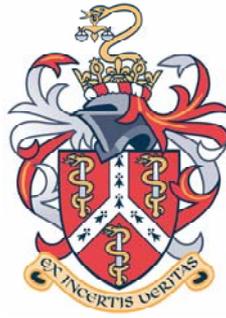


Faculty of Forensic & Legal Medicine

of the Royal College of Physicians, London



Registered Charity No: 1119599

The 3rd Annual General Meeting of the Faculty of Forensic and Legal Medicine

Friday 8th May 2009, 15:00
Royal College of Physicians, London

1. Apologies for absence

The Registrar reported 16 apologies.

2. Minutes of the last meeting

The minutes of the 2nd Annual General Meeting were agreed as a true and accurate record.

3. Award of diplomas to newly elected Honorary Fellows and Fellows

Diplomas of Honorary Fellowship were presented to:

- Dr Jo Howitt, for her outstanding past services to clinical forensic medicine
- Mary Newton, for her outstanding contribution to forensic science in the field of sexual assault.

Diplomas for Ordinary Fellowship were presented to Dr Nat Cary, Dr Juliet Cohen, Dr Caroline Jones, Dr Alyson Jones, Dr Michael Gregory, Dr Sue Moore, Dr Gillian Talbot, Dr Helena Thornton and Dr Susan Waterworth.

4. Registrar's Report

The report was received from the Registrar, Dr George Fernie:

Board Meetings

Once more there have been three formal Board Meetings throughout the Faculty's third year – 2 October 2008, 26 January and 30 April 2009. The Minutes of these meetings are available on the website to give an indication of the discussion that took place.

Standing Order 2.2.3 to extend the period for Foundation Membership by another six months was amended at last year's AGM. The preparations for the MFFLM examination are now completed and more detailed information is contained with the Academic Dean's report.

Jan Welch kindly agreed to be co-opted to the Faculty Board to fill the vacancy created by Michael Wilks' resignation and brought a refreshingly different perspective to the debate which further enhanced the inclusivity of the Faculty. The Board would like to thank her for her contribution which has been especially valued at this developmental stage of the Faculty.

Mr Pat Conneely has made particularly meaningful contribution throughout the year as a public interest member and we are grateful for his continued assistance. Stephen Ward has been unable to continue to attend but we also thank him for his help and are in the process of appointing another lay member whom we hope to have in attendance by the next Board meeting.

Key targets for Faculty Officers and committees have been identified with a more detailed set of Faculty Objectives formulated and approved by the Board in order that these may be timeously progressed. The Board has now asked that the Executive review staffing requirements to ensure that implementation is effected within the required timescale.

Board Elections

Dr Ian F Wall was elected as the second President of the Faculty of Forensic and Legal Medicine with this being a unique double in that he was also the last President of the Association of Forensic Physicians.

Professor Anthony Busuttill and Professor Peter Vanezis, both distinguished forensic pathologists, were elected to the Board in April 2009 and will take office at the AGM.

Key Targets

Positive progression has been made with a number of the key targets highlighted in last year's report -

- *Generic core competencies for all three crafts have been identified and are available on the website*
- *An appraisal questionnaire was sent out to all members and, as a result, we are shortly to announce details of appraiser training courses*
- *RCP CPD booklet is being adapted for the Faculty*
- *3 FFLM versions of the appraisal and revalidation booklets are being produced*
- *Syllabus and regulations for the exam has now been set*
- *Framework for exam has been constructed*
- *Examiners have been identified and trained*
- *First examination will be October 2009*

Additional information on some aspects of the above is contained within the Academic Dean's report.

Specialist Status

The President and President-elect met again with PMETB on 21 April 2009 in another attempt to move matters forward with the application for specialist status. The previous very clear advice from PMETB was that an application would be better made for sub-specialist status in the first instance.

Unfortunately, there have been a variety of problems identified in respect to potential parent Colleges and the Board is reconsidering its favoured strategy here.

Fellowship Committee

This Committee has once again met physically and has had a more recent teleconference meeting. Current membership at the time of writing is –

Fellows	143 (123)
Foundation Members	305 (269)
Affiliates	231 (222)
Total	679 (614)

Last year's figures are also shown for the purposes of comparison where it is apparent there has been a healthy growth in numbers.

Most applicants are now fully cognisant of the criteria for Foundation Membership and with the Membership examination imminent, it is unlikely that there will be further challenges in respect to this category. However, if any advice is required in respect to applications or the new Fellowship process which will shortly be posted on the faculty website, I am happy to discuss matters pertaining to this on an informal basis where I can be most readily contacted via my email address on the website registrar@fflm.ac.uk

The continuing satisfactory growth of membership has permitted the Board to fund the various other sub-committees required to develop the Faculty both in terms of finance and of personnel.

Premises

Our premises at 116 Great Portland Street continue to serve their purpose albeit we are mindful of the expiry of the current lease in 2011 and the Board have been actively investigating other alternative accommodation. Our previously stated position of eventually being located on the College 'campus' at a future date remains our aim but the present location has the ability to accommodate another member of staff and should be able to fulfil its function adequately until we have resolved the issue of a long-term home.

Staff

The Faculty continues to benefit greatly from having Clare Pillinger as Faculty Manager and Sarah Llewellyn as Administrator, both full time posts. Their support in the last year has been outstanding and members regularly comment on their ability and professionalism. We hope to build on this extremely successful team later this year.

Website

This is accessible at <http://fflm.ac.uk> and has continued to develop under the supervision of the IT Steering Group where Sanjeev Gaya remains in his successful role of Editor. Lucid Web Design provide technical support with the promised Direct Debit system being implemented for the next subscription round.

The ability to make credit card payments, heralded in the last Registrar's report, was successfully introduced during the past year and has assisted with the collection of revenue.

There has been further development of the strategy to use electronic means of communication whenever possible and, likewise, electronic committee papers are the preferred medium. Members will be aware of the use of electronic 'mail shots' from the Faculty on a variety of subjects of interest to them.

Committee Minutes are available on the Faculty page of the site in keeping with our policy of openness so that the whole membership is aware of the items being discussed.

Journal

The Journal of Forensic and Legal Medicine has developed further where our flagship publication continues to assist in promoting the Faculty's academic credibility and has done especially well with electronic access in the last year. Further detail will be provided by the Editor.

David Jenkins Chair in Forensic and Legal Medicine

Professor Ian Wall more than ably followed Lord Justice Auld's inaugural lecture and this 'home grown' talent has obviously been recognised by the membership who elected him to succeed Guy Norfolk as President. We have again been fortunate with Jason Payne-James succeeding Ian Wall in this prestigious role and look forward to another memorable address after the AGM.

W G Johnston Memorial Fund

The Trustees (Dr A Irvine, Dr R Roberts & Professor A Busuttill) continue as before to administer this Fund and also the Jenkins Trust reporting to the Treasurer. The Board are in the process of approving a discussion paper furnished by Alistair Irvine setting out guidance for applicants to both these Trusts.

Publication of the third edition of Clinical Forensic Medicine, once more edited by Dr David McLay, occurred earlier this year with proceeds going to the W G Johnston Trust.

Representation on Other Bodies

The Faculty has enhanced representation with continuation of the supervisory arrangement whereby a Board Member invites comment through the website and includes comment thus received to properly reflect the membership's views on these matters.

Active liaison with the British Medical Association continued where the Faculty wrote to a variety of individuals and bodies on occasions where standards affecting the public good were potentially being compromised. The Faculty must ensure that our charitable status is not compromised but where there are legitimate areas upon which we might comment, we have not failed to take this opportunity.

Faculty consultations 2008/09

- *CQC consultation on the framework for the registration of health and adult social care providers (June 2008)*
- *Standards on Use of Section 136 of the Mental Health Act 1983 (amended 2007) (June 2008)*
- *GMC Consultation on reporting criminal and regulatory proceedings (July 2008)*
- *Consultation on Membership by Recognition, Academy of Medical Educators (September 2008)*

- *Consultation on Police and Criminal Evidence Act (October 2008)*
- *Curriculum for training Medical Examiners of the Cause of Death (November 2008)*
- *Child Maltreatment Guidelines (December 2008)*
- *Road Safety Consultation (February 2009)*
- *Psychosis with substance abuse consultation (March 2009)*
- *MoJ Consultation on Coroners and Inquests - A Guide (April 2009)*

Conclusion

An even busier year has now concluded and the recent keenly contested elections for ordinary Board members along with the greater than anticipated membership growth suggests that the Faculty is fulfilling its early promise. There continues to be a degree of enthusiasm and a remarkable degree of commitment from many members that have permitted this to be achieved. It has been possible to revise the targets set in a more ambitious way to maintain the current successful momentum.

The Registrar and President took 4 questions from the floor:

1. What were the obstacles alluded to in the Registrar's report in achieving Specialty Status?

The President explained that the Faculty's 2007 first-stage application received a response from the Department of Health agreeing that forensic and legal medicine does represent a discrete set of knowledge, but considered that a sub-specialty was appropriate. Consequently, FFLM have pursued this route, contacting GUM & Emergency Medicine (both positive responses), RCOG (no response) and RCGP who responded negatively; furthermore it has since come to light that creating a sub-specialty within General Practice is not possible without amending legislation.

The Board has now reconsidered the position, and agreed to approach CMOs for support in pursuing specialty status.

2. It was suggested that there may be benefit in linking up with the European Council of Legal Medicine, meeting at the end of May as there are similar problems internationally.

The Faculty's original application did pursue a European angle vigorously. Regrettably, forensic and legal medicine is not currently recognised in Europe. FFLM is grateful for any support from colleagues who may be able to help influence decisions in Europe.

3. Why did RCGP refuse to support an application for sub-specialty status?

No reason was given in the response from RCGP. However, the Faculty has subsequently learnt that the RCGP are forbidden from forming sub-specialties under current legislation. The President has written to the DH to see whether this position can be changed.

4. a) A query regarding the nature of the rejection for specialty status was received from Dr Peter Green with further clarification being provided.

The Faculty feels that at this stage, an approach to CMOs is appropriate. The Department of Health and PMETB understand the need for "specialist" recognition for clinical forensic medicine and are supportive of our application, though they do consider that the sub-specialty route is most appropriate.

b) What was the decision based on – was funding an issue?

The Registrar understood the matter to be around difficulties with a personnel shortage rather than financial. It is not clear if these are valid reasons for not going ahead with a specialty application; clarification of this point will be requested.

The President thanked the Registrar for all his work over the last three years.

5. Treasurer's Report

The report was received from the Treasurer, Dr Peter Schutte:

The year 2008 has been the first full year of accounts since the Faculty's independent charitable status was confirmed by the Charity Commission on 11th June 2007.

It has been a very successful year.

I am delighted to report that on 31st December 2007, the Faculty had funds of £251,414 and on 31st December 2008 the same figure had risen to £402,063. The Faculty also had total assets of £494,798 (2007: £293,684).

The positive growth in assets was largely due to the strong growth in membership and the consequent increase in joining fees and subscription income. I had forecast a subscription and joining fee income of £132,000, but we instead took in over £190,000. The Faculty's income exceeded expenditure by a healthy £150,649.

Expenditure itself was less than forecast. The high start up costs for the previous financial period were not repeated, and the large expenses anticipated for the establishment of the MFFLM examination have not yet materialised.

Looking at some of the major expenses: rent, I'm advised, is good value for money in that part of London.

Telephones and hire of rooms are also reasonable.

Clare Pillinger has continued to be successful in taking steps to reduce the travel expenses for Board members by booking travel in advance.

Staff salaries were the biggest single item of expenditure. This was incurred by two full-time employees, plus occasional temporary staff. The establishment of the examinations, the introduction of GMC revalidation in the autumn of 2009, and the taking on of the organisation of conferences means that additional permanent staff may be required later in 2009.

The costs of the Journal of Forensic & Legal Medicine are one of the biggest items of expenditure, but this was less than budgeted for in 2008.

In conclusion, The Faculty is now well established with an efficient administrative team and committee structures. In these, the first full annual accounts as an independent charity, we

have been very successful in building up our financial assets. However, the continuing success of the Faculty is dependent on the credibility of our membership examinations and CPD procedures, and these two endeavours will require a substantial financial investment over the coming year. We are certainly not in a position to rest on our laurels.

With regard to the level of subscriptions falling due on 1st July 2009, I propose a modest increase, in the light of the current economic climate, to the following:

	2008	2009
Honorary Fellows	-	-
UK Fellows	£325.00	£335.00
Retired Fellows	£175.00	£180.00
Overseas Fellows	£162.50	£167.50
UK Members	£325.00	£335.00
Retired Members	£175.00	£180.00
Overseas Members	£165.50	£167.50
UK Affiliates	£175.00	£180.00
Overseas Affiliates	£87.50	£90.00

The Treasurer took 2 questions from the floor:

1. What is the ideology of the MFFLM examination – is there an intention to make a profit or for it to be cost neutral?

A modest profit would be welcome but it depends on numbers which may be low in the first instance, in which case the costs incurred will have to be borne by FFLM.

2. How much would FFLM have to collect to buy/rent a permanent office headquarters?

There are no plans for this at present. FFLM's wish has always been to find premises within the RCP.

The President advised that the modest increase in subscription rates was approved by the Board in accordance with standing orders. Thanks were given to the Treasurer for keeping the Faculty on a sound financial footing and for all his work this year.

6. Report from the Academic Dean

The Report was received from the Academic Dean, Dr Margaret Stark:

1. Introduction

The Academic Committee (AC) has met on three occasions over the past year.

The composition of the committee is given in Appendix A (of the main report, available on the FFLM website) and my thanks go to the members for their work over the past year.

Dr Guy Norfolk and Professor Dick Shepherd will finish their tenure this month and we will be delighted to welcome Professor Guy Rutty and Jerry Randle.

The Academic Dean is also responsible for co-ordinating Faculty representation on external committees (see Appendix B) and I am very grateful to all those members who give their time and service on the various committees and provide feedback.

2. Establishment of subcommittees to support the work of the AC

The amount of work that needs to be undertaken by the academic committee has increased exponentially, especially with the development of the exam; so it has been decided to set up a number of sub-committees to assist in managing this workload. Membership of the following subcommittees is available on the FFLM website.

Examinations sub-committee

The exam was announced on Monday 20th April 2009, on target. This involved a huge amount of work from very many people but special thanks to Andy Dott for his work on the regulations' document.

We have held two training weekends over the past year to train the proposed examiners. Over the summer the MCQs, SAQs and OSCEs and OSPEs are to be written. The exam regulations and terms of reference for both this committee and for the examiners have been prepared. The regulations have recently been circulated to all.

Conference sub-committee

Terms of reference:

- *The Committee reports to the Board through the Academic Committee.*
- *To consider all matters relevant to the conferences of the Faculty.*
- *To report to the Academic Committee arrangements for conferences in hand.*
- *To report to the Academic Committee suggestions (from within the committee and without) for future conferences.*
- *To consider all matters relating planning and delivery of conferences.*
- *To consider all matters relating to joint conferences with which the Faculty may wish to be associated.*
- *To prepare an annual budget of projected income and expenditure for consideration by the Treasurer and Executive Committee.*
- *To recommend delegate fees for conferences for consideration by the Executive Committee.*
- *To identify suitable academic topics and themes for conferences to reflect the work of all constituent elements of the Faculty.*
- *To advise the Academic Committee on strategy relating to the content, planning and delivery of conferences.*

Training and Education Subcommittee

Terms of reference:

- *To advise on the training and educational programme for the Faculty;*
- *To advise on Faculty educational documents; reviewing documents in existence as required and discussing ideas for new documents.*

Forensic Science Subcommittee

Terms of reference:

- To ensure that all relevant forensic samples are collected in a way that maximises the recovery of potential forensic evidence whilst minimising the distress to the examinee.
- Maintain guidelines on forensic sampling which will be updated as there are developments in the field of forensic science.
- Establish channels of communication between the FFLM and the forensic service and kit providers.
- Communicate good practice to forensic practitioners responsible for obtaining the samples and the teachers of those practitioners.

Research Subcommittee

In March we requested expressions of interest from Fellows and Members who have a proven track record in medical research to chair this subcommittee. We received a number of expressions of interest and Professor Guy Ruddy has been appointed and agreed to chair this subcommittee.

Terms of reference:

- To develop a UK research agenda for forensic and legal medicine. The agenda will reflect any nationally agreed research priorities and the need to develop evidence-based forensic and legal medical practice.
- To identify suitable research topics to implement the research agenda.

3. Educational documents

The Committee welcomes feedback on the documentation produced. All documents except the forensic sampling document are available on the website. The sampling document can be accessed in the Members' only area (open to Fellows, Members and Affiliates).

Over the past year further documents have been reviewed and revised as appropriate:

- *Healthcare of detainees in police stations. Third edition. FFLM/BMA (2009)*
- *Consent form for FP examination – Pro forma (2008)*
- *Consent form for photographs – Pro forma (2008)*
- *Guidance on the management of acute behavioural disturbance in police custody – Guidelines (2008)*
- *Forensic Physicians as witnesses in criminal proceedings – Recommendations (2008)*
- *Guidelines on Paediatric Forensic Examinations in Relation to Possible Child Sexual Abuse – Guidelines 2007. FFLM/RCPC*
- *Recommended Equipment for Obtaining Forensic Samples from Complainants and Suspects – Recommendations 2009*

The FFLM has also worked with the Royal College of Psychiatrists in the production of the report "Standards on the use of Section 136 of the Mental Health Act 1983 (2007) Report of the multi-agency group led by the Royal College of Psychiatrists College Report CR149, September 2008. Thanks to Jason Payne-James for his work on this group.

Special thanks to Sarah Llewellyn who supports the Academic Committee's endeavour and to Clare Pillinger.

The President thanked Dr Stark for all her hard work over the past year, particularly noting the achievement of the MFFLM Examination.

7. Editor's Report – Journal of Forensic & Legal Medicine

The report was received from the Editor of the Journal, Professor Jason Payne-James. The report is available for download at: <https://fflm.ac.uk/upload/documents/1241690035.pdf>

The Journal is currently a loss-leader for the Faculty; though this won't be changing in the near future, the Faculty recognises that it is important to have national and international representation of work done by membership and wider forensic community.

Some highlights were noted:

There were 180 or so submissions over the last year; this was not a great fluctuation, but the quality of submission has noticeably improved, as well as that of the referees and reviewers. This allows the Journal to be more critical, resulting in a higher rejection rate; it was noted that a rejection should not be taken as a huge criticism, because the quality of submissions is high.

Editorial and published forensic-related material is at about 600 pages. There is a lack of medico-legal and medical coroner submissions; these would be welcome particularly to reflect the membership of the Faculty.

JFLM was not accepted into ISI this year; regrettably the application for an impact factor does not include an appeals process.

There was a good response from authors shown on page 4 in the form of a Satisfaction Rating – the results are in line with those of other journals. There is, however, a significant delay between submission and publication (10 months to website access, 2-3 more to the print version). This process takes time as it relies on the goodwill and availability of reviewers.

Full text downloads for 2008 was 87,000; in 2009, 100,000 are expected.

The Editor closed by thanking Wim Meester, Deborah Mileham, and all those who have contributed to the Journal in the form of submission, consultation, and reviews.

The President thanked Professor Payne-James for his work as Editor and as Forensic Vice-President over the last year.

8. Installation of the new President of the Faculty of Forensic & Legal Medicine

Dr Guy Norfolk reflected on his term as president of the Faculty, noting that the work over the last 3 years has left the Faculty in a strong position to continue to make good progress. This is a tribute to the members of the Executive.

Dr Norfolk thanked the Vice-Presidents, Dr Stephanie Bown (MLA), Dr Elizabeth Stearns (Medical Coroners) and Dr Jason Payne-James (Forensic); the Board and the members of committees and subcommittees, and the Faculty administrative staff.

Dr Norfolk invited the President-Elect, Dr Ian Wall to the podium and presented him with the presidential regalia.

Dr Wall thanked the membership, and spoke about the three main issues facing him in his new role – the MFFLM Exam, revalidation and specialty status.

Dr Wall gave thanks on behalf of the membership to Dr Norfolk for his hard work and dedication over the past three years.

Thanks were given personally from Dr Wall to those who have particularly supported him in his career over the past 30 years: Dr Hugh de la Haye Davies, Professor Stephen Robinson, Dr David McLay, Dr Margaret Stark, Dr Vicky Evans, Dr George Fernie, the late Dr Michael Knight and finally to his wife Rosemary for her unstinting support.

9. Award of David Jenkins Chair in Forensic & Legal Medicine

The Chair was awarded to Dr Guy Norfolk.

10. Any Other Business

1. The Faculty recently commented on the situation of FMEs in the Metropolitan Police Force. Will the Faculty be prepared to make future comment on other work-related issues, such as outsourcing and use of non-medical personnel in the custody setting?

The Registrar alluded to the answer in his report; FFLM has previously commented on issues relating to standards, and will continue to do so. However, in order to maintain charitable status, a view cannot be taken on issues such as Terms and Conditions. Responses must be measured, emphasising support for colleagues but mindful of limitations.

2. Matter arising: If FFLM is to make observations in regards to standards, how are we to find these standards, and who is to set them?

Refer to the guidance available on the FFLM website.

11. Date and time of next meeting

The next AGM will be held in first 2 weeks of May 2010 in accordance with Standing Orders; the date will be confirmed in due course, and will be made available on FFLM website.

The new President thanked those present for their attendance and closed meeting.