

# ACGS Annual General Meeting Minutes

**22<sup>nd</sup> June 2015**  
**Austin Court, Birmingham**  
**9.30am**



Executive committee members present:

- Ann Dalton (AD), Chair
- Simon McCullough (SM), Secretary
- David Cockburn (DC), Treasurer
- Dom McMullan (DM), Scientific Subcommittee
- Sandi Deans (SD), Quality Subcommittee

Approximately 90 members in attendance

## **1) Apologies**

Apologies were received from Amanda Dixon-McIver

## **2) Minutes of previous AGM**

Accepted with no changes.

## **3) Chair's Report**

AD thanked the Executive team and subcommittee members for their work during the last year on behalf of the ACGS. AD also thanked members who contributed and responded to surveys and communications from the Executive. It is of benefit to the committee to hear opinions from the membership and AD encouraged the membership to continue to engage with the committee.

The ACGS continue to provide support where possible to the designation process responding to consultation documents and feeding back information on the financing and activities of laboratories.

The ACGS have developed a workforce strategy because we are a rapidly expanding profession with new technologies but the workforce is not expanding at the same rate. The workforce development committee are working with the Executive Committee on this.

AD continues to represent the ACGS at meetings aiming to get the best deal for the profession.

AD acts as a point of contact for the ACGS.

AD invited comments from the floor on the reasons that we have been unable to fill the vacant Chair Elect position. One member commented that the pressure of the role and the time commitment was perhaps putting people off. AD stated that there was a strong Executive team to provide support and that she was also willing to support any candidate. AD hoped that once designation is resolved that this may solve this problem.

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

##### **Bank accounts**

The ACGS bank account was activated in January 2014. DC was elected in July 2014 and had difficulties gaining access to the accounts. DC aims to process all expenses claims within two weeks and if a member has not received their expenses after a month, they should contact DC. DC set up a PayPal account for the ACGS in time for this meeting. DC is trying to negotiate a change to the year end with the Charities Commission from March to December for submission of ACGS accounts. DC thanked Peter Farndon (BSGM Treasurer) for help with the accounts for this meeting.

##### **BSGM membership fees**

On 9<sup>th</sup> March 2015 there was an extraordinary meeting of the Chairs and Treasurers from the constituent groups in response to the financial difficulties of the BSGM. Restructuring of the BSGM conference is necessary to stabilise the finances of BSGM. Membership structure is to change incorporating an ACGS desire for a lower membership rate for lower bands. The new membership structure was approved at the BSGM AGM on 8<sup>th</sup> June 2015.

BSGM membership fees likely to be collected in September 2015 with a one off levy of £5 per BSGM member for 2015. Agreed to defer payment of constituent group membership fee component for 2014-2015 which amounts to approximately £16k for the ACGS. BSGM aims to repay this by 2020.

The ordinary membership fee will rise by £5 to £60 (£15 ACGS, £45 BSGM). A new consultant rate for Band 8c and above of £85 will be introduced (£15 ACGS, £70 BSGM) and a new lower rate of £20 for Band 5 and below will be introduced (£10 ACGS, £10 BSGM).

DC asked for a vote to support for the new membership structure and for Peter Farndon in his effort to stabilise BSGM finances. ACGS members present unanimously supported the proposal.

##### **Accounts summary**

Balance at January 2015 of £150,815.30. Balance at January 2014 of £142,121.63. Balance at June 2015 £126,030.67. The June 2015 balance substantially excludes income from this meeting.

The Spring meeting 2014 generated approximately £22,639 and costs of approximately £21,000 with a moderate surplus of approximately £1639.

##### **Tasks for 2015**

1. Continue stable management of finances
2. Document tasks and procedures to make any transition easier
3. Ensure access to ACGS accounts is available to other Trustees
4. Finalise 2014 accounts with Wilkins Kennedy
5. Examine how to best utilise our resources in pursuit of our societies aims

DC asked for a vote to support appointment of Wilkins Kennedy as auditors for the ACGS accounts. The members present voted unanimously in favour.

## 5) Communications subcommittee report

### **Website development**

The website is going from strength to strength following constructive meeting with the web designers (Chocolate Grape). There is a password protected member's area populated with meeting minutes and consultation documents along with a well used easy to access jobs section and up to date news and events pages. News, events and jobs are advertised via Twitter and Facebook. CMGS website now closed all references to it removed and old content held by Peter Logan, David Gokhale and Hazel Dinning. Migration of archive minutes from CMGS website continues. The Communications committee would welcome suggestions on what the membership would like from the website and social media.

### **Membership Liaison**

We have an up-to-date list of members from the BSGM but this relies on members keeping their details up to date. Please remember to inform us (and BSGM) of any changes of address /email etc

We continue to communicate with the membership by email but will stop using this medium for advertising jobs.

We have promoted the ACGS at various meetings including technologist meeting and ESHG Glasgow.

We have recently produced a range of promotional material – banners, poster, pens and leaflets.

### **Newsletter**

One edition published on-line since last AGM. Please send articles to Emma Huxley (emma.huxley@bwnft.nhs.net) and Irene Carolina ([IRENE.CAROLINA@bwnft.nhs.uk](mailto:IRENE.CAROLINA@bwnft.nhs.uk))  
Deadline for next edition is 30th November 2015

### **Future work**

Raise our profile with members of the laboratory genetics community and the wider laboratory community. We aim to produce a STEM presentation which can be accessed via our website for STEM ambassadors to help enthuse the next generation of genetic scientists and technologists.

### **Wanted**

Anyone interested in joining the committee particularly genetic technologists with a molecular background?

Another newsletter editor to assist Emma.

Please contact Hazel at [hazel.dinning@nuh.nhs.uk](mailto:hazel.dinning@nuh.nhs.uk).

## 6) Quality subcommittee report

### Best Practice Guidelines

- Completed – General Reporting of Genetic results/Sarcoma RT-PCR
- Out for consultation on ACGS website – Internal Quality Control
- Out for consultation to workshop delegates – NGS review
- Currently under review - Lynch syndrome/Postnatal arrays/Breakage syndrome
- New guidelines – Prenatal arrays/Hypertrophic cardiomyopathies/Molecular tissue identification
- Model risk calculations for CF and SMA

Suggestions for new guidelines or guidelines that need reviewed can be made using the form on the website.

### Audits

- ACGS activity audit 2013-14 to include all activity of genetics laboratories
- HGVS/reference sequence audit is out for comments from the membership

### Genetics Dashboard

- Laboratory category changes agreed by Clinical Reference Group and active from April 2015
- Guidance document produced

### Ongoing projects

- National Laboratory Medicine Catalogue (NLMC). Gail Norbury is to include genetic testing in the catalogue
- NHS Fetal Anomaly Screening Programme (FASP). Sian Morgan represents the ACGS on this committee.

### Workshops held

- Internal Quality Control workshop – November 2014.
- NGS BPG workshop with UKGTN – February 2015
- Accreditation workshop – Summer 2015 *TBC* – to include a beat the myths session
- Prenatal arrays workshop – September 2015 *TBC*

### GenUs

- Review of cytogenetic bandings and changes recommended

SD thanked the Quality Subcommittee for all their work.

## 7) Scientific subcommittee report

### Meeting organisation

- **BSGM Liverpool, September 2014**

Involved in organising the programme and abstract review. Hosted a new variant analysis workshop.

- **ESHG Glasgow, June 2015**

Co-opted for 2015 into scientific programming, abstract review and session chairing

- **ACGS Rare Disease, 22<sup>nd</sup> June 2015**
- **ACGS/PHG; Data-sharing Workshop, 23<sup>rd</sup> June 2015**

Date for Diary: ACGS/ACP/RCPATH/NEQAS joint meeting on molecular pathology and haemato-oncology on Sept. 21st 2015. Provisional programme to follow shortly.

### **Future meetings 2016**

#### **BSGM September 2016**

- 1 Meeting Day, London (venue + date tbc) but likely to be at the Royal College of Physicians
- Morning of Big Picture National Projects / Initiatives with contributions from Genomics England (GeL) and Department of Health
- Afternoon of (?) 2 x Concurrent sessions (Clinical and Scientific)

#### **ACGS Spring 2016**

- Possible 2-Day Meeting at Austin Court, Birmingham  
Day-1: AGM + Rare Disease/Repro-Gen; projects, invited speakers, abstract  
Day-2: Interactive variant interpretation workshop(s)
- Possible 1-2 Day Meeting at Austin Court, Birmingham  
Molecular Pathology and Haemato-Oncology

### **Data collation/sharing**

DM welcomed suggestions on how we can share data.

- **Workshop 23rd June to "address"**
  - NHS Consortium Database housed by DECIPHER?
  - Joint Publication with PHG to inform Best Practice
- **Miscarriage audit**
  - Chrisy Waterman (this meeting)
- **Huntington; intermediate allele stability**
  - Mary Davis / Simon Thomas (on-going)
- **Research/Development Audit**
  - Una Maye/NIHR Genetics Spec Group (on-going)

### **Wanted**

ACGS Meeting / Conference Organiser

- Dynamic and Resourceful Individual
- Willing to work (email) outside of normal hours for absolutely no additional income
- Technologist or Clinical Scientist
- Will become member of Scientific Subcommittee
- Liaise closely with Treasurer, Trade, Venues, Communications Subcommittee and BSGM

- Benefits will meet new people and develop new skills

## 8) Workforce development subcommittee Report

### Work Delivered

- Role Descriptors for Genetics at the various career framework levels
  - Available on website
  - Will undergo review and refinement
  - Completed all outstanding assessments for non-STP training programmes
- Assumed lead for OSFA stations
  - Huge thanks to Lorraine Gaunt and her team
- Collated and compiled data for the annual review of the Genetics workforce
  - Thank you to all the labs for another 100% submission rate. Excellent set of data vital for obtaining resources for training and development.
- Provided advice and input into new STP and HSST curricula.
- Meetings
  - RCPATH part 1 and Part 2 self-help workshops
  - Very successful Genetic Technologist meeting in Bristol
  - Cross-discipline Training Officers meeting

### Collaboration with other bodies

- On-going work with National School, Academy for Healthcare Science and Institute of Biomedical Science to develop effective solutions to address critical workforce issues
- Working with National School and Institute to develop Practitioner training
- Providing data to RCPATH and Health Education England around effective workforce planning
- Involvement of subcommittee members in establishing the accredited AHCS Practitioner Register.

### Current Work plans

- Further refine the data collected as part of the workforce review to input into Health Education England
- Develop programmes for Accredited Scientific Practice in collaboration with National School.
- Develop technical scopes of practice
- Clarify and inform membership of routes to registration
- Develop guidance on assessing competence in collaboration with Quality subcommittee
- Organise another Genetic Technologist meeting – Manchester
- Develop online continuing professional development portfolio for ACGS.

### Thanks to

- Current WDC members for their support, enthusiasm and good ideas
- Previous members of the WDC for their help and support.
- Members who volunteered as OSFA station writers and assessors.
- Those enthusiastic younger ACGS members who responded to the recent call for new members. The WDC will be in touch soon.

## 9) Any Other Business

None

The meeting closed at 10.15am