



## CONFIRMED MINUTE

Minute of a meeting of **Council** held within College on **Tuesday 14<sup>th</sup> November 2006.**

### Sederunt

Professor Sir G M Teasdale, Chairman  
 Mr I W R Anderson  
 Mr M Bransby-Zachary  
 Mr J C Ferguson  
 Mr A D Henry  
 Dr W M M Jenkins  
 Dr P V Knight  
 Mrs A Lannigan  
 Dr J Long  
 Dr L G McAlpine  
 Mr J R McGregor  
 Mr C G Morran  
 Dr W Reid  
 Dr M Taylor  
 Dr C G Semple  
 Dr M M Steven  
 Dr R D Stevenson  
 Professor R D Sturrock  
 Mr G T Sunderland  
 Dr E Walker  
 Dr B Williams

### In Attendance

Mrs C M Capps  
 Dr J A Miller

## ACTION

### 1. Apologies for Absence

Apologies were received from Dr A Bryson, Professor J Connell, Dr A Dunk, Dr J A McCaul, Dr E Morrison, Dr J A Murie, Dr K Paterson, Dr H Scott, Dr A Zoma.

President welcomed Dr Morven Taylor (Trainees Representative) and Mr Eric Walker (Faculty of Travel Medicine) to their first meeting of Council.

It was noted that this would be the last meeting of Council for Mr J Ferguson, Mr C Morran Mr J Murie and Dr M Steven. President thanked these individuals for their input to Council.

2. **Minutes of the Meeting of Council on 19<sup>th</sup> September 2006**

This was approved as an accurate record.

3. **Matters Arising from the Minutes**

(a) *Joint Meeting with the Royal College of Surgeons of Edinburgh*

President reported on a Joint Meeting with the Royal College of Surgeons in Edinburgh. Areas covered included:

- Joint Research Fellowship (outcome due on 18.12.06)
- ISCP/Website
- MRCS
- Basic Surgical Skills
- Surgical Workforce
- Senate of Surgery

President reported that both Joint Colleges meetings had been very useful.

(b) *Distinction Awards*

The President informed Council that he had been invited to sit on the Advisory Group for the review of distinction awards. This panel would also deal with extension of quality control, discretionary awards and service delivery. Whilst the Academy felt that President should take on this role, President is currently reflecting on this matter. Council expressed support should the President decide to take on this role.

(c) *National Panellists*

As regards National Panellists, Dr Williams reported that:

1. There was no further news from the Ministerial Working Group.
2. NES and the Scottish Academy provided an in-service training on employment legislation. There were seminars in the three royal colleges and around 50-60 of the new National Panellists attended. It has yet to be decided whether this will be a long-term arrangement.

#### 4. **President's Report**

(a) *MMC*

President reported that the MMC Evening Meeting had been a success. Council heard that in addition to Dr Semple and Mr Morran, Dr Harry Burns had spoken at the meeting and answered many outstanding questions.

(b) *Executive Roadshow*

Dr Semple reported that around 400 people had attended the roadshow. The event was videotaped and should be available on the "MMC" website ~ [www.mmc.scot.nhs.uk/](http://www.mmc.scot.nhs.uk/)

Dr Miller also stated he had attended a meeting in London on 13.11.06, and a very robust address had been given to the trainees.

Council heard that anyone in a training position will be called a "specialty registrar".

(c) *PMETB*

President reported that Professor Peter Rubin had attended a meeting of Senate. Professor Rubin acknowledged the concerns, which had been raised, in particular with regard to the decisions around article 14 applications. Professor Rubin stated that he would like to see the Article 14 regulation revised.

Dr Miller reported that there is currently a consultation document in circulation regarding fees. Council members were asked to submit any comments to Dr Miller for inclusion in the college's response.

#### 5. **Board Reports**

(a) *Management Board*

Council was directed to the unconfirmed Management Board minute of 8.11.06. The following issues were highlighted:

1) *Website*

The Communication Group was in the process of reviewing the proposed developments of the website. A list of developments and any cost implications will be delivered to the Management Board in the near future.

2) *Lay Advisory Board*

Dr Miller reported that previous members of the Public Liaison Group had expressed willingness to continue to be part of this group. Dr Miller will meet with Professor Suckling to agree the way forward. The Honorary Secretary will be included in this group.

3) *Qualification in Clinical Leadership*

Council heard that Dr Miller, Dr Knight and Mr Howieson would continue discussions with relevant individuals from Glasgow University and prepare a business case for discussion at Management Board.

4) *Annual Report*

It was noted that the Annual Report had been circulated and that Fellows and Members should have received a copy. President felt that the Annual Report was a very professional publication and structure, content and presentation was improved from the previous year.

It was noted that the report and a full annual account were available on the college website.

5) *Trainees Committee*

Council will receive a paper requesting that a member of Council take responsibility for liaison with the trainees.

6) *Site Development*

Dr Miller reported that two sites – Royal and Victoria Infirmary – had been identified as potential sites for development to undertake examinations and clinical skills training, although some upgrade would be necessary. In the longer term, there will be development of the Southern General Hospital campus. The timing of the scheme will be determined by the exact location on the site.

During discussion Dr Steven encouraged looking at sites outwith Glasgow, such as Inverness. President noted that Edinburgh already has a site and Dr Miller reported that Crosshouse Hospital had successfully run MRCS on a

number of occasions. It was agreed that RCPSG work toward securing clinical examining facilities for assessment and skills training.

7) *Fundraising*

Dr Miller reported that a paper regarding implementation of the fundraising strategy under the management of the Education and Professional Development Board would be presented at the next Management Board meeting.

8) *United Examining Board*

Council heard that all the other Scottish Colleges had also withdrawn from the United Examining Board.

9) *Davies Bequest*

This will be dealt with later in the agenda.

10) *Office Bearer Roles*

Council heard that job descriptions for the position of Honorary Secretary, Registrar and Director of Communications had been drafted and following presentation to the Management Board, changes were agreed.

The position of Registrar had been advertised and an appointment (Dr Knight) made, and will be presented at the AGM for approval.

11) *Operational Plan*

Dr Miller reported that each Head of Unit had been asked to produce an operational plan by the end of November. A meeting will be arranged with the President, Visitor, Chief Executive and Head of Unit to agree operational workplan and outline key areas for each of their units for the next 1-3 years.

Dr Miller reported that Council would receive regular updates to assess if key indicators are being achieved or whether they require alteration.

12) *Finance Report*

Mr Anderson reported that with the implementation of budgetary control and cost saving measures, the financial position of College is better. The half-year

position suggests that a more favourable out turn position would be reported in 2007 than was realised in 2006. Mr Anderson thanked the Chief Executive and the Head of Finance for all their work in attempting to improve the financial situation.

President acknowledged that there had been a transformation to the financial situation in the last twelve months. He requested that Mr Anderson prepare a brief memo to all Council members detailing the investment management programme in place currently.

*(b) Clinical Policy Board*

President reported that the Clinical Policy Board had met on 4.10.06. All issues have been addressed in the Management Board Minute.

*(c) Education and Professional Development Board*

Dr Semple reported that the Education and Professional Development Board was putting together the operational plan which would be available by the end of November.

The following issues were discussed:

- Council heard that responses from the previously discussed web-based needs analysis questionnaire had been received from around 900 members and fellows. The full results of this will be published in the operational plan.
- Dr Semple referred to the earlier discussion around the development of a masters degree in Clinical Leadership.
- Feedback from the Trainees Evening held in College had been very favourable. There was a suggestion to provide similar types of events throughout the year. Two further events for FY2 trainees are being arranged.
- Fundraising ~ Dr Semple reported that a Working Group will be established.

President reported that the Harrogate Symposium had been very successful and thanks were expressed to those involved in the organisation. Council was reminded that the Dumfries Symposium would take place on 22.11.06.

*(d) Examinations and Assessment Board*

Mr Ferguson reported that the operational plan for the Examinations and Assessment Unit has been agreed. This will be available from 20.11.06. Mr Ferguson formally expressed his thanks to Ms Valerie Hogg (Head of Unit) and Ms Suzanne Daly (Deputy Head of Unit) for their enormous support in pulling together the plan.

Mr Ferguson commented that for the first time exam boards were being supplied with financial data which facilitated more informed decision-making.

*(e) Membership Services Board*

Dr Knight identified areas of on-going work for the Membership Services Board:

- I. Programme for the development of a “members area” within the library reading room. This will require some additional work but an appropriate budget had been identified.
- II. Academic dress ~ Dr Knight informed Council that a paper received by the Membership Services Board on use of academic dress in the Admission Ceremony had approved at Management Board and will now be implemented.
- III. Council heard that the Membership Services Board had received proposals for a hierarchy of non-educational benefits. Some further work is being undertaken in identifying the educational benefits. When combined a full set of membership benefits and the hierarchy will be published.
- IV. Dr Knight reported that the Membership Services Board is currently looking at bodies on which the RCPSG is asked to provide representation. Dr Knight is trying to ascertain whether such representation is part of College’s governance or medical representation is all that is required on these bodies.

*(f) Dental Faculty*

Dr Jenkins reported that the Annual Meeting of Dental Fellows and Members had taken place on 26.10.06. This meeting had taken on a different format than previously and Dr Jenkins reported that attendance had been better.

Council heard that Professor Mike Lewis would be the new Vice-Dean, successor to Mr Graham Woods.

*(g) Faculty of Travel Medicine*

Dr Walker intimated that a meeting of the Faculty of Travel Medicine would take place on 4.12.06. Feedback will be given to Council in January 2007.

**6. Intercollegiate Reports**

*Senate of Surgery of Great Britain & Ireland*

1) *MRCS revised format*

President directed Council to Document C, which outlined the changes to the structure of the MRCS examination. The following issues were clarified:

- I. The MRCS will continue to be taken overseas, and will expand abroad if cost effective
- II. The MRCS will continue in the UK until 2010

With the exception of ENT and neurosurgery, the new format will be as follows:

- *Part (1) – generic MCQ*
- *Part (2) – three oral examinations in applied general anatomy, basic principles of surgical pathology and applied physiology/critical care*

Council heard that ENT will use MRCS Part (1) and the current DOHNS examination will be used as part 2. With neurosurgery, trainees will sit generic MRCS MCQ (1), and orals will be conducted to a great extent by neuroscience examiners.

Communication skills will not be part of the examination but will be assessed another way.

During discussion Mr Ferguson stated that the revision of the MRCS has initiated a major discussion with all key players. However the over-riding consideration is that the examination maps the curriculum and meets PMETB's principles of assessment.

2) *Senate Structure (Cubie Recommendations)*

President directed Council to Document D – a paper authored by the Chairman of Senate.

President reported that whilst there has been considerable debate regarding the future structure of Senate, there was unanimous agreement that the status quo could not remain.

Whilst the Senate review was trying to reduce the number of individuals involved in Senate and reduce the number of meetings taking place, it should be remembered that the overarching aims are to improve effectiveness and efficiency between the three bodies which will be created. These bodies are:

- (1) *Joint Board for Professional Affairs*
- (2) *Joint Committee on Surgical Training*
- (3) *Joint Committee on Examinations and Assessment*

Council heard that the continuity between the three groups would be provided by the College Presidents. This was important as two of the functions were in effect intercollegiate bodies.

Following discussion, Council endorsed the principles of interaction between the three surgical bodies and the fact that further discussions will ensue regarding the finer details to the change in Senate.

Dr Cubie proposed the title of “Confederation of Surgical Colleges and Specialist Surgical Associations”, however following discussion, Council felt the term “Federation” remained more favourable.

## **7. Items for Discussion**

### **(a) Response to the Donaldson Report – update**

Honorary Secretary/Registrar reported that responses to the Donaldson Report could be located in the Education Section of the College website. President thanked Dr Knight for his work on this.

### **(b) Regulations and Bye-Laws**

Council was reminded that at the AGM in 2005, it had been agreed to review regulations and byelaws to bring them into alignment with the new

organisational structure, and also to take into account the new charities legislation (OSCR).

Dr Knight highlighted some proposals from this work which has been undertaken along with College's legal advisors:-

That the terms of office have been made more uniform between office bearers and number of terms that could be served also restricted in keeping with good governance practice.

That only those committees strictly required for the governance of College would be described.

The boundaries for regional councillors had been redrawn in Scotland and the areas representatives for those working outside Scotland had also been redrawn such that two physicians and two surgeons could be elected from anywhere in the British Isles thus eliminating a specific representative for Northern Ireland.

Specific responsibilities for Council members (as Trustees) had also been proposed.

The post of Deputy Honorary Secretary had been deleted.

The post of Registrar would now be by election rather than appointment.

The regulations and byelaws highlights will be outlined at the AGM, and the document made available to the Membership. Following a period of consultation Council would consider responses. Thereafter, a formal discussion and agreement regarding the proposals would be reserved for an EGM in February 2007.

Dr Jenkins sought approval to make changes in the current recommendations. Dr Jenkins stated that the category of "Associate Dental Member" differs from an "Associate Member of College" and he suggested abandoning this term.

These individuals have obtained MGDS or MCCD of this College by examination and are in every respect full members, paying the same fees, as other members but they cannot stand for Dental Council except as the single representative of Associate Dental Members. Dr Jenkins felt that it was pointless and demeaning to make this distinction and hoped that such individuals would be allowed to become full members. Dr Semple felt that the MRCPS(G) should be extended to the dental associates. In replying, Dr Knight stated that this request could be incorporated in the new regulations and the term "Associate" be removed.

Mr Anderson indicated that a significant period of time should be allowed to ensure that all interested members and fellows have an opportunity to review and respond to the proposed changes. This approach was endorsed by a number of members of council. Dr Knight was asked to review and amend the suggested timeline in line with the comments. It was agreed to have a longer period of consultation with an EGM likely in April.

(c) PMETB – consultation and fees

This has been addressed earlier in the President's Report.

(d) Strategic Plan - update

Council was directed to Document E (Progress in Implementation of Strategic Plan). Attention was drawn to the "green" areas where substantial change had been achieved that would now enable more progress in certain "red" areas. President summarised the report as having made good progress but could do more in some areas.

## 8. **Items for Noting**

### 8.1 Minutes of Council Committees:

- Scholarship Committee (21.9.06)
- Paediatric Advisory Committee (3.10.06)
- Dental Council (12.10.06)

Dr Semple stated that the Paediatric Advisory Committee had made a request to join the RCPCH West of Scotland Committee. This was felt to be an appropriate way forward. Dr Knight has already requested that a paper be submitted for approval at Council in January 2007.

## 8.2 PMETB-COPMED Trainee Questionnaire

It was noted that some information had been circulated on the outcome of this questionnaire. Individual deaneries would be supplied with their own data to agree action plans. It was recognised that this was only one feature of the QA activity required by PMETB.

## 8.5 Davies Bequest

Following a brief history regarding this generous bequest, Council was directed to the tabled paper which outlined the details of a meeting which took place in Hong Kong between President, Treasurer, CEO and HSBC.

The following were noted:

- a) It was agreed to form a small committee to act as an advisory board. Members will be President, Treasurer and CEO.
- b) Professor Norman MacKay (past President) had personal contact with Mr Davies and had been asked to join the committee.
- c) The area identified by the Trust is cancer research/education and the President will write to the Chairman of Cancer Research UK to invite a member to join the committee.

It was noted that a wider advisory panel should be convened and Dr Miller will prepare a paper outlining the above details and forward the relevant CVs to HSBC for perusal and approval.

Following a discussion regarding all aspects of this bequest, it was thereby noted that Council welcomed this bequest and expressed its' gratitude of the generosity of the Davies Bequest.

## 8.6 Responses to Consultation Documents

President thanked Dr Knight for his responses to the relevant documents,

## 9. Items for Approval

### (9.1) *Admissions in Absentia*

There was only one admission *in Absentia*, which was approved.

**10. Any Other Competent Business**

Prior to the close of meeting, President thanked Council members for their attendance and support over the past three years.

President personally thanked: Mr C Morran, Mr J Ferguson, Dr C Semple, Dr P Knight, Dr W Jenkins, Dr J Miller, Dr B Williams and Mr I Anderson for their help and support.

Dr Williams took the opportunity to remind council of the many achievements during Sir Graham's presidency. Dr Williams also expressed the Council's great pride in the recognition he had received through the conferment of KB in the New Year's Honours list. Dr Williams on behalf of Council thanked Professor Sir Graham Teasdale for being a remarkable President over the past three years and expressed good wishes in his new role as Chairman of NHS Quality Improvement Scotland.

There being no other business, the meeting was closed.

**11. Date and Time of Next Meeting**

- 23 January 2007
- 13 March 2007
- 15 May 2007
- 31 July 2007
- 25 September 2007 – 2pm – plus Council Guest Night
- 27 November 2007