

# ACGS Executive Meeting Minutes

**16<sup>th</sup> September 2015**

**Teleconference**

**9.30am**

Participants: Ann Dalton (AD), Chair  
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

Apologies: Simon McCullough, Secretary

## 1. Minutes of previous two meetings

Need to finalise reduced fees with Peter Farndon –

**Action: DM to speak to Peter Farndon to confirm that we can go ahead and ask whether we need to do anything else (e.g. mechanism for proof on Band 5 and below status).**

Issues related to output from CEQAS

**Action: AD to have conversation with Ros Hastings**

Dosage survey has been completed by DC with very informative results showing a lack of consensus regarding nomenclature and reference sequences.

**Action: DC to write up for newsletter and circulate comments from HGVS**

## Minutes signed off

## 2. Chairs report

- **Laboratory reconfiguration** – no further news apart from information regarding provider day in October
- **Genomic Medicine Centres** – ongoing, publication in RCPATH bulletin not appropriate as related to the laboratory reconfiguration and not GMC. May be useful after specification released and useful for Festival background.
- **Festival of Genomics** – approach approved and will require further work nearer the time.

## Chair Elect

One candidate is considering possibility (DM) who was soundly endorsed by all the committee. It is likely that beyond this candidate, that we will receive any further nominations until the designation process has been completed. AD will continue until September 2016 and will provide support where possible beyond that, ideally to new Chair and Chair elect. There needs to be 3 Trustees in place. However there is a constitutional loophole that would allow AD to stay on longer as Chair but this is

not sustainable, and further discussion would have to take place as to the future of the ACGS at this point.

Steve Abbs raised possibility of encouraging HSSTs to be involved. Execs reported back that they were heavily involved in the committees and it was agreed that the membership and exec team, including Chair and Chair elect role needed to be seen as inclusive and open to all members. It would be considered a success if a Chair from outside the Clinical Scientist group was elected.

**Action: SD to feedback to Steve Abbs**

Important that Bioinformaticians are brought fully into the organisation and ensure that they are engaged with all processes managed through the sub-committees to ensure that there is not wheel re-invention or inconsistent messages out from the ACGS at this critical time.

**Action: All execs to engage with Bioinformaticians as and when and make sure that activity is appropriately channelled.**

Would be useful to know the breakdown of the membership

**Action: to enquire of BSGM if that is possible DM**

### **3. Treasurers report**

Met with Cathy Cooper, very useful meeting. Recommendation that constitution is amended to reduce audit from full audit to external examination only, where circumstances are routine. This will be supported by purchase of Xero software (£20 per month) to streamline and systematise management of the accounts. To start next year.

**Action: DC to purchase software**

Accounting period has been changed to calendar year now ending in December so ACGS no longer overdue on accounts.

ACC accounts nearly wound up with SM transferring the money.

Also support Treasurer and trustees through purchase of indemnity insurance to ensure that trustees are personally protected.

**Action DC to get quotes.**

Finances fine despite lack of £16K from BSGM. 70 registrants for next week's meeting and 8 trade stands so likely to make a profit.

### **3. Scientific subcommittee report**

Name to be changed to Scientific and technology sub-committee

**Action: HD to check constitution**

Meeting next week doing well but emphasised need for dedicated conference organiser. Still very much ACGS meeting which needs to change.

Following data sharing meeting Number of NHS consortium cases available to view has quadrupled so huge success (already).

**Action: DM and SD working with PHGF on producing report.**

Gene panel app being developed (crowd sourcing) and very engaged with ACGS in developing tool, looking to tap into existing BPG. Scientific community in ACGS very involved with strong support from Val Davison.

SDGS involved through research project and department with Registry looking at streaming genetics into registry and also establishment of database.

**Action: AD to engage process with ACGS S & T and Quality sub-committees**

#### **4. Workforce development subcommittee (WDC) report**

DB and AD set up Task and Finish group with NSCHS, AHCS and IBMS to explore how to national staffing shortages. Making good progress and likely to produce a report in next couple of weeks with proposals to consider.

**Action: DB and AD to issue report**

Good data required to make right decisions regarding next steps. Survey monkey going out to collect additional data from ACGS audit including attrition rate, CS vacancies, review of in-house training, IBMS accredited courses.

**Action: DB to design survey by end of Sep**

Exploring development of ASPs for GTs with IBMS and NSHCS as there is no accepted route for advancement outside of CS. Short life T&F group to take this forward. Possibility of reducing requirement for Accredited register from 3yrs to 1 yr.

**Action: report back early Nov DB**

Issues regarding HSST and confusion particularly around proposed AHCS HSST register and also communication between education providers and training centres. Concern over no grandparenting for established consultants onto the HSTT register. Need to understand further regarding mandate of AHCS.

**Action: DB to explore with AHCS**

Importance of OSFAs and the need to support Lorraine Gaunt and her team. WDC will support Lorraine in designing OSFA stations.

**Action: DB support LG as required.**

#### **5. Quality subcommittee report**

Met May and next meeting will be in October. SD is exploring General reporting BPG to be published as policy document in EJHG (free and open access). IQC guidelines finalised and due to go out and NGS guidelines out for review with ACGS membership.

2 workshops planned – 9<sup>th</sup> Oct - Prenatal arrays meeting and Accreditation workshop 6<sup>th</sup> Nov all accreditation questions to go to Graham Fewes.

**Action: HD to contact Graham and sort out mechanism for submitting questions and advertising on website.**

Sian Morgan to be ACGS representative for Prenatal for PHE (public health England)

NHS genetic network quality forum **not agreed** to be endorsed by ACGS.

**Action: SD to email Graham**

Discussion of EQA performance across UK

**Action: AD to discuss with Jonathon Waters (NQAAP chair)**

## **6. Communications subcommittee report**

Banners posters and leaflets all very well received and up-to-date with promotional material. Limited response regarding GTs and other groups joining the communications group, it would be helpful to have a bioinformatician involved and more people generally needed.

Sorting out a 1 page flyer / poster to be sent out through lab contacts to call for new members and members of Communications Subcommittee include fee reduction information when available and mechanisms agreed.

**Action: HD to send.**

More information needed re website and would be useful to get stats from Chocolate Grape so we can look at targeting communications perhaps better.

**Action: HD**

The ACGS newsletter is now to be purple from the next issue. Purple was approved and praised by the execs as well as banners. Speakers at ACGS meetings should now expect that their talks will be put on the ACGS website.

## **7. AOB**

- 1) Update from BSGM** – they are looking to outsource their administration potentially to the Royal Society of Biology. The constituent societies need to review their meetings schedule and structure. Access to website should not be affected.
- 2) Next meeting** – telecom in 2 months or following publication of service specification whichever is earlier.