

**Minutes of the 62nd Annual General Meeting of the
Royal College of Speech & Language Therapists
held at University House, University of Leeds
on Tuesday, 16 September 2014 at 6.00 pm**

In the Chair: Mrs Bryony Simpson (RCSLT Chair)

In attendance:

Council Members: Lorna Bailey
Ashleigh Denman
Morag Dorward
Anne Gamble
Janet Harrison
Vicky Joffe
Maria Luscombe
Emma Mays
Carol Stow
Nikki Richardson

**Other RCSLT
Members:** Elizabeth Boaden
Panna Chavda
Wendy Connolly
Joyce Cook
Helen Currie
Shirley Davis
Tracey Day
Morag Dorward
Hannah Dyson
Ashley Edwards
Anne Gamble
Hilary Gardner
Victoria Greenhalgh
Mary-Elizabeth Hagenson
Janet Harrison
Janet Hunt
Sarah James
Richard James Lord
Elspeth McCartney
Lily Michailidis
Avril Nicoll
Sean Pert
Amita Raval
Jeanne Reilly
Hazel Roddam
Sue Roulstone
Gillian Rudd
Avril Scott
Antonette Seiler
Nicola Sirman
Veronica Southern
Jois Stansfield
Lindsay Thomason
Sarah Woodhams
Yvonne Wren

RCSLT Staff in attendance:

Kamini Gadhok MBE (member)
Digna Bankovska
Brian Gopsill
Dilnaz Gorwala
Kim Hartley (member)
Dominique Lowenthal
Kaleigh Maietta
Robin Matheou
Sarah Matthews
Alison McCullough MBE (member)
Derek Munn
Emma Pagnamenta (member)
Gaye Powell (member)
Alison Stroud (member)
Karen Willis

6.00 pm Start

Brian Gopsill introduced the 2014 AGM and reminded attendees that only full members were eligible to vote. He added that there were three errata to the Special Resolutions: Article numbers refer to the amended Articles, not the original ones; in Special Resolution two there were a couple of typographical errors and the Articles to be amended 22, 36, 37, 39, 40 and 43 and other minor amendments. In the amended Articles, amended Article 37(5) should read "...for a period of three years.." (not six years).

For the first time at a RCSLT AGM an electronic voting system would be used and this was demonstrated by Sue Roulstone.

The Chair read the Notice convening the meeting:

1. NOTICE CONVENING THE MEETING

"Welcome to the 62nd Annual General Meeting of the Royal College of Speech and Language Therapists. The calling notice for this meeting, together with the Agenda, the Trustees Report and Accounts and the Minutes of the last meeting were circulated to all Members of the College, either in hard copy or by notice in the Bulletin and on the RCSLT website.

Apologies for absence have been received from:

Lindsey Collins
Catherine Dunnett
Moiria Little
Susan Lyons
Susie Lloyd

There being more than 20 members eligible to vote present, I declare the meeting quorate."

2. MINUTES OF AGM (10 OCTOBER 2013)

"The Minutes of the AGM held on 10 October 2013 have been circulated and are taken as read. May I sign these Minutes as a correct record?

Do we have a proposer?"

Proposer: Hilary Gardner

"And a seconder?"

Secunder: Ashleigh Denman

"All those in favour?"

All were in favour.

"Thank you, the minutes are duly signed"

3. PRESENTATION AND ADOPTION OF TRUSTEES REPORT (2013 – 2014)

"We now come to the presentation of the Annual Report and an opportunity to review our work and achievements.

Once again we have seen a year of rapid change and increasing demand.

The RCSLT Strategic Plan, informed by our annual horizon scanning, reflected this level and pace of change with staff and members rising to the challenge to deliver continual innovation and improvement.

Our Annual Impact Report, published in Bulletin, demonstrates the huge wealth and variety of the work of the RCSLT and all of its members and stakeholders. Across the UK the impact has been astounding.

These are our aims:

- To enable all who need support with communication or swallowing to have access to appropriate speech and language therapy
- To be the voice of the speech and language therapy profession in the UK
- To improve access and outcomes for users
- To improve services to members
- To influence at all levels and to be an innovative and outstanding professional body

However the reality of the moment is that we are all facing times of continued austerity and RCSLT is working hard to support its members and their users.

- The challenge is to make every penny count – every pound wasted is a pound lost to Care!
- The increased plurality of providers and commissioners is opening up opportunities but posing threats to others

Yet it's not all doom and gloom and there are increased opportunities for many with the advent of new services and roles such as in the Justice sector and with integrated health and social care teams. The aftermath of major reviews, such as The Francis Report, have resulted in a timely increase in the focus on quality of care and services helping to balance the focus on finances.

RCSLT has worked hard with its staff and members to continuously improve its services.

Our Policy work increases as does Giving Voice.

We have excellent Research leadership with our Councillor for Research, Professor Vicky Joffe and our Research Manager Dr Emma Pagnamenta plus a new network of UK wide Research champions.

There are now over 130 Clinical Excellence Networks registered with RCSLT providing vital CPD for members.

New position papers have been published such as the one on Tracheostomy and we have also launched our on-line Journal collection, an invaluable source for members.

We have held a wide variety of RCSLT events engaging thousands of members across the UK, on topics such as Outcome measures, Workforce planning, Improving efficiency, Clinical practice and research, campaigning, and establishing key networks through the new Hubs.

It has been my great pleasure to attend the launch of many of the Hubs UK wide. They are beginning to take shape, engaging a wide variety of the membership and to do useful work. The most recent Hub event, in Yorkshire and the Humber on 9th September saw a useful day's workshop on the implementation of the Children and Families Act engaging all services across that region and providing invaluable information for RCSLT in return.

We ran a highly successful Hub summit in October 2013 focusing on the need for the professional body to lead on Outcome Measures- resulting in our ongoing Outcomes project, an update will be given at the conference this week. We piloted the use of an automatic voting system which we will be using tonight to vote on resolutions at the AGM.

Our Cuts survey late in 2013 gave us a crucial update on the challenges that members are facing right now and have enabled Council to update their strategic plan to ensure a robust and helpful response in our offer to the membership. Kamini, Maria and I have all been out and about visiting services in crisis and responding with help internally and externally. We have engaged the service of David Amos who is working with service to respond to threats and producing Tools to share with all. David is running a workshop at our Conference to assist members.

In times of austerity the workforce is vulnerable, particularly when other sections of the Health service workforce such as nursing are protected and expanding. We ran a productive day in December 2013 with HEIs and national workforce experts to ensure all were updated and had a robust action plan. There is more to do in this area to ensure the profession thrives in the future.

Since the creation of the Country Councillors many years ago now, we have never managed to recruit a Councillor for England. This is a situation we cannot allow to continue. Therefore we have responded by launching the system of RCSLT Hubs across the UK. This has resulted in the creation of Hubs in all four nations and within England, the establishment of 11 Hubs. As you will see from the proposed new Governance structure we have designed the Hub system so that there will be a Hub Forum of all the 11 Hubs in England with a Lead who will take the role of England Councillor and sit on the new Board of Trustees.

Our constant aim is to engage effectively with all of our members and Hubs are starting to increase our reach. We are achieving increased two way communication, supporting members from all walks and levels of the profession, disseminating best practice and harnessing the power of the profession.

Here is the footprint of our Hubs across the UK.

So how are we doing? Despite fears some years ago that membership levels would decline we have the largest membership numbers ever, around 16,000. We are the 'go to' organisation for SLTs across the UK and our brilliant new enquiries officer is answering many daily questions from members. Feedback is that this is an aspect of RCSLT that has greatly improved.

How are we seen by others? Anecdotally we hear that we are extremely well regarded by other organisations and stakeholders. We work with many! The HCPC, our Regulator, has recently endorsed us yet again as a well-run professional body that actively looks after the interests of its members and end users. RCSLT takes this aspect of its work very seriously. The creation of the Giving Voice campaign has facilitated this aspect of our work and I would like to pay tribute to all the campaigners who have worked tirelessly this past year to continue our aim of raising awareness for the benefit of our Users and the profession.

Now we shall have a brief look at some, but by no means all, of the highlights of the year!

Raising awareness: RCSLT takes this aspect of its work very seriously. The creation of the Giving Voice campaign has facilitated this aspect of our work and I would like to pay tribute to all the campaigners who have worked tirelessly this past year to continue our aim of raising awareness for the benefit of our Users and the profession.

Once again RCSLT in Northern Ireland organised the highly successful Voice Box event at Stormont, raising awareness of the needs of those with speech, language and communication difficulties and the value that S< adds to their lives. This is a picture of our winner with Northern Ireland Master of Ceremonies.

In March this year the Northern Ireland lead was followed and the Speaker of the House in Westminster, our vice president, the Right Honourable John Bercow MP, hosted a Voice Box event in the Speaker's House. As you can see the comedian Lee Mack was one of the judges and our finalists from across England told their jokes alongside MPs, helping to publicise the cause.

For the first time we published an RCSLT Giving Voice calendar and here is the judging panel headed by our Patron HRH The Countess of Wessex and ably assisted by Arthur Evans the royal photographer for the Sun newspaper. They not only judged the competition but also met with SLTs, some of their patients and all of the staff.

Here are some of the winning images from the 2014-5 RCSLT Calendar

The Campaign continues!!! All over the UK our Giving Voice Champions are working tirelessly with services, users, VIPs, and the media to raise awareness of need and the unique and vital role that the SLT profession plays.

Our celebrity backers increased and Baroness Tanni Grey Thompson joined the throng – with her message “having a voice enables me to make a difference”

Well done to all of you and thank you to you all for going the extra mile, it really does make a difference.

2014 has also seen the launch of the International Communication Project with 50,000 people from across the globe joining the Twitter feed and our CEO Kamini Gadhok who has been one of the main driving forces in developing the campaign speaking at the launch. You will have seen many other ICP activities in our

Bulletin including the signing by many politicians, charities, celebrities and also at White Hart Yard by our Patron HRH the Countess of Wessex.

Increasing our influence: Our Policy and Public Affairs work increases with much activity across the UK. Our Country Policy officers and the Country Councillors for Scotland, Northern Ireland and Wales have built on their strong and close working relationships with their politicians. This slide shows a fraction of their important work ensuring that the SLT profession secures and expands its opportunities to provide services to users.

In England the Children and Families Act has undertaken much work to ensure that the interests of children with SLCN and their families are effectively served. Thanks to all who have worked so hard across the UK to ensure the future.

We continue to increase our work with the S<s of tomorrow and again hosted a highly interactive study day at Sheffield in March this year. The talent and enthusiasm of the next generation of SLTs was inspiring.

Our international work extended to supporting the CPLOL International Day of S< in March. Both CPLOL and IALP are crucial international links for our professional body.

Later in the AGM you will be hearing more of the changes that we are making to RCSLT to improve effectiveness and efficiency. As we frequently say the RCSLT is made up of its members and we aim to continually increase the opportunities for members to get involved in the running of the organization hence our changes to the governance structure to enable this.

Next year sees the 70th Anniversary of the RCSLT - an important landmark. We will be launching a new and improved website and customer relationship management system.

Our outcomes project is well underway and will deliver its work next year.

In November there is a Hub development event to assist with the next steps and ensure our Hubs get all the support they need.

We continue to support leadership development and promote evidence based practice and our launch of Communicating Quality Live next year will promote this.

It is impossible to mention all the wonderful work of the staff and members of RCSLT, your dedication and commitment shines through. My observation over the past two years is that the volume of work for everyone increases and the challenges become ever more varied.

The RCSLT has risen to the challenge and thanks go to the staff and all of its members be they students, practitioners, academics, non-practising or retired members; it has responded in a way that promotes the profession, raises awareness, puts the issues of people with speech, language and swallowing difficulties at the forefront and ensures that our professional body thrives and grows and is fit for the future.

Thank you.

Are there any questions?"

There were no questions or comments.

"We now take the first resolution - To consider the adoption of the Annual Report for 2013/2014

Do we have a Proposer?"

Proposer: Anne Gamble

"And a Seconder?"

Seconder: Morag Dorward

"All those in favour?" 98% were in favour.

"Abstentions?" One member (2%)

"I declare the resolution carried"

4. PRESENTATION, CONSIDERATION AND ADOPTION OF ANNUAL ACCOUNTS AND AUDITORS' REPORT (2013 – 2014)

The Chair invited Lorna Bailey, Honorary Treasurer, to speak to the accounts.

"Thank you Bryony.

Before we adopt the Annual Accounts for the year ended 31 March 2014, I would like to give you a brief presentation of the summary financial results.

Please do ask questions throughout.

Copies of this presentation will be on the RCSLT website after this AGM.

Copies of the full Financial Statements are available on the website and are available here today.

Before we look at the actual figures for the year ended 31 March 2014, I would firstly like to remind you of RCSLT's financial objectives and present our performance against these objectives.

As Trustees of the organisation the Council is responsible for ensuring that the charity is solvent, well run and able to deliver its charitable outcomes. The overall aim of the RCSLT's financial strategy is to maintain long-term financial viability in order to achieve the objectives in the strategic plan.

In order to measure performance against this overall objective Council approved a number of general financial objectives.

Our first objective is: "To ensure the RCSLT has financial models which support strategic goals" – this is done by the preparation and monitoring of detailed budgets and forecasts. FORB and Council regularly review financial performance and ensure that appropriate financial systems and controls are in place to achieve our strategic goals.

Objective number 2 is: "To ensure that funds and reserves are invested prudently, i.e. in low to medium risk investments". We have an independent investment advisor who supports us in developing an appropriate investment strategy. Our advisor also meets with our fund managers and advises us on their performance.

Objective Number 3 is: "To ensure that at least 70% of our income comes from long-term sources" – which is mainly from membership subscriptions. This

ensures that we can guarantee payment of our commitments, including longer term expenditure – in the year to 31 March 2014, we received 79% of income from membership income.

Objective Number 4 is: "To achieve a ratio of fixed costs to long term income of no greater than 1:1" – this ensures that we have a guaranteed income stream to cover costs that we cannot change in the short term. We achieved a ratio of 1:1.

Objective Number 5 is: "To generate an annual surplus of between 2% - 4% of turnover before any major capital investment." Over the medium to long term it is important that the RCSLT generates a positive annual surplus of income over expenditure in order to maintain the real value of its reserves and to put monies aside for larger projects. In the short-term Council may decide to approve a draw down on these reserves to finance larger projects, which is what happened during the year ended 31/3/14.

In the Annual Accounts, we reported a net loss of £70k after project expenditure, equivalent to 2% of turnover. The ratio before project expenditure was a surplus of 6% of turnover. During the financial year Council approved expenditure on several large projects that will have long term benefits such as the Digital Strategy Project, the development of Regional Hubs, work on the Outcome Measures project and campaigning activities such as Giving Voice.

The penultimate objective is: "To maintain reserves of at least 12 months' operating costs" – this ensures that we could, in a worst case scenario, wind down the business in an orderly fashion, whilst maintaining our commitment to members to provide services for a year. At the end of March 2014 we held free reserves equal to 17 months' operating costs. Obviously it is important that we don't hold excess reserves and it is anticipated that the level of free reserves will have reduced by March 2015 due to significant expenditure on various projects. The final objective is: "To maintain cash days in hand of 30 days" – this ensures that we have sufficient cash available in our current account or on short-term deposits to pay our month on month bills. At the end of March 2014 we held cash and deposits equal to 171 days' worth of outgoings.

If you would like further information about our performance against these objectives, it is reported in detail in the Trustees' Report, which is produced in conjunction with the Annual Financial Statements.

This slide shows in a simplified form the consolidated statement of financial activities for the financial year ending 31 March 2014. Consolidated means that the figures include both RCSLT and its trading subsidiary CSLT Trading Limited

Incoming resources totalled £3.5M – the same as last year.

Resources expended increased slightly from £3.5M to £3.6M.

This resulted in net outgoing resources of £0.1M (last year there was a break even position).

The property at White Hart Yard was re-valued during the prior year, resulting in a £0.2m adjustment in the accounts. No revaluation has been made of the property this year.

The next figure on the slide is Net Unrealised Gains on Investments. Investments are re-valued at each year end to reflect the stock market prices prevailing at that time. Between 31 March 2013 and 31 March 2014 the investments increased in value by £0.1M.

Overall RCSLT managed to keep its funds at a steady value compared to the increase of £0.2M achieved in 2012/13.

This slide shows a graphical representation of our income:

RCSLT depends very largely on income generated through membership fees (79%) and commercial activities (13%).

Commercial activity income comes largely from the sale of advertising space in the Bulletin and on-line and royalties earned on subscriptions to the International Journal of Language and Communication Difficulties.

RCSLT also generates income from other sources such as events and conferences, hire of College rooms and the receipt of grants.

The final category of income is investment income.

This shows a diagrammatic representation of our expenditure. Expenditure is summarised by type of activity and brings together all costs for each category, including staffing and overheads.

Our expenditure falls within 5 main headings:

47% of our expenditure - nearly £1.7M - goes towards supporting high quality services to Members. These activities are explained in detail in the impact report and Trustees Report.

£1.4M – 39% of our expenditure goes towards Influencing Policy and Information in Support of End Users with a diverse range of activities. Again, details are provided in the Impact Report and The Trustees Report.

Commercial trading - £0.4M 11% – which is predominantly the cost of producing Bulletin and Members' copies of the International Journal.

Governance Costs – we spent just under £75k (just 2%) on audit fees and committee costs.

And finally just under 1% of the total was spent on Investment Management costs (£31k).

Another way of looking at our expenditure is to show how each £1 of your membership subscription was spent.

47p out of every pound of income is spent on supporting the delivery of high quality services to members. This includes cost of membership services, professional indemnity insurance cover, publications, events, conferences and professional development.

39p out of every pound of income is spent on influencing policy and service provision in support of service users includes the cost of campaigns, influencing, public relations and RCSLT membership of other professional bodies such as the Allied Health Professions Federation.

11p was spent on the Journal; 2p on governance and just 1p on the investment manager's costs.

Further details of the activities included within these first two headings can be found in both the Impact Report, included within the most recent copy of Bulletin, and the Trustee's Report.

I would now like to show you the consolidated balance sheet for RCSLT and CSLT Trading.

First of all we have fixed assets of £2.3M compared to £2.4M last year. The fixed assets for RCSLT include the Building at White Hart Yard valued at £2.2M and the rest is IT equipment and office furniture at a book value of £0.1M.

Next we have £3.8M of investments. This figure has increased from last year due to strong stock-market growth.

Debtors – this is money that we are owed – and is mainly amounts due on our commercial activities.

Cash and Deposits have increased by £0.2M since last year end.

Creditors represent routine monies owed to suppliers and other creditors such as HMRC.

Overall Net Assets have remained unchanged reflecting the breakeven position on funds shown in the income and expenditure account.

With respect to the 2013/14 Accounts, our auditors, Haysmacintyre have concluded that the RCSLT is in sound financial health, confirming that the financial statements give a true and a fair view of the state of RCSLT's finances as at 31 March 2014, that our accounting policies are sound and that we have robust and prudent financial management systems.

They have given us an unmodified audit report.

Before I talk about projects taking place this year, I would like to remind you all of the general benefits of RCSLT membership.

Insurance - As with all healthcare professionals, it is essential to have adequate insurance cover in case you find yourself facing legal action. Fully paid up practising members are covered by Professional Indemnity Insurance and HCPC Fitness to Practice Legal Defence costs insurance. In the past 2 years the cost of the latter policy has increased by £10.19 per member, reflecting the increased number and complexity of cases referred to HCPC. However, the policy is still extremely good value, costing RCSLT only £13.33 per member. To obtain a policy offering a similar level of cover on an individual basis would cost in the region of £350 – £400. Policy was £3.14 in 12/13 and is now £13.33 for 14/15.

Professional development – you will all be aware of the Monthly Bulletin and quarterly *International Journal of Language and Communication Disorders*, via the website members are also able to access thousands of Journals, the member area of the website includes CPD pages and clinical guidelines and then of course the CPD diary to record your CPD activities. College staff are also able to provide advice on professional and clinical issues and can refer on to clinical advisors if needed.

Financial support – members are able to apply for minor grants of up to £500 to support professional development and there is a welfare fund to support members in need. Full details of eligibility and application criteria are available on the website.

Being heard - RCSLT works with members to represent the profession at the highest levels. It consults with governments, other professional bodies, unions,

universities, charity partners and commissioning authorities on behalf of its members, so your views are heard where it counts.

During 2014-15 we are planning to spend over £½ million from reserves on projects that will support members and service users either directly or indirectly. The table here highlights those bigger planned projects. A full table is in the published accounts if you wish to see more of the detail.

We plan to spend £60k continuing to develop and support the Regional Hubs. £65k is planned to be spent on supporting members with the development of outcome measures – this is a multi-phase project with Phase I including work on producing an RCSLT recommendation for a tool to measure core outcomes.

Other Projects of £129k includes the development of new Guidance and Standards including the update of CQ3 to be known as CQ Live.

The Campaign Activities figure of £44k relates primarily to the Giving Voice Campaign.

Public Affairs support represents funds set aside to support campaigning and influencing activities – for example the provision of bespoke advice on emerging issues.

£169k is budgeted to be spent on the digital development of RCSLT. This includes the redevelopment of the RCSLT website and replacing the membership database with a new customer relationship management (CRM) system. This will enable members to better access RCSLT's resources, share innovation between members and collaborate. There will be an improved CPD diary and members will be able to book events, update personal information and renew membership on-line. Ultimately it will allow RCSLT to know and respond to you, the members, better.

But of course all these projects and other member benefits have to be paid for, and membership fees are the single largest long-term source of income, accounting for 79% of total income in 2013/14.

For the year 2015/16, RCSLT aims to maintain the ongoing level of services offered to members. There will be significant project activity and an increased operating cost base, due in part to the increased insurance premiums.

Therefore, Council has approved an increase in membership fees of 2.8% for the year 2015/16.

For Practising Members, this equates to just an additional £7 per year. This increase will therefore be incorporated into the budget for 2015/16. Final membership fees for all categories will be published in January 2015.

To conclude, in terms of overall financial performance, we continue to review financial procedures and processes, the budget process and its associated reporting cycle.

The Finance and Organisational Resources Board, the Senior Management Team and the Head of Finance and Membership aim to achieve value-for-money by looking not only to each income area for improvement but also by seeking out areas of expenditure that can be reduced and identifying activities that can be carried out more efficiently.

RCSLT continues to provide a voice for the profession and members benefit from services focused on clinical and non-clinical areas.

So in summary, membership of RCSLT continues to offer significant value for money.

Are there any questions?"

A member asked why the incoming resources for both this and last year were the same. The Hon. Treasurer said that this figure was predominantly membership fees which amounted to approximately 79% but also included other income.

"And lastly, I would like to take this opportunity to thank the members of the Finance and Organisational Resources Board together with the Finance team of RCSLT for their help and support over the past year

I would like to record my thanks and appreciation to Karen, our Head of Finance and Membership, Brian, our Company Secretary and also to Kamini and Bryony.

Thank you."

The Chair took the resolution forward.

"We now take the second resolution - To consider the adoption of the annual accounts and auditors report for 2013/2014

Do we have a Proposer?"

Proposer: Emma Mays

"And a Secunder?"

Secunder: Nikki Richardson

"All those in favour?" All were in favour.

"I declare the resolution carried".

5. APPOINTMENT OF AUDITORS AND FIXING OF REMUNERATION FOR 2014 - 2015

"We now take the third resolution - To appoint Haysmacintyre as auditors for 2014/2015 and for Council to fix their remuneration.

Do we have a proposer?"

Proposer: Nikki Richardson

"Do we have a seconder?"

Secunder: Morag Dorward

"All those in favour?"

All were in favour.

"I declare the resolution carried"

6. CHANGES TO THE RCSLT MEMORANDUM AND ARTICLES

"The amendments to the Memorandum and Articles have to be passed by Special Resolution and the law requires that 75% of members attending the AGM and

eligible to vote need to vote in favour of each resolution in order for the changes to take effect. If you are a Full Member of RCSLT you are eligible to vote. If you are an Associate or Student member, you are not eligible to vote. For ease of voting, the various changes to the Memorandum and Articles have been grouped into three Special Resolutions. I hope that you have all read them;

I would like to therefore proceed to voting on each Special Resolution....

Special Resolution 1... to amend the Articles as appropriate to reflect the renaming of Council as the "Board of Trustees"; to amend the Articles as appropriate to reflect the demise of the term "College" and its replacement by "the RCSLT"; to amend Article 36, and elsewhere as necessary, to reflect that the Honorary Treasurer will be an appointed post, the abolition of the Deputy Honorary Treasurer post, the creation of up to two other appointed Trustees, and that the maximum number of non-SLTs on the Board should not exceed 25% of the Trustees entitled to vote at any time".

"Can we have a Proposer please?"

Proposer: Janet Harrison

"Can we have a Secunder please?"

Secunder: Hilary Gardner

"All those in favour?" 90%

"All those against?" 3%

"Any abstentions?" 7%

"I declare Special Resolution 1 carried."

Special Resolution 2 - to amend Articles 22, 36, 37, 39, 40 and 43 and other minor amendments as necessary to reflect that the rules for the election of Trustees are removed to the Bylaws, that the Board may set certain criteria for the selection process as detailed in the Articles, that members appointed to the Board be ratified by the members at AGM, that terms of office of Board members, with the exception of Chair and Deputy Chair be three years with the right to stand for re-election for a further term of three years".

"Can we have a Proposer please?"

Proposer: Anne Gamble

"Can we have a Secunder please?"

Secunder: Vicky Joffe

"All those in favour?" 90%

"All those against?" None

"Any abstentions?" 10%

"I declare Special Resolution 2 carried."

"Special Resolution 3 - to make minor amendments to the Memorandum and Articles as a result of changes of fact, legislation, or for clarity, as listed on your AGM agenda sheets:"

(Not read out but recorded in the minutes for the record)

- a. In the Memorandum, remove duplicate clause 4(o) concerning the qualifications of the investment managers.
- b. In the Memorandum, clarify clause 7 concerning prohibition of payments to companies of whom a member of the Board is a member.
- c. In Article 1 - amend definition of "The Act".
- d. In Article 1 - add new definition of "The Board".
- e. In Article 1 - add new definition of "the RCSLT".
- f. In Article 1 - revise the definition of "Committee" to remove the word "board", as that term is now reserved solely for the Board of Trustees.
- g. In Article 1 - add definition of "Trustee".
- h. In Article 1 - addition of a miscellaneous definition of "writing" or "written".
- i. At the end of Article 1 - addition of a new clause referring to statutes, for clarity.
- j. In Article 3 - minor change to wording for clarity.
- k. In Article 4(a) - minor change to reflect the correct title of the Health and Care Professions Council.
- l. In Article 4(c) - a minor change to the definition of Retired members to reflect that there is now no compulsory retirement age.
- m. In Articles 36(1)(b), 36(2), 38(2), and 47 - remove reference to the island of Ireland or the Republic of Ireland (The Board resolved that the Country Councillor for Ireland (to be renamed the Country Representative for Northern Ireland) should no longer have any responsibility for the Irish Republic, as since the Articles were originally written the Irish Association of Speech and Language Therapists has been established).
- n. Article 36(2) - removal of "Certified members" to reflect change in Board composition.
- o. Articles 41 and 42 - amended to reflect the practicalities of the amended composition of the Board in respect of vacancies on the Board.
- p. In Article 45(f) - amend to read "subject to appropriate delegation".
- q. Article 46 - the addition of "the Board may reach decisions by any suitable means of communication between Trustees (including electronic communication)".
- r. In Articles 50 and 52 - amend wording to give some flexibility for the Board to decide and direct how formally they wish Committees to conduct their business.
- s. Article 53 - clarification that only members entitled to vote at a meeting of the Board or Committee may sign a written resolution.
- t. In Article 54(h) - expand to include an entitlement of a Board member to appeal against a Board resolution that he/she should cease to hold office.
- u. Article 54(f) - miscellaneous amendment of statute.
- v. Article 55(vii) - addition of sub-clause (vii) to highlight that the election procedures will be laid down in the Bylaws.
- w. Throughout - replacement of "Country Councillor" by "Country Representative" to reflect change of nomenclature of Council and Councillors.
- x. Throughout - renumbering of clauses and changes of headings as necessary.

"Can we have a Proposer please?"

Proposer: Nikki Richardson

"Can we have a Secunder please?"

Secunder: Morag Dorward

"All those in favour?" 93%

"All those against?" None

"Any abstentions?" 7%

"I declare Special Resolution 3 carried."

7. RATIFICATION OF APPOINTMENTS TO COUNCIL / BOARD OF TRUSTEES 2014 / 2015

"We now come to the declaration of Council. There were vacancies under the old Council structure for the following Councillors:

Deputy Chair of the Board

Trustees for England, Scotland and Wales

The following were elected unopposed:

Deputy Chair – Morag Dorward

The post of Country Representative for England, having been unfilled for many years, is going to be filled for the next year by Janet Harrison, who has kindly volunteered to stay on the Board for one extra year as the England Hubs network continues to grow.

The posts of Country Representatives for Scotland and Wales, and the three new Trustee posts, one of which will be the Chair of the new PPPC, will be advertised after this AGM in the Bulletin and on social media, so if you feel you, or someone you know would fit the criteria for the role, please respond to the adverts.

Because the PDSB will cease to exist after its next meeting in November, Dr Carol Stow will step down as Councillor for Professional Development at the December Board meeting.

Emma Mays, whose term of office was to have ended at this AGM, has kindly volunteered to stay on until the December Board meeting to see through the last meeting of the PPAB, and has been co-opted back onto the Board for that purpose.

The composition of the Board for the period 2014/15 is therefore:

Chair – Maria Luscombe

Deputy Chair – Morag Dorward

Hon. Treasurer – Lorna Bailey

Councillor for Research & Development – Dr Victoria Joffe

Councillor for Professional Development (until December only) – Dr Carol Stow

Country Representative for England – Janet Harrison

Councillor for Policy & Public Affairs (until December only) – Emma Mays

Country Representative for Northern Ireland – Anne Gamble

Lay member (co-opted - voting) (until March 2015) – Nikki Richardson

As already stated, arrangements are in place to advertise for the newly created vacant posts and members will be kept informed in Bulletin as appointments are made."

The Chair gave the vote of thanks to outgoing Trustees:

- to Ashleigh Denman (as Councillor for Membership and Communication)(since 2010)
- to Carol Stow (as Councillor for Professional Development and Standards)(since 2011)
- to Emma Mays (as Councillor for Policy and Public Affairs)(since 2012)
- to Morag Dorward (as Councillor for Scotland)(since last year)
- to Janet Harrison (as Councillor for Service Management)(2010)

8. INDUCTION OF CHAIR 2014 / 2016

"The time has come for me to say a few words as I pass on the baton to the incoming Chair, Maria Luscombe.

When I stood before you 2 years ago I said what an honour and privilege it was to have been elected by the membership to serve as Chair of the RCSLT. I talked about the importance of the partnership between the Professional Body and its members and I pledged to serve you all to the best of my ability and to strive to ensure that College continued to be a worthy partner of you all.

So, how have we done? You will have seen from the Trustees Annual reports of the last 2 years that the achievements have been many and varied. None of them would have been possible without the vision, hard work, creativity and dedication of you the members and the staff of the RCSLT. You will have seen that the staff and governance structures have changed to increase effectiveness and efficiency resulting in a better service for all. What hasn't changed is the high standard of behaviour and professionalism coupled with the will to improve continuously. Kamini and I recently visited the HCPC for our Annual update.

They told us that:

- Fewer SLTs than expected were referred for Fitness to Practice hearings
- SLTs CPD portfolios are exemplary
- They cite the RCSLT as an example of a well-run professional body that does its very best for its members. It points other Professional Bodies to us as an example of how to do it!

Compliments indeed!

Our membership continues to grow and is now some 16,000 across the UK. We have one, if not THE, highest percentage of registered practitioners as members of their professional body.

The partnership between Chair and CEO is a unique and crucial one to the success of any organisation. Here I would like to play tribute to Kamini, our CEO. She is tireless in her work to lead RCSLT onwards to greater success. If the world is divided into 2 types of people, those that let things happen and those that make things happen, Kamini is at the forefront of those that make things happen! Whether it is negotiating with Government Ministers, listening and responding to the plight of individual members or persuading partners to get behind our cause, Kamini gives 120%. Thank you Kamini from us all.

I am immensely proud of you all. Your vision, your values and your commitment will continue to make our profession great. I have enjoyed my years as Chair enormously and as I move on to other things will miss you all terribly.

I have no doubt whatsoever that our new Chair Maria Luscombe and her new Deputy Morag Dorward, will add enormous value, knowing their work well. I could

not be passing over to better people, who will ensure that College not only continues to survive but also to thrive!

As I hand over to Maria I would like to leave you with the following thoughts from my Inaugural speech;

Speech and Language Therapy transforms lives. Together we can ensure that this is a reality. I urge you to join me in that aspiration and increase your involvement to ensure that RCSLT is fit for the future and thrives in years to come.

There is a special connection weaving through our transfer of the Chain of Office. The late Sandra Robertson, an erstwhile Chair, presented this beautifully designed and crafted, silver Chain of office to be used by Chairs of the RCSLT. My first post after qualifying was at Northwick Park Hospital, a centre of excellence, in North London. Just before I started there Sandra Robertson had left. The third part of the connection is that Maria our incoming Chair currently works there!

Good luck Maria"

Bryony Simpson passed on the Chain of Office to the new Chair, Maria Luscombe.

9. RESPONSE BY INCOMING CHAIR AND VOTE OF THANKS

"Dear colleagues, it is an honour and a privilege for me to accept the role of Chair of the Royal College of Speech and Language Therapists for the next two years. I am proud to be a member of our professional body; it is one that is held in high regard by many external to the organisation and by you, its members. It is my aim to do a good job of chairing our professional body, to work with the board of trustees, Kamini and the team at RCSLT to ensure our organisation is fit for purpose in supporting you its members and our service users.

Some of you know me but for those who don't I will start by telling you about myself and my aspirations for college. I qualified in Dublin in the early 80's; after working in Ireland for a short period I joined the NHS. For the last 30 years I have worked across different care groups but my passion continues to be my work within children's services. I am fortunate that my role at North West London Hospitals NHS Trust allows me to combine my professional leadership and management responsibilities in children's services. Over time my involvement with the college has changed from that of new graduate, who was in awe of the professional body, to joining its education working group in the early 90's, becoming one of its service accreditation team and over the years continuing to be involved in influencing policy and practice within children's services. Most recently I worked with college officers to influence Special Educational Needs policy and practice in England brought about by the Children and Families Act. I represent you on the National Allied Health Professionals Informatics Strategic Taskforce, providing us with opportunities to engage in informatics, telehealth and telecare agendas.

Reflecting on my years as an SLT, change has been a constant theme. We see changes in the profile of the profession, in legislation, in expectation from service users, commissioners and regulatory bodies. We know there is more to come. Next year we have a general election in the UK and our colleagues in Scotland will soon know the results of their referendum. We know that austerity across the public sector will continue and we will need to demonstrate the value of Speech and Language Therapy and the positive outcomes our interventions can have for people with communication, eating and drinking difficulties.

We want to support you through that change and have already embarked on that journey. You have heard from Bryony the significant achievements of the past

two years. Our new governance arrangements should facilitate broader membership involvement and allow us to be more responsive to your needs. We recognise that the board of trustees and staff at RCSLT are only part of the jigsaw. Members are the eyes and ears of the profession on the ground so in order to support you we need to know about the good work many of you are doing as well as the challenges both you and service users face. We are planning a membership survey in October to assist us with this. Our new look website will provide you with better functionality to support you professionally, giving you the ability to connect with peers and get actively involved in the work of college. A new membership system will help us to understand the profile of the whole profession which is essential for influencing and forward planning.

We want to have a strategic approach, providing you with essential guidance support and advice on key areas such as workforce and commissioning processes, clinical business skills, competency frameworks, evidence based practice. We continue the work on updating CQ3 which will be renamed 'CQ live' providing us with updated standards and benchmarking capacity. Our UK wide outcomes project should support you to measure impact of your work.

We continue influencing for better outcomes for our users, building partnerships, influencing government bodies, party manifestos and engaging candidates around issues such as SEND agenda and the value of SLT's all of which is crucial with the general election looming.

Through the International Communications Project we will raise awareness of the needs of service users internationally. Next year is the 70th anniversary of RCSLT providing another opportunity to raise awareness of the profession. We have set ourselves an ambitious agenda which can only be realised in partnership with our members; we need you to get involved at all levels whether this is becoming a Giving Voice champion, a research champion, joining your regional hub, CEN or management network, volunteering to be on reference group or putting yourself forward as a member of one of the boards. These opportunities will be advertised in October's bulletin and on our web site. Many of you here today already give your time, knowledge and skills, to support the work of college and I thank you for that. I urge others to get involved; from personal experience it is rewarding and worthwhile.

We know speech and language therapy can transform the lives of our users; let's work together to achieve this.

I would like to thank Bryony, our outgoing chair, for her relentless energy enthusiasm, leadership and wisdom. Over the past two years Bryony you have been wonderful to work with and I have learned so much from you.

I would like to thank Lorna, Brian, Karen and the finance team for our accounts and auditor's report

Thank you to the council members and college staff for making me so welcome.

Thank you to all who have sat on our boards over the past year, some who will be stepping down and I look forward to welcoming those of you who will take up places within the new boards next year.

I would like to thank my team and my employer North West London Hospitals NHS Trust for supporting my involvement with RCSLT over the years and for recognising the positive impact this has had for our service and for me personally.

RCSLT is extremely fortunate in its patron HRH the Countess of Wessex, in its president, Sir George Cox and its Vice Presidents who through their commitment and support promote the work of SLT and the college.

Working with Kamini over the years I have seen her tireless commitment to the organisation and work of speech and language therapists. Her energy, the networks she has built with key partners means that RCSLT has a positive image and reputation to be proud of. Thank you Kamini; I look forward to working with you.

As chair I will also have the benefit from the support of the deputy chair and I welcome Morag Dorward to that role. Morag has supported RCSLT as Scottish councillor for the past year and is also actively involved in the team Scotland hub, her skill and experience will be invaluable in the future."

10. ANY OTHER BUSINESS BY LEAVE

There being no other business by leave, the Chair of Council closed the meeting.

19.20 Meeting closed