



Association for Clinical Genetic Science

Part of the British Society for Genetic Medicine

**Annual General Meeting**

**Austin Court | Birmingham**

**4<sup>th</sup> July 2016**

# Annual General Meeting agenda

**4<sup>th</sup> July 2016**  
**Austin Court**  
**Birmingham**  
**9.30am**



- 1) Apologies
- 2) Minutes of previous AGM 22<sup>nd</sup> June 2015 (available on website)
- 3) Chair's Report Dom McMullan
- 4) Treasurer's Report David Cockburn
  - Financial report
  - Appointment of auditors
- 5) Communications Subcommittee Report Hazel Dinning
- 6) Quality Subcommittee Report Sian Morgan
- 7) Workforce Development Subcommittee Report David Baty
- 8) Scientific Subcommittee Report Dom McMullan
- 9) Any Other Business

# Chair's report

## Ann Dalton

4th July 2016



# Internal arrangements 2015-16

- Dom McMullan appointed as Chair Elect
- Financially sound and refining financial arrangements – thanks to David Cockburn
- Sandi Dean has stepped down from Quality sub-committee and Sian Morgan is now Chair
- **New chair needed for Science and Technology sub-committee**
- Training and Education Sub-committee chaired by long standing (or sitting!) David Baty
- AD to remain supporting Chair as required

# ACGS support for its members 2015-16

- Reduced rate for Band 5 and below
- Broadening membership
- Convening national meetings
- Development of Website
- Appointment of lab representatives.
- Travel awards
- Numerous initiatives – Data sharing, reclassification of variants, National Registries, NIPT, EQA and BPG, registration and equivalence.
- Engagement with other bodies

# Challenges for the ACGS 2015-16

## Supporting its members

- Designation
- Associated audits and data collection
- Significant staffing issues and training
- 100,000 genomes

# Challenges for 16-17

- Reprourement/Designation!!!!
- The new configuration
- Relationship with GEL/Illumina
- Relationships with the specialties
- Relationships with the other pathology disciplines
- Training and workforce planning



# Treasurer's report

4<sup>th</sup> July 2016

# Report for financial activities since 2015 AGM

- 2014 period Annual Accounts and Annual Return submitted to Charity Commission
- 2015 period Accounts currently in preparation
- Programme underway to update financial operations and security
- BSGM financial relationship and subscriptions
- Utilisation of financial position

# 2014 Accounts

## Income and Expenditure Account

		Unrestricted funds	Total 2014
	Notes	£	£
<b>Incoming resources</b>			
<b>Incoming resources from generated funds:</b>			
Voluntary income	2	148,991	148,991
Investment income		403	403
<b>Income resources from charitable activities:</b>			
Training		1,300	1,300
Meetings and Conferences		32,654	32,654
<b>Total incoming resources</b>		<u>183,348</u>	<u>183,348</u>
<b>Resources expended</b>			
<b>Charitable activities</b>	3	43,017	43,017
<b>Governance costs</b>	4	<u>5,679</u>	<u>5,679</u>
<b>Total resources expended</b>		<u>48,696</u>	<u>48,696</u>
<b>Net movement in funds</b>		134,652	134,652
<b>Total funds brought forward</b>		<u>-</u>	<u>-</u>
<b>Total funds carried forward</b>		<u><u>134,652</u></u>	<u><u>134,652</u></u>

## CHARITABLE ACTIVITIES

	2014 £
BSGM Conference	369
Communications Subcommittee	349
Executive Committee	1,313
External Representation	1,249
Heads of Department Meetings	4,916
Quality Subcommittee	3,190
Quality Workshops and Meetings	2,038
Scientific and Technical Meetings	23,296
Scientific and Technical Subcommittee	601
Training	3,865
Workforce Development Subcommittee	1,152
Travel Awards	500
Bank Charges	179
	<u>43,017</u>

## *Summary of major activity categories*

# 2015 Accounts

	Income	Expenditure	Net
Accounting	£ -	£ 3,725.00	-£ 3,725.00
BSGM conference	£ -	£ 365.39	-£ 365.39
Communications subcommittee	£ -	£ 545.54	-£ 545.54
Executive committee	£ -	£ 635.59	-£ 635.59
External representation	£ -	£ 1,116.79	-£ 1,116.79
Heads of Departments meetings	£ 30.00	£ 580.00	-£ 550.00
Quality subcommittee	£ -	£ 2,791.32	-£ 2,791.32
Quality workshops and meetings	£ 330.00	£ 2,626.48	-£ 2,296.48
Scientific and technical meetings	£ 23,144.60	£ 20,768.35	£ 2,376.25
Training	£ 705.00	£ 3,267.62	-£ 2,562.62
Workforce development subcommittee	£ -	£ 2,463.59	-£ 2,463.59

- Accounts and Annual Report likely to have completed independent examination (Wilkins Kennedy) and be submitted to the Charities Commission within a few weeks

# Programme of improvements

- Security, transparency and simplicity
  - Xero accounting software
    - £24 per month
    - Tools for electronic accounting
    - Read-only access for exec members / trustees and auditors
    - Built-in reports to summarise activities
  - Bank accounts
    - ACC accounts closed
    - New higher interest earning account at new institution to be opened
    - FSCS limit of protection is £75,000 per bank

# Profit & Loss

## Association for Clinical Genetic Science

### For the month ended 31 July 2016

	Jul-16	Jun-16	May-16	Apr-16	Mar-16	Feb-16	Jan-16	YTD
<b>Income</b>								
Interest Income	0.00	11.16	10.07	8.21	8.46	10.78	7.24	55.92
Revenue - 2015 Spring meeting 22 June 2015	0.00	350.00	0.00	0.00	0.00	0.00	0.00	350.00
Revenue - ACGS Applying Genomics to Cancer meeting; 21 Sep 2015	0.00	100.00	0.00	0.00	0.00	350.00	0.00	450.00
Revenue - Quality workshops and meetings	0.00	0.00	0.00	0.00	0.00	560.00	0.00	560.00
Revenue - training workshops and meetings	0.00	150.00	90.00	0.00	0.00	25.00	0.00	265.00
Revenue for 2016 Summer Meeting, Birmingham	0.00	9,420.00	0.00	0.00	0.00	0.00	0.00	9,420.00
Subscriptions from members	0.00	16,912.00	0.00	8,872.00	8,872.00	0.00	0.00	34,656.00
<b>Total Income</b>	<b>0.00</b>	<b>26,943.16</b>	<b>100.07</b>	<b>8,880.21</b>	<b>8,880.46</b>	<b>945.78</b>	<b>7.24</b>	<b>45,756.92</b>
<b>Less Cost of Sales</b>								
Travel Awards	0.00	0.00	0.00	0.00	0.00	500.00	0.00	500.00
<b>Total Cost of Sales</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>
<b>Gross Profit</b>	<b>0.00</b>	<b>26,943.16</b>	<b>100.07</b>	<b>8,880.21</b>	<b>8,880.46</b>	<b>445.78</b>	<b>7.24</b>	<b>45,256.92</b>
<b>Less Operating Expenses</b>								
ACS Subscription	0.00	0.00	0.00	0.00	0.00	1,160.00	0.00	1,160.00
Expenses - ACGS Applying Genomics to Cancer meeting; 21 Sep 2015	0.00	0.00	0.00	0.00	0.00	395.00	0.00	395.00
Expenses - Communications subcommittee meetings	0.00	95.13	0.00	0.00	0.00	0.00	0.00	95.13
Expenses - Executive committee	0.00	50.20	0.00	0.00	0.00	780.86	0.00	831.06
Expenses - Quality subcommittee meetings	0.00	0.00	0.00	405.35	0.00	92.70	245.20	743.25
Expenses - Quality workshops and meetings	0.00	0.00	0.00	0.00	0.00	0.00	676.41	676.41
Expenses - Scientific and Technical subcommittee	0.00	0.00	0.00	290.40	0.00	578.50	0.00	868.90
Expenses - training workshops and meetings	0.00	0.00	0.00	134.26	0.00	0.00	0.00	134.26
Expenses for 2016 Summer Meeting, Birmingham	0.00	200.00	0.00	0.00	0.00	0.00	0.00	200.00
Expenses for workforce subcommittee meetings	0.00	0.00	0.00	71.00	175.80	17.40	0.00	264.20
Subscriptions - expenses; refunds etc	0.00	40.00	160.00	0.00	0.00	0.00	0.00	200.00
Work by Scientific/technical subcommittee members; or on behalf of the group	0.00	0.00	0.00	0.00	0.00	0.00	123.40	123.40
<b>Total Operating Expenses</b>	<b>0.00</b>	<b>385.33</b>	<b>160.00</b>	<b>901.01</b>	<b>175.80</b>	<b>3,024.46</b>	<b>1,045.01</b>	<b>5,691.61</b>
<b>Net Profit</b>	<b>0.00</b>	<b>26,557.83</b>	<b>(59.93)</b>	<b>7,979.20</b>	<b>8,704.66</b>	<b>(2,578.68)</b>	<b>(1,037.77)</b>	<b>39,565.31</b>

# BSGM and subscriptions

- New Band 5 and below rate agreed 2015 and launched 2016
- Consultant rate deferred for administrative reasons
- Subscriptions contribution from BSGM for 2014 deferred
- Subscriptions contributions from BSGM for 2015 collected late and transferred to ACGS April 2016
- Subscriptions contributions from BSGM for 2016 transferred to ACGS June 2016
- Continue to work constructively with BSGM and other constituent groups

# Membership fee structure (agreed 2015)

	BSGM			ACGS		
	Ordinary Member	Consultant/8C Member	Student Member	Ordinary Member	Consultant/8C Member	Member Band 5 or below
BSGM	£60	£85	£20	£45	£70	£10
Constituent				£15	£15	£10
	£60	£85	£20	£60	£85	£20

	ACNG			CGS			CGG
	Ordinary Member	Consultant/8C Member	Student Member	Ordinary Member	Consultant/8C Member	Student Member	Ordinary Member
BSGM	£45	£70	£20	£45	£70	£20	£45
Constituent	£25	£25		£25	£25		£15
	£70	£95	£20	£70	£95	£20	£60



# Total funds

	Sum of balances	Comments
January 2014	£150,815.30	No contribution of 2014 subs (~£16k)
January 2015	£142,121.63	2015 subs transferred April 2016
January 2016	£125,661.98	2016 subs transferred June 2016
July 2016	£154,969.78	

# Communications Subcommittee

## ACGS Website

- Working well with all news articles, events and jobs being further advertised via social media once on the website
- Please remember to submit your jobs, events and news for publication on the website via the relevant buttons
- Keep in touch via the chair of communications committee [hazel.dinning@nuh.nhs.uk](mailto:hazel.dinning@nuh.nhs.uk) about what you want on the website and via lab contacts
- Soon to be changes as we embrace new administration from the RSB this is a good time to get in with ideas of things you might want on a new look website

# Communications Subcommittee

## Membership Liaison

- We have again received an up-to-date list of members from the BSGM
- Please remember to inform us (and BSGM) of any changes of address /email etc. We are likely to have a big push on updating membership around the time of migration to the new web system
- Our policy of emailing laboratory contacts seems to be working well and a useful network is emerging
- Our social media presence has increased and we are regularly reaching hundreds of people with our facebook posts
- We have promoted the ACGS at a recent technologist meeting

# Communications Subcommittee

## Newsletter

- One edition published on-line since last AGM
- Please send articles to Emma Huxley ([emma.huxley@bwnft.nhs.net](mailto:emma.huxley@bwnft.nhs.net)) Irene Carolina ([IRENE.CAROLINA@bwnft.nhs.uk](mailto:IRENE.CAROLINA@bwnft.nhs.uk)) and Lesley McMahon [lesleymcmahon@nhs.net](mailto:lesleymcmahon@nhs.net)
- Moves to change the way we disseminate news
  - Faster paced
  - Won't have to wait for deadline and then future publication date
- If you have newsletter articles please send them as they arise

## Promotion

- In order to raise our profile with members of the laboratory genetics community and the wider laboratory community we have recently commissioned a video promoting the ACGS look out for it coming soon

## Many thanks to those who applied for a role on the subcommittee

- We now have another molecular technologist, a bioinformatician and another newsletter editor

# **ACGS Conference 2016**

## **Quality Sub-committee Report**



Out	IN
Chairperson – <i>Sandi Deans</i>	Sian Morgan 1 <sup>st</sup> meeting 8 <sup>th</sup> February 2016
Member – <i>Nick Bown</i>	Nick Telford 1 <sup>st</sup> meeting 6 <sup>th</sup> June 2016
	New member BI group Bhaskar Sanjeev Next meeting
	UKGTN Scientific Advisor (Observer) Dr Fiona MacDonald 1 <sup>st</sup> meeting 8 <sup>th</sup> February 2016
	New member Lisa Thompson 1 <sup>st</sup> meeting 8 <sup>th</sup> February 2016

Best Practice Guidelines DOCUMENT FOR REVIEW	LEAD AUTHOR	Under review date
<i>Lynch syndrome</i>	<i>Gail Norbury</i>	<i>Completed</i>
<i>EMQN best practice guidelines for the molecular genetic diagnosis of hereditary hemochromatosis (HH)</i>	<i>Graça Porto</i>	<i>Completed</i>
Postnatal Array CGH	Dom McMullan	Draft
Prenatal Arrays CGH	Debs Morough	Draft
Haemophilia A	Steve Keeney	Reviewing
Haemophilia B	Steve Keeney	Reviewing
BRCA	Trudy McDent	
HC	Kate Thompson	Reviewing
C9orf	James Polke	Reviewing
Breakage syndromes	Graham Fews/Chris Wragg/Ian Kesterton	Reviewing
All Oncology BPG	Nick Telford	Reviewing
Postnatal Best Practice Guidelines (2007) v1.01	Lara Creswell	Reviewing
Practice guidelines for Sanger Sequencing Analysis and Interpretation. (2009)	Sian Ellard	Reviewing
WES BPG (UKGTN joint workshop)	Fiona McDonald/Yvonne Wallis	Workshop
<b>Bioinformatics BPG</b>	<b>AJW</b>	<b>Draft</b>



## Genetic Units (GenUs)



The UKGTN annual data collection deadline was May 27th. This data was collected using the 2014 version of the GenUs.

Genetic Units (GenUs) 2016 version: Instructions for use and table of GenU bands uploaded ACGS website

E-mail 25<sup>th</sup> May – opinion for GenU version for NHSE data collection for the Genetics Laboratory Procurement; decision was to collect according to 2016 version

## Workshops



Exome sequencing

ACGS/UKGTN joint meeting

29th July 2016, Lecture Theatre, Education Resource Centre, Birmingham Women's Hospital

Accreditation Workshop

TBA





## Current Hot topics

ACGS representation on the FASP Advisory Group

ACGS representation on the PHE/FASP NIPT sub group and NIPT Project Board

Workshop at the 20th International Conference on Prenatal Diagnosis, Berlin

10<sup>th</sup> July to discuss 'Developing a Quality Assurance Scheme' –

UKNEQAS:CEQAS:EMQN

Variant Re-classification

Genomics England Validation and Feedback Working group with BSGM and

NEQAS held a workshop on the 16th June 2016.

Exome sequencing and WGS BPG.....

## Contact me ☺ or anyone in the Quality sub-committee

Let us know where ACGS needs representation on all things quality; where are the gaps; what can we do .....



# Workforce Development Committee 2015/2016

David Baty

## Activity of members 2015/16

- Appointed new members; HSST and Bioinformatics represented
- Alison-Taylor Beadling as new Professional Lead for Genomics for the AHCS
- Involved in OSFA - final assessment for STP training.
- Need to recruit assessors for equivalence
- ACGS represented on the ACS Board.
- Represent ACGS on numerous committees and working groups – provide advice and guidance to potential registrants.
- Need for a new Chair – any expressions of interest most welcome!

## Activity of the Committee 2015/16

- Collation of the annual workforce survey.
- Responds to consultations on standards and funding
- Organisation and support of RCPATH exam study days.
- Support for Genetic Technologist study day.
- Development of website; HSST section.
- Establishment of a working group to review effective ways of delivering technical training.
- Collaboration with AHCS to clarify routes to registration.
- New apprenticeship standards.

# Scientific and Technical Subcommittee

- ACGS annual meeting
  - 2014-2016; 3 yrs at Austin Court
  - Rare Disease and Cancer focused
  - ? Time for move / review
  - Recent appointment of Conference Organisers:
    - Fiona Togneri, Helen Lord
- 2015; Joint Data-sharing Workshop with PHG Foundation
  - “Data Sharing to Support Clinical Genetics and Genomics services”
  - <http://www.phgfoundation.org/file/17089/>

# Scientific and Technical Subcommittee

- 100,000 genomes
  - Validation and Feedback GeCIP (Genomics England Clinical Interpretation Partnership)
  - Strong ACGS membership contribution
  - **Shaping future Clinical Genomics BPG**
- Variant re-classification initiatives
  - Recent BRCA1/2 re-classifications
  - ACGS review
  - Representation at joint BSGM/Genomics England workshop

# Scientific and Technical Subcommittee

- BSGM meeting
  - Continued support / representation on Scientific Programme Committee (SPC) for annual meeting
- Royal College Physicians (RCP); 22<sup>nd</sup> September 2016
  - ACGS Sponsored Speaker; Dan MacArthur (Boston)
- **BSGM meetings will continue to be 1-day events for foreseeable future**
  - Scope for Constituent groups to develop meetings ....

# Vision from the Chair Elect

- BETTER IN THAN OUT
  - Increase ACGS working with BSGM constituent groups **and** with other key stakeholders in Clinical Genomics (Genomics England / Research institutions / Genomic Industries)
- Continue to support laboratories as we move to a reconfigured landscape
- Review reimbursement options for ACGS Executive Committee and (e.g.) BPG activities
- More fully embed Clinical Bioinformatics specialism into all ACGS work-streams



**Any Questions for ACGS?**

**Enjoy the meeting!**