

**Draft AGM 2015 minutes approved by Board of Trustees to go on website for members' advance information, but subject to formal approval at 2016 AGM**

**Minutes of the 63<sup>rd</sup> Annual General Meeting of the  
Royal College of Speech and Language Therapists  
held in the Panorama Suite, Rootes Building, Warwick University  
on Wednesday 7<sup>th</sup> October 2015 at 12:35 pm**

**In the Chair:** Mrs Maria Luscombe (Chair of the Board of Trustees)

**In attendance:**

**Board of Trustees:** Mrs Morag Dorward – Deputy Chair  
Mrs Lorna Bailey – Honorary Treasurer  
Mrs Anne Gamble – Country Representative Northern Ireland  
Mrs Mary Heritage - Chair of PPC  
Professor Pam Enderby – General Trustee  
Dr Della Money – General Trustee  
Ms Nikki Richardson – Lay Member

**Other RCSLT Members:** *Please see Appendix*

**RCSLT Staff in attendance:** Brian Gopsill – Director of Performance & Contracts/Company secretary  
Derek Munn – Director of Policy and Partnerships  
Dominique Lowenthal – Head of Professional Development  
Steven Harulow – Communications Manager  
Karen Willis – Head of Finance and Membership  
Sarah Matthews – Events and Marketing Manager  
Alison Stroud (Member) – Wales Policy Officer  
Kim Hartley Kean (Member) – Head of Scotland Office  
Vicky Harris – Learning Manager  
Digna Bankovska – Events and Marketing Officer  
Kaleigh Maietta – Events and Marketing Assistant  
Dilnaz Gorwala – Policy Team Assistant

*Introduction*

The Company Secretary introduced the 2015 AGM and reminded attendees that only full members were eligible to vote. He advised that copies of the Agenda, Minutes of the AGM 2014 and the Trustees Annual Report and Accounts were on each table. He asked everyone attending to sign the attendance sheet and explained the voting rules on the Ordinary and Special Resolutions.

The Chair read the Notice convening the meeting:

**1. NOTICE CONVENING THE MEETING**

“Welcome to the 63<sup>rd</sup> 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 RCSLT, either in hard copy or by notice in the Bulletin and on the RCSLT website.

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Apologies for absence have been received from:

Dr Victoria Joffe  
Ms Catherine Dunnet  
Mrs Janet Harrison  
Kamini Gadhok  
Kate Man  
Susan Swan

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

**2. MINUTES OF AGM (16 SEPTEMBER 2014)**

"The Minutes of the AGM held on 16 September 2014 have been circulated and are taken as read. May I sign these Minutes as a correct record?"

There was a request from a member that her name be removed from the minutes. It was clarified that this had, in fact, already been done.

"Do we have a proposer?"

Proposer: Nikki Richardson

"And a seconder?"

Secunder: Joyce Cook

"All those in favour?"

All were in favour.

"Any Abstentions?" There were none.

Thank you, the minutes are duly signed."

**3. PRESENTATION AND ADOPTION OF TRUSTEES ANNUAL REPORT (2014 – 2015)**

"We now come to the Trustees Annual Report. This has been available on the website since the beginning of September and was also sent in hard copy to those members who requested it. I would like to highlight some of our achievements during the past financial year and also what is currently underway and planned for the future.

Those of you who have read the 2014- 15 RCSLT impact report in September's bulletin will have seen what an action packed and busy year it has been. I would like to highlight some of our achievements during the past financial year and also what is currently underway and planned for the future.

On reflection, time has flown since our last AGM last September when I took over as Chair from Bryony Simpson.

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Our aims as a Royal College remain 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, improve services to members and to influence at all levels and to be an innovative and outstanding professional body.

Some things have not changed. We may have a new Government but the financial pressures are here to stay. Many services are still facing significant financial challenge so as SLT's we need to continue to demonstrate the positive impact and outcomes our inputs can have for people with communication difficulties and show what good value for money we know our services can be.

Plurality of commissioners and providers had more of an impact in England and particularly in London and south east where there are a variety of commissioners, Local Authorities, voluntary sector and schools. Equally, multiple providers such as the NHS, social enterprise, private health care organisations, independent and voluntary sector are changing the landscape within which there are lots of challenges but also many opportunities.

Service transformation is high on the agenda, challenging us to find new more effective and efficient ways of working. We see today how changes in technology can support this agenda and the focus on integrated services whether this is across organisations, Health, education and social care, or across care pathways from primary care to secondary and tertiary provisions should produce positive outcome for service users and indeed for members in terms of multidisciplinary working. In many areas this has led to more cohesive team working, strengthened the souls of SLT's and allowed for extended roles for many practitioners.

Greater focus on integrated services is also proving challenging in many areas with the loss of SLT leadership roles. Services need to ensure that there is appropriate clinical support and development for practitioners working in small teams or in isolation.

There are changes in working practice with portfolio careers working cross different sectors and roles. Changes in workforce could lead to an increase in demand for assistants and associate practitioners.

Thankfully, posts are still a high priority on user participation and quality of services and post-Francis in England the lessons learned continue to influence services across the four nations.

The RCSLT has been influencing policy and legislation to inform service commissioning and provision, both nationally across the regional offices and locally at Hub and service level and the Giving Voice campaign continues. RCSLT staff continue to address 400 professional enquiries per month.

We are expanding our research and development capacity and the RCSLT Research Manager Emma Pagnamenta is coordinating the growing network of UK-wide Research Champions. The network had 115 active members in March 2015.

There are more than 140 RCSLT-registered CENs which are providing vital CPD for members. There are also an ever-increasing number of events across the UK and RCSLT webinars (11 delivered with 3,500 views in 2014-2015) for members to engage with, as well as our flourishing interactions via social media and the website.

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In October 2014, our new clinical decision making tool (1,100 views) went live, to help members assess new interventions where there is no, or little evidence base.

The RCSLT Hubs are blossoming.

We are building consensus on the approach and development for measuring outcomes.

We have also produced position papers in clinical areas such as Dysphagia and have also drafted a response to service changes in relation to Seven Day working.

There is a think tank of leaders in e-health (including telehealth) which shares good practice.

The RCSLT undertook a member survey which received 3,815 responses. The following four most valued benefits and services were identified: Bulletin magazine, professional indemnity insurance, legal fees insurance and members' only areas of the website. 79% said that their RCSLT membership had met or exceeded their expectations.

There were also the following landmark events in the RCSLT calendar for 2014 – 2015:

From sponsored walks to sponsored silences; from working with dietitians to working with celebrity chefs, the efforts of RCSLT members to raise awareness of the essential role of speech and language therapy, and the needs of people who use our services has been phenomenal throughout the year.

All over the UK our GV 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. Well done to all of you and thank you to you all for going the extra mile. It really does make a difference.

Once again RCSLT in NI 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 speech and language therapy adds to their lives.

2014 also saw the launch of the International Communication Project, with 50,000 people from across the globe joining the Twitter feed. And our very own CEO Kamini Gadhok has been one of the main driving forces in developing the campaign.

ICP continues into 2015 and beyond and aims to increase the understanding of communication disabilities among world health bodies and policymakers. It also aims to increase the money available for local professional capacity building and training, especially in developing countries, to strengthen access to speech-language pathologists/therapists, audiologists and communication health providers.

Some of the ICP events included Kamini and Anne Fox, Director of the Communication Trust visiting 20 communication charities across London to sign the pledge and the visit from Her Royal Highness the Countess of Wessex and our President, Sir George Cox, at RCSLT to sign the pledge.

We have continued to increase our influence and have responded to members' requests for support in light of threats to services. We have influenced government and professional policies

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and initiatives, including guidance to the Children & Families Act 2014; Children & Young People (Scotland) Act; Flying Start in Wales and contributed to care home and dementia standards in Northern Ireland.

In Wales an SLT was seconded to write the Welsh Government early language guidance for 22 local authorities to deliver evidence-based targeted service to the most socially deprived communities.

Ahead of the general election, we received support from Labour and Liberal Democrats for our asks on children with SEND and SLCN; and from the Conservatives on recognising AHPs alongside doctors and nurses in delivering health policy objectives.

We have also successfully informed workforce planning and the commissioning of student places.

Members from across the UK gathered in Leeds for the RCSLT Conference 2014; this was the largest gathering of members in the UK. Thanks to all who participated; you made it a stimulating and amazing two days. Following the call for papers there were 154 abstract submissions.

The two-day programme included four keynote presentations, 11 workshops, 54 presentations, 92 presenters and nearly 400 attendees.

Our next two-day conference will take place in 2017.

Looking ahead, you will hear more this afternoon about our progress with CQ live and the development of on-line resources both to support professional standards and clinical practice.

The Outcome Measures project continues with positive inputs from members.

The Hub development is a key theme over the next year with Janet Harrison and Mark Roberts supporting hub development and leadership programmes.

The RCSLT is also undertaking extended work on leadership and evidence based practice.

We will influence future workforce planning through evidence of unmet need and the SLT contribution to outcomes and by engaging with workforce transformation.

We are also seeking to influence political parties ahead of the devolved elections in Scotland, Wales and Northern Ireland in 2016.

The implementation of the Children and Families Act to prepare evidence of the impact on children with SLCN ahead of a promised review will be monitored.

The RCSLT will seek to skill the profession to be advocates in the challenging commissioning and budgetary environment.

Finally, we will work to include SLTs and AHPs through engagement with the NHS England Five Year Forward View and the work of Public Health England.

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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 year 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 to the staff and all of its members we have 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.

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 2014 / 2015.

Do we have a Proposer?"

Proposer: Anne Gamble

"And a Seconder?"

Seconder: Nikki Richardson

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

"I declare the resolution carried."

**4. PRESENTATION, CONSIDERATION AND ADOPTION OF ANNUAL ACCOUNTS AND AUDITORS REPORT (2014 – 2015)**

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

"Thank you Maria.

Good afternoon ladies and gentlemen. The next thing we have to do at the AGM is to consider and adopt the Annual Accounts.

I would now like to give you a brief presentation of the financial results for the year ended 31 March 2015. Copies of this presentation will be available on the website after today and the full financial statements are already on the website. Copies of the financial statements are also available here today.

As Trustees of the organisation the Board 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 the Board approved a number of general financial objectives. I'd like to remind you of these objectives and give you details of our performance against them:

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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. FRC and the Board 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. During 2014/15 the Trustees have worked with the Advisor to review our investment strategy taking into account the medium to long-term strategic aims of the charity, its charitable objects and current best practice for investment management. An overall statement of investment principles and supporting investment policies have been approved by the Board and the Trustees are now working with their appointed investment managers to implement the strategy.

Objective Number 3 is: "To ensure that 70% of our income comes from long-term sources" – long term sources include membership subscriptions and investments. This ensures that we can guarantee payment of our commitments, including longer term expenditure – this year we achieved 77% 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 the Board of Trustees may decide to approve a draw down on these reserves to finance larger projects.

In the Annual Accounts, we reported a net loss of £165k after project expenditure, equivalent to a loss of 4% of turnover. The ratio before project expenditure was a surplus of 14% of turnover. During the financial year the Board approved expenditure on several large projects that will have long term benefits such as the Digital Strategy Project, the continued development of Regional Hubs, the Outcome Measures project and the CQ Live project.

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, that you have bought with your annual fee. At the end of March 2015 we held free reserves equal to 18 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 2016 due to significant expenditure on the digital strategy project and other projects in support of members such as the Outcome Measures project and the CQ Live Project.

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 deposit to pay our month on month bills. During 2014/15 we realised £800k from our long-term investment portfolio in order to provide easily accessible funds for projects over the next three years. As a result at the end of March 2015 we held cash and deposits equal to 163 days' worth of outgoings. This is a snapshot

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at the balance sheet date and our cash position strengthens considerably in April each year as the subscriptions for the new year come in. Throughout the year 30 days or more cash was kept in hand.

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

Slide 4 shows, in a simplified form, the consolidated statement of financial activities for the financial year ending 31 March 2015. "Consolidated" means that the figures include both RCSLT and its trading subsidiary CSLT Trading Limited.

Incoming resources totalled £3.9m – £0.4m more than last year with growth in both membership subscriptions and income from commercial activities.

Resources expended increased from £3.6m to £4.1m.

This resulted in net outgoing resources of £0.2m (last year outgoing resources were £0.1m).

The next figure on the slide is Gains on Investments. This includes both gains on disposal of investments during the year and also the increase due to revaluing investments at the year end to reflect the stock market prices prevailing at that time.

Overall RCSLT managed to keep its funds at a steady value.

Slide 5 shows a graphical representation of our income:

RCSLT depends very largely on income generated through membership fees (77%) and commercial activities (16%). These two sources of income total 93% of the overall income.

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

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

The final category of income is investment income.

Slide 6 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 five main headings:

54% of our expenditure - nearly £2.2m - goes towards supporting high quality services to Members. These activities are explained in detail in the impact report and Trustees Report.

£1.3m – 32% 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.



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Commercial trading - £0.5m 12% – which is predominantly the cost of producing Bulletin and Members copies of the International Journal.

Governance Costs – we spent just under £74k (just 2%) on audit fees and committee costs.

And finally less than 1% of the total was spent on Investment Management costs (£12k).

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

54p 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.

32p 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 etc.

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

First of all we have fixed assets of £2.4m compared to £2.3m 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 £0.2m. The slight increase in the value of fixed assets is mostly due to expenditure on the Digital Strategy project.

Next we have £3.1m of investments. This figure has decreased from last year due to the decision to realise £0.8m of investments in order to fund projects over the next 3 years.

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

Cash and Deposits have increased by £0.4m since last year end due to the decision to realise £0.8m from investments to cover project expenditure, which had not yet all been spent by year end.

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

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

With respect to the 2014/15 Accounts, our auditors, Haysmacintyre have concluded that:

- RCSLT is in sound financial health
- the financial statements give a true and a fair view of the state of RCSLT's finances as at 31 March 2015
- our accounting policies are sound
- we have robust and prudent financial management systems

They have given us an unmodified audit (i.e.: effectively a clean bill of health).

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The full accounts are available on the website if you wish to see them and paper copies are available here today.

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 few years the cost of the latter policy has increased from £3 per member to £10.71 per member, reflecting the increased number and complexity of cases referred to HCPC. However, the policy is still extremely good value, at £10.71 per member. To obtain a policy offering a similar level of cover on an individual basis would cost in the region of £350 – £400.

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 2015-16 we are planning to spend over £½m 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 £64k continuing to develop and support the Regional Hubs.

£128k 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.

£51k is being spent on developing professional standards for members in support of the HCPC professional standards.

A further £133k is being spent on a range of other projects, including access to online journals and research studentships.

The Campaign Activities figure of £33k 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

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£148k 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.

Membership fees are the single largest long-term source of income we have, accounting for 77% of total income in 2014/15.

For the year 2015/16 RCSLT aims to maintain the ongoing level of services offered to members, but at the same time is experiencing increased costs.

It is essential that RCSLT retains a robust financial position and the Board of Trustees has therefore approved an increase in membership fees of 2% for the year 2016/17.

For Practising Members, this equates to just an additional £5 per year or 10p per week.

This increase will therefore be incorporated into the budget for 2016/17.

Final membership fees for all categories will be published in January 2016.

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 Resources Committee, 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.

Membership offers value for money.

Are there any questions?"

No questions were asked.

"And lastly, I would like to take this opportunity to thank the members of the Finance and Resources Committee 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 Maria.

And thank you for listening."

The Chair took the second resolution forward.

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"We now take the second resolution to consider the adoption of the Annual Accounts and Auditor's Report for 2014 / 2015.

Do we have a Proposer?"

Proposer: Professor Pam Enderby

"And a Seconder?"

Seconder: Morag Dorward

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

"I declare the resolution carried."

**5. APPOINTMENT OF AUDITORS AND FIXING OF REMUNERATION FOR 2015 – 2016**

"We now take the third resolution to appoint Haysmacintyre as auditors for 2015 / 2016 and for the Board of Trustees to fix their remuneration.

Do we have a proposer?"

Proposer: Ashleigh Denman

"Do we have a seconder?"

Seconder: Nikki Richardson

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

"I declare the resolution carried."

**6. CHANGES TO THE RCSLT MEMORANDUM AND ARTICLES**

"We now come to a minor change to the Articles. An explanatory note is appended to the Agenda at Note 1.

The Special Resolution is: "to remove Article 17 from the Articles". Article 17 currently gives members who are struck off the list of RCSLT members the right to an appeal.

By way of background, the Board have recently reviewed the processes by which members may be removed from the list of RCSLT members, which are covered by Bylaw as required by Article 16. In doing so, the Board considered, and took legal advice, regarding the necessity to provide for an appeal from a member who has been removed from the list of members.

With respect to the members who may be removed from RCSLT membership and who are referred to in Clause 16 of the Articles:

- Certified RCSLT members who are struck off the HCPC register would no longer be able to practice as an SLT and so an appeal would not be appropriate

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- The Board also agreed that non-HCPC registrants who are removed from RCSLT membership would not be offered an appeal by RCSLT. This takes account of legal advice and the Board view that it would be unlikely to impact on their livelihood. The Board also took the view that the circumstances in which a member might be removed from this list would be such that it would be highly unlikely to permit their reinstatement to the list of members in the future.

The Board therefore resolved at the July 2015 Board meeting to propose this Special Resolution to the membership, to delete Clause 17 from the Articles in its entirety.

This proposed amendment to the Articles has 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 the resolution in order for the change 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.

I would like to, therefore, proceed to vote on this Special Resolution.”

Can we have a Proposer please?”

Proposer: Alison Stroud

“Can we have a Secunder please?”

Secunder: Mary Heritage

“All those in favour?” All members present and eligible to vote were in favour, with one exception

“Any Abstentions?” There was one abstention.

“I declare the resolution carried.”

## **7. RATIFICATION OF APPOINTMENTS TO BOARD OF TRUSTEES 2015 / 2016**

“We now come to the declaration of the Board. There were vacancies for the following Board members and where applicable, the following appointments and re-appointments are reported to members as required by Article 40.

**Professor Pam Enderby, Mary Heritage** and **Dr Della Money**, were all elected unopposed to the Board as General Trustees on 19 December 2015. **Mary Heritage** took on the role of Chair of the Professional Practice and Policy Committee at the same time. Their terms of office will run to AGM 2017.

**Catherine Dunnet** was elected unopposed to the Board as Country Representative for Scotland on 19 December 2015. Her term of office will run to AGM 2017.

The Honorary Treasurer – **Lorna Bailey** is to be re-appointed to the Board, in continuation as Honorary Treasurer under Article 37(5) and will serve for one final year of a three year term of office until AGM 2016.

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Trustee for Research and Development – **Dr Victoria Joffe** was reappointed by the Board, with voting rights, on 19 March, in continuation as co-opted Trustee for Research and Development under Article 36(7), to complete a second full term of office to AGM 2016.

Country Representative for England – **Janet Harrison** was reappointed by the Board, with voting rights, on 19 March in continuation as co-opted England Country Representative under Article 36(7), to AGM 2016.

Country Representative for Northern Ireland - **Anne Gamble**, was appointed by the Board on 19 March to continue in office until AGM 2015, and has since been elected unopposed in continuation as Northern Ireland Country Representative for a second three-year term until AGM 2018 under Article 37(2).

Lay member - **Nikki Richardson** was re-appointed by the Board on 19 March, with voting rights in continuation as co-opted "lay member" under Article 36(7) to AGM 2016.

The post of **Country Representative for Wales** continues to be vacant. It will be advertised again after the AGM and if you know of anyone who might be interested and suitable for the role please encourage them to put themselves forward.

The composition of the Board for the period 2015/16 is, therefore:

Chair – Maria Luscombe  
Deputy Chair – Morag Dorward  
Hon Treasurer – Lorna Bailey  
Trustee for Research & Development – Professor Victoria Joffe  
Country Representative for England – Janet Harrison  
Country Representative for Scotland – Catherine Dunnet  
Country Representative for Northern Ireland – Anne Gamble  
General Trustee and Chair of PPPC – Mary Heritage  
General Trustee - Professor Pam Enderby  
General Trustee - Dr Della Money  
Lay member (co-opted - voting) - Nikki Richardson"

**8. ANY OTHER BUSINESS**

There was no other business.

**9. CLOSE OF MEETING**

"I therefore declare the AGM closed"

*13:15 Closed*

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**Appendix:**

**List of members attending the 2015 AGM**

Marie Abbott – newly qualified practicing  
Rosalyn Airey – practicing member  
Carolyn Allen – practicing member  
Sarah Allen – practicing member  
Susan Balgarnie – practicing member  
Lauren Bell – practicing member  
Rebecca Beresford – newly qualified practicing  
Elizabeth Boaden – practicing member  
Sinead Brady – practicing member  
Kathy Cann – practicing member  
Hazel Cano – practicing member  
Sophie Carter – student member  
Susana Cartaud – student member  
Adam Chevin – newly qualified practicing  
Bernadette Clifford – newly qualified practicing  
Sarah Cochrane – newly qualified practicing  
Amica Coleman – practicing member  
Joyce Cook – retired member  
Joanne Crouch – practicing member  
Nicola Crow – newly qualified practicing  
Alex Davies – practicing member  
Shirley Davis – retired member  
Ashleigh Denman – practicing member  
Sophie Donnan – student member  
Lusanda Donnelly – student member  
Joanne Fillingham – practicing member  
Jennie Fleetwood – practicing member  
Liz Foulger – practicing member  
Hayley Forrest – practicing member  
Ruth Freeman – practicing member  
Jo Graham – practicing member  
Elizabeth Green – retired member  
Rhiannon Halfpenny – practicing member  
Philippa Hardy – practicing member  
Claire Hein – newly qualified practicing  
Petra Hill – practicing member  
Lindsey Howat – practicing member  
Deborah Hunt – practicing member  
Gemma Knight – practicing member  
Keara Law – newly qualified practicing  
Kim Lewis – practicing member  
Bridget Lydiate – practicing member  
Ellen McGowan – newly qualified practicing  
Juliet Mahrous – practicing member  
Fiona Mann – practicing member  
Zoe Mardell – student member

**Draft AGM 2015 minutes approved by Board of Trustees to go on website for members' advance information, but subject to formal approval at 2016 AGM**

Cate Martin – practicing member  
Sarah Maslin – practicing member  
Alys Mathers – practicing member  
Hannah Menzies – student member  
Charlotte Millward – practicing member  
Cassie Neville – practicing member  
Hannah O'Connell – newly qualified practicing  
Shannon O'Connor – practicing member  
Rebecca Palmer – practicing member  
Anna Ray – practicing member  
Kay Rogers – practicing member  
Deborah Smith – practicing member  
Veronica Southern – practicing member  
Rosey St George – practicing member  
Felicity Stephenson – student member  
Jane Stokes – practicing member  
Sarah Such – practicing member  
Ellen Swann – practicing member  
Ann Taylor – retired member  
Lydia Taylor – practicing member  
Grace Walsh – practicing member  
Louise Walters – practicing member  
Caroline Weighton – practicing member  
Helen Whittle – practicing member  
Emma Wilson – practicing member