



**The Association for
Clinical Biochemistry &
Laboratory Medicine**

Better Science, Better Testing, Better Care

NOTICE OF ANNUAL GENERAL MEETING

The Sixty-Ninth Annual General Meeting of the Association
will take place at 13:30 on Wednesday 13th July 2022
via Microsoft Teams video/audio conferencing

[Click here to join the meeting](#)

The above link will give you access to the event on the day.

We would be grateful if you could indicate whether you plan to attend by registering [here](#)

AGENDA

- 1. To receive apologies for absence**
- 2. To receive and approve Minutes of the Sixty-Eighth Annual General Meeting held on 18th June 2021**
- 3. To consider matters arising from the Minutes**
- 4. To receive the Annual Report of the Association for 2021**
- 5. To receive the Association Accounts and Balance Sheet for 2021**
- 6. To report on the election of the following Officers:**
 - Company Secretary*
 - Director of Finance*
 - Director of Publications and Communications*
 - Director of Conferences and Events*
 - Director of Education, Training and Workforce*
 - Director of Scientific Affairs*
 - Director of Clinical Practice*
 - Director of Regulatory Affairs*
 - Chair of the Immunology Professional Committee*
 - Chair of the Microbiology Professional Committee*
 - Non-Executive Director*
- 7. To confirm the appointment by Council of the President Elect of the Association**
- 8. Election of Emeritus, Fellow and Honorary Members and Friends of the Association**
- 9. Recommendation from Council to adjust the membership structure and confirm membership subscriptions fees effective from 1st January 2023 (see Appendix), and the resulting Resolutions from Council for changes to the Articles of Association and Bye-Laws (see Notice)**
- 10. On a proposal from Council to appoint the Auditors of the Association and authorise the Directors to determine their remuneration**
- 11. To consider any other business**

(Members wishing to raise issues under item 11 are requested to give notice to the Honorary Secretary by 8th July 2022)

THE ASSOCIATION FOR CLINICAL BIOCHEMISTRY & LABORATORY MEDICINE

Minutes of the Sixty-eighth Annual General Meeting of the Association held via Microsoft Teams on Friday 18th June 2021.

The Company Secretary of the Association, Dr Sarah J Glover, called the meeting to order at 15.45h.

There were 68 voting members present.

The Company Secretary welcomed members to the meeting being held by videoconference. Members were advised of the proposer, seconder and voting procedures to be considered under these circumstances.

68/1 APOLOGIES FOR ABSENCE were received from Alexandra Yates (Director of Scientific Affairs), Kate Baillie (Non-Executive Director), Rebecca Pattenden (Chair of ACB Scotland), Robyn Shea (Chair of ACB Southern), Sharman Harris, Sophie Barnes, Paul Newland and Mike Thomas

68/2 THE MINUTES OF THE SIXTY-SEVENTH ANNUAL GENERAL MEETING held on Thursday 25th June 2020 were received and approved with no amendments. The acceptance of the minutes was proposed by Dr Sarah J Glover, seconded by Mrs Sarah Robinson and carried *nemine contradicente*.

68/3 MATTERS ARISING

There were none not covered in the agenda of this meeting.

68/4 ANNUAL REPORT OF THE ASSOCIATION FOR 2020 / PRESIDENT'S REPORT

The President of the Association, Prof Neil R Anderson, brought the Annual Report to the attention of members.

We have continued a great deal of work on our strategy throughout 2020, following the good foundations laid by Past President Professor Ian Young. We want to be the voice of laboratory medicine, the recognised authority on the profession and practice of clinical science with government, media, industry and the public.

Our core themes are innovation, environment and inclusion. The principles underpinning all this include integrated working towards a common vision, reducing duplication, diversifying funding sources, having a greater impact with what we do, greater transparency, improve the value of membership and invest in growth.

In 2020, in education we have taken positive steps forward and are an active member of the Pathology Workforce Group and Patient Group Directives. We have improved links with Health Education England which includes being tasked with developing an online course in microbiology and we are putting in place plans to develop and support online tools in clinical biochemistry. We have undergone a digital transformation, successfully updating our entire systems including new website, membership and finance systems. We have conducted numerous online meetings and events. Our communications has grown with a reach of over 30 million in some of our communications around Covid-19 and have made ACB News a digital publication. In terms of governance we have created a Remunerations Committee and re-invigorated our Nominations Committee. There is cross-committee work taking place on equality, diversity & inclusion, web content and mentoring. In public affairs we have established new links such as with Lord Bethall who opened our National Meeting, UKMedLab21. The premises at Tooley Street has been cleared and streamlined to such an extent that we are now considering the possibility of operating from one rather than both floors. In accordance with our principles underpinning our strategy we used the services of Bounce Back, an organisation who help rehabilitate ex-offenders, for the decorating of the offices. We have launched our new brand for the National Meeting, UKMedLab, which this year was an online event that attracted over 400 delegates. We have streamlined our operations including new staff roles and responsibilities, IT review and upgrade and a review of all of our suppliers. We are diversifying our income through new strategic industry partnerships, funded project work and our financial position is within budget for 2020.

Our destination is to be the UK's leading scientific society for laboratory medicine that is consulted with as a matter of course on policy and legislation, whose members and leaders are recognised as valued contributors to scientific advancements and best practice in healthcare, that maintains public awareness of laboratory testing and its critical role in patient care.

We are planning an in-person celebration event in September 2021 to present the many awards that have built up since March 2020, have the official handover of the Presidents' Chain of Office, meet with past Presidents, provide an opportunity to present key stakeholders and supporters our new strategy and 5-year roadmap and outline what the coming year holds for our conferences and events.

Prof Neil R Anderson gave his sincere thanks to the members of Executive and Council which are honorary positions and give so much of their time. Thanks were also relayed to the staff team who have worked hard to implement all the new systems we now have in place along with the work on communications, especially during the early phases of the Covid-19 pandemic. Thanks were relayed to our Chief Executive Jane Pritchard who has turned Executive and Council's thoughts and ideas in to practice and guided us throughout. Prof Neil R Anderson gave his best wishes to Dr Bernie Croal who shall assume the role of President following this meeting.

68/5 THE ASSOCIATION ACCOUNTS AND BALANCE SHEET FOR 2020, having been previously circulated, were received by the meeting.

The Director of Finance, Dr Michael P Bosomworth, reported an overspend of approximately £116k which was within the projected overspend for 2020.

The accounts have been audited and have satisfied our auditors Buzzacott LLP and presented to members.

Moving into 2021 we have reviewed our suppliers, are diversifying our income streams, such as developing new strategic industry partnerships and conducting funded projects, and we plan for our meetings to come back in to surplus. We are planning to break even but in the circumstances we may see an overspend again this year, however there are historic investments through Lombard International which we expect to recover this year which will have a positive impact on our accounts.

Acceptance of the accounts and balance sheets was proposed by Dr Michael P Bosomworth and seconded by Mrs Sarah Robinson and Mr Geoff H Lester.

68/6 ELECTION OF OFFICERS

The Company Secretary, Dr Sarah J Glover, announced the unopposed re-elections of the following officers:

Company Secretary	Dr Sarah J Glover
Director of Finance	Dr Michael P Bosomworth
Director of Publications and Communications	Miss Kamaljit Chatha
Director of Education, Training & Workforce	Mrs Hazel-Ann Borthwick
Director of Scientific Affairs	Mrs Alexandra Yates
Director of Clinical Practice	Dr Mayur Patel
Director of Regulatory Affairs	Dr Emma J Lewis
National Meetings Secretary	Mrs Sarah Robinson
Chair of the Microbiology Professional Committee	Dr Robert J Shorten
Chair of the Immunology Professional Committee	Dr Elizabeth A Bateman

The Company Secretary announced that Mrs Catherine F Baillie has now reached the end of her term of office as Non-Executive Director and no suitable candidates have yet been identified to assume the role. The Nominations Committee shall seek a replacement to propose to the Association Council in the coming months.

Dr Sarah J Glover thanked Prof Neil R Anderson on behalf of the Association Council for his work as President of the Association and welcomed Dr Bernard Croal to the role commencing from the close of this meeting.

68/7 APPOINTMENT OF NATIONAL MEMBER OF THE ASSOCIATION

The Company Secretary, Dr Sarah J Glover, announced the unopposed election of Dr Ian M Godber to the role of National Member of the Association.

The Company Secretary also announced the unopposed re-elections of Miss Prangige Dilini Christine Peiris and Mrs Sophie Hepburn to their roles of National Member of the Association.

68/8 ELECTION OF EMERITUS, FELLOW AND HONORARY MEMBERS OF THE ASSOCIATION

The Company Secretary presented to members the following proposals from Council for nominations:

Honorary Member of the Association

Mr Frank Finlay, nominated by the Scotland Region, seconded by Dr Ian M Godber

Fellow of the Association

Dr Paul Cawood, nominated by the Scotland Region, seconded by Dr Emma J Lewis

Dr Frances Boa, nominated by the Southern Region, seconded by Mrs Hazel-Ann Borthwick

Mr Edward Kearney, nominated by the Southern Region, seconded by Miss Prangige Dilini Christine Peiris

Dr Joanna Sheldon, nominated by the Southern Region, seconded by Mr Mike J Hallworth

Emeritus Member of the Association

Prof Jonathan Berg, nominated by the West Midlands Region, seconded by Dr Michael J Bosomworth

There were no nominations for Friend of the Association presented at this meeting.

All nominations were accepted *nemine contradicente*.

68/9 PROPOSAL FROM COUNCIL TO INCREASE MEMBERSHIP SUBSCRIPTION FEES

The Director of Finance proposed an increase in membership subscription fees in line with the consumer price index as at December 2020 of approximately 1% as outlined below.

Members Subscriptions

The proposed subscription rates effective from 1st January 2022 are:

Membership Category	Subscription 2021	Proposed 2022	Percentage Increase
Ordinary Members Subs Band 1: <i>AfC up to and including 6, 7 (Annex U), Medical up to and including F2, Research Fellow</i>	£141.00	£142.50	1.06%
Ordinary Members Subs Band 2: <i>AfC 7 & 8A, Speciality Trainee (ST1-ST9), Lecturer, Non-clinical Senior Lecturer</i>	£187.00	£189.00	1.07%
Ordinary Members Subs Band 3: <i>AfC 8B & 8C, Non-clinical Reader</i>	£236.00	£238.50	1.06%
Ordinary Members Subs Band 4: <i>AfC 8D & 9, Medical Consultants, Professor, Clinical Reader, Clinical Senior Lecturer</i>	£263.00	£266.00	0.95%
Federation	£102.00	£103.00	0.98%
Student	£59.50	£60.00	0.84%
Overseas	£195.00	£197.00	1.03%
Retired (ACB Extras)	£25.50	£25.75	0.98%

The Director of Finance, Dr Michael P Bosomworth, proposed that the above increase in subscription fees be adopted from 1st January 2022 which was seconded by Prof Neil R Anderson and carried *nemine contradicente*.

68/10 APPOINTMENT OF AUDITORS OF THE ASSOCIATION

The Director of Finance, Dr Michael J Bosomworth, reported that as mentioned during last year's annual general meeting, a tender for next year's auditors has been undertaken. Four organisations, including our most recent auditors, submitted applications as part of the tender process which was assessed using a rigorous scoring system by the Director of Finance, Chief Executive and Operations Manager on behalf of the Association Council.

On behalf of Council, the Director of Finance proposed that the Association Executive appoint *H W Fisher* to be Auditors of the Association for the year and authorise the Directors to determine their remuneration. The proposal was seconded by Prof Neil R Anderson and carried *nemine contradicente*.

68/11 RESOLUTIONS FROM COUNCIL FOR CHANGES TO THE ARTICLES AND BYE-LAWS, having had prior notice of Special Resolutions, the following proposals were received by members at this meeting.

On behalf of Council, the Company Secretary proposed the resolution to change the name of the Officer position of National Meetings Secretary to Director of Conferences & Events (Articles 12 & 23.1 and Bye-Law 6.2).

The proposal was seconded by Mrs Hazel-Ann Borthwick and carried *nemine contradicente*.

On behalf of Council, the Company Secretary proposed the resolution to allow for the setting of the forthcoming year's Association Council meetings to take place during their last meeting of the preceding year rather than specifically in November (Article 22.1).

The proposal was seconded by Mrs Sophie Hepburn and carried *nemine contradicente*.

On behalf of Council, the Company Secretary proposed the resolution to remove the mandatory requirement for all sectional and regional activities to be reported to the Company Secretary (Article 6.5).

The proposal was seconded by Dr Anthea L Patterson and carried *nemine contradicente*.

On behalf of Council, the Company Secretary proposed the resolution to expand the eligibility for those to be considered for the post of President beyond only those who have previously been elected to positions on Council (Article 14.3 and Bye-Law 6.1).

The Company Secretary explained that this is part of the ongoing work of the Association towards its aims for greater transparency and its strategic vision around diversity and inclusion in the Association and profession. The newly re-invigorated Nominations Committee will be refining its processes and will share this with members in the coming months.

The proposal was seconded by Dr Rachel L Wilmot and carried *nemine contradicente*.

68/13 ANY OTHER BUSINESS

The Company Secretary reported that no other matters of business were received beforehand but gave the opportunity for members to raise any at this time.

Dr Danielle Freedman raised concerns regarding the latest draft of the Getting it Right First Time (GIRFT) report on the pre-analytical phase which could have a significant impact on laboratories in the UK. The President, Prof

Neil R Anderson, noted that there is GIRFT representation on the National Pathology Board on which the professions sit and when the final report is published a response from the ACB will be made. Incoming President Dr Bernard Croal echoed these comments and noted that NHSI is a contributing factor to GIRFT reports. The ACB shall continue to actively engage throughout the process and its findings.

Dr Anthea L Patterson enquired whether Council has plans to have greater engagement around environmental sustainability. Prof Neil R Anderson noted this is a cornerstone of our 5-year strategy. The Association Council will form plans and discussions are taking place with our industry partners. It is known there are members who are current sustainability representative within their regions or Trusts who could contribute significantly in this area. The ACB has links in industry which could be valuable to meet our shared aims around this.

The Company Secretary thanked members for their participation at this Annual General Meeting and called the meeting to a close at 16:26h.