be by teleconference in March.

## Actions

Action from meeting	Action	Responsible
27 <sup>th</sup> November 2014	1.1 Contact Michelle Bishop to ask what is required of the editors	HD
	1.3 Organise meeting with Chocolate Grape. HD, SM, AD and Dina Kotecha to attend	AD
	3.1 Contact Wook again about Bioinformaticians	SM
	4.2 Contact Suzy Lishman at RCPATH	AD
	4.4 Circulate briefing paper to Executive Committee for meeting between ACGS, Janet Monkman, Chris Gibson, Val Davison	AD, DB
21 <sup>st</sup> January 2015	2.1 Write proposal for BSGM Council	AD, SM
	3.1 Upload meeting summary of 3 <sup>rd</sup> December	SM
	3.2 Andrea Prentice to put meeting dates in Outlook	AD
	3.3 AD to email response to lab reconfiguration and links to documents to Executive committee. Committee members to respond by Friday. Response to be put on website once agreed	All
	3.4 Send email to SM and HD to circulate to membership and to put on the website	AD, SM, HD
	4.1 Statement from treasurer on expenses to be put on the website	DC, SM
	4.2 Circulate a list of approved meetings and what expenses can be claimed	DC
	4.3 Send cheques and certificates to best poster winners	DC
	5.1 ACGS Banner to be designed/purchased	HD
	5.2 Email Brian Nation regarding ACGS representation at IBMS meeting	AD
	5.3 Strapline for the meeting on 8 <sup>th</sup> May for website	DM, HD
	5.4 Stand for ACGS at ESHG	DM, HD
	5.5 Email contact details for pens to HD	SM
	5.6 Send AGCAS email to DB	HD
	5.7 Update email address through BSGM website	DM
	7.1 Statement on website welcoming comments on Level descriptors	SM
	7.2 Email work plan format to the Executive	DB
	8.1 AD to notify CRG that the Dashboard will be finalised by 9 <sup>th</sup> February	AD
	8.2 SD to email notice of UKGTN/ACGS meeting to SM and HD for website	SD, SM, HD
	9.1 Email Heads of Dept. for nominations for Cancer Genetics Group	SM
	9.2 Notify Gail Norbury that ACGS will endorse letter	AD
	9.3 Email UKAS/CPA letter on peer assessors to Executive committee	SM