

**Minutes of the BSGE Council Meeting
Held on Tuesday, 16th May 2017 from 14:20 to 18:50
At the Mercure Hotel, Hull**

Present:

Dominic Byrne, President (DB)
Sanjay Vyas, Vice- President (SV)
Thomas Ind, Honorary Treasurer (TI)
Natasha Waters (NW)
Sameer Umranikar (SU)
Chris Guyer (CG)
Elizabeth Ball (EB)
Fevzi Shakir (FS)
Ertan Saridogan, (ES)
Shaheen Khazali (SK)
Gillian Smith (GS)
Atia Khan (AK)
Justin Clark (JC) via teleconference

1.	Welcome & apologies for absence
	Apologies received from Kevin Phillips, Mark Whittaker, Donna Ghosh, Kirana Arambage and Tyrone Carpenter. JC joined in via teleconference. SK to arrive late.
2.	Declaration of Interest
	<p>Declarations: DB is a member of the ESGE Advisory Board and as declared before, a paid faculty member for Olympus ST5+ training programme. DB also sits on NICE Endometriosis committee. CG declared he teaches on Ethicon courses. FS declared he teaches on Ethicon courses nationally and internationally. GS declared she represents Hologic for training and sits on NICE HMB panel. SU declared he teaches on Ethicon courses. SV declared he is paid preceptor for Olympus and Ethicon courses. ES declared he is board member of the ESGE and also teaches on Olympus courses. ES also does consultancy work for Gideon Richter and Fanning/Espinar. TI declared he has been paid £1k/ £1.5k consultancy fee from Medtronics and has received hospitality from several companies for his research project including Covideon, Storz, Intuitive, Stryker and Lotus. TI is President of BIARGS, Treasurer of the BGCS and Secretary/Treasurer of SERGS. NW declared she is medical expert on Heavy Menstrual Bleeding on NICE committee and received hospitality from Kebomed. No declaration of interest from EB.</p>
3.	Declaration of any other urgent business

	No any other urgent business was declared.
4.	Minutes of the previous meeting
	Minutes of BSGE Council meeting held on Tuesday, 29th November 2016 at the RCOG were accepted as a true record.
5.	Actions arising from the minutes
	<p>Outstanding actions from 20th September 2016 Council meeting:</p> <p>5.4.8- Morcellation document from Eddie Morris to be submitted to RCOG by ES and be published on the BSGE website. ES reported that the document was circulated to Council members and feedback was that the patient information leaflet needed more structure. This was discussed and it was decided that the BSGE would confirm that use of a bag was experimental, as more data are required. ES will complete the Morcellation document and publish it on the BSGE website. Action now closed.</p> <p>5.6.7- TI will commission BSGE Anatomy drawings for a laparoscopic textbook, to the value of £2,000. TI reported that this has not happened but would like KA to take it forward. Funds to the value of £2,000 have been agreed to complete this task. Action now closed pending any development from KA.</p> <p>Outstanding actions from 29th November 2016 Council meeting:</p> <p>6. TI will work with KA & SK to develop the Affiliate membership package for overseas members. If acceptable to officers it will be put to membership at the BSGE AGM in May, with three months' notice. DB reported that this can no longer be completed in time for the AGM in 2017 but would like it fully developed to take to membership at the AGM 2018 in Edinburgh. Council supported the BSGE introducing international membership with no voting rights or access to awards and bursaries. SU wished to help as he has experience developing the RCOG Associate membership. Fees and membership benefits need to be established. ACTION: SU, KA & SK will develop International BSGE Affiliate membership with new incoming Treasurer (Andrew Kent [AKe]) and bring the written detailed proposal to September Council meeting for ratification.</p> <p>6. ES to draft a paper with the GESEA proposal with detailed costings for Council to review. DB reported that the papers were not sent to Council meeting in advanced but will be sent after this Council meeting. ES reported that the ESGE together with European Academy of Gynaecological Surgery have developed a GESEA programme. GESEA has three levels of participation, Bachelor Certification & Diploma, MIGS Certification and MIGS Diploma. ESGE is offering a franchise for the BSGE to become a diploma examination centre. BSGE would administer this exclusively in the UK after investing circa 25,000 euros to purchase Hysteroscopy trainers sets. NW asked if the BSGE would be paying a private company. ES explained that the Academy is a commercial organisation but the Certification will be provided by the ESGE.</p>

	<p>DB asked that if the hysteroscopy models were bought, could they be used for the Hysteroscopy workshops at the RCOG. ES confirmed they could. The BSGE Council supported the proposal.</p> <p>ACTION: ES, SU, NW and Karolina Afors will form a working party and develop the GESEA proposal to organise first examination.</p> <p>7. KA to speak to TI about an innovation awards.</p> <p>DB reported that this has not been completed and he has advised KA on how to take it forward.</p> <p>Action closed.</p>
6.	Agenda items
6.1	<p>ASM 2017- Hull</p> <p>DB reported that the ASM has been well organised with help from people around the table and LOC. Nearly 300 paid delegates, 55 faculty and around 80 company representatives will attend the ASM. Tonight, the BSGE Council and LOC will go to the Tapasya Restaurant for dinner. Tomorrow, there will be pre-congress masterclasses and BSGE SAG meeting at the Clinical Skills building at the Hull Royal Infirmary. Wednesday is set up day for exhibitors. RIGS dinner will be held on Wednesday evening with Professor Wattiez. Thursday and Friday are the main meeting days.</p>
6.2	<p>Recent BSGE meeting and future meetings</p> <p>ES reported that the Oxford Cadaveric meeting was better organised this year. Feedback on the day was positive. BSGE should look for possible additional venues for anatomy courses, possibilities include Newcastle and Dundee.</p> <p>Benign Abdominal Surgery meeting is now advertised and 15 delegates are already registered. Horace Romaine will be speaking at this meeting, which should encourage registrations.</p> <p>The Hysteroscopy course is always oversubscribed. It is well structured and popular.</p> <p>Joint BSGE/BSGI Endometriosis meeting will be held on 10th November at the Mercedes Benz Centre in Surrey. BSGE Hot session and Ultrasound workshop will be held on 11th November. Programme is nearing completion after a slow start. Venue still is being checked for compliance issues. TI encouraged Council members to speak to companies for sponsorship for the meeting and pass them on to the industry relations lead.</p> <p>BSGE ASM 2018 will be held in Edinburgh on 9th, 10th and 11th May at Our Dynamic Earth.</p>
6.3	<p>ESGE contract & Process for appointing editor for Gynecological Surgery</p> <p>DB reported that the BSGE has been negotiating a new contract with the ESGE. Instead of paying fixed fee for corporate membership plus a fee for paper copies of the journal, ESGE have proposed a single cost for both. The Journal will now be open access and available online which will increase its impact factor. ESGE will support Author Publication Costs for The first 40 publications from corporate members. The new contract has been approved and signed for three years. BSGE will appoint one Assistant Editor and two members for the Editorial board of the journal 'Gynecological Surgery'. The appointment process details have been circulated to Council membership. When role descriptions are provided from the ESGE, adverts will be issued.</p> <p>ACTION: AK will send advert for these posts by email to the membership.</p> <p>SK joined the Council meeting at this point.</p>
6.4	<p>RCOG Partnership agreement and Joint overseas training opportunities</p> <p>DB reported that the BSGE has been working on partnership agreement with the RCOG. After raising a concern about room costs, the RCOG has now agreed that the meeting rooms will be free to use after 6 pm for Council meetings and Subcommittee meetings. Joint agreement means that the BSGE will advertise</p>

	<p>courses on the RCOG website and vice versa. SK and RCOG marketing team will liaise together so there is no duplication.</p>										
6.5	<p>Subspecialty training in advanced laparoscopic surgery SV reported that this started with the advanced training surgery ATSM in 2018. Over time few things have changed such as content on myomectomy and TLH. At the last Council meeting, SV was asked to work with Alfred Cutner on developing a Subspecialty training application to the GMC. SV and AC have opted on endometriosis surgery. The action that created concern was that the outgoing RCOG Vice President for Education devolved the appointment process to Deanery level. In addition, the cap on numbers was removed, so DB wrote to the President and incoming Vice President for education at the RCOG expressing concern and requesting specialised training. SV has sent a short document to Janice Rymer Vice-President for Education on the issues and a meeting is arranged for July. SV will report back at the next Council meeting. ACTION: SV to report to council on progress with subspecialty training in Advanced Laparoscopic surgery after meeting with Janice Rymer.</p>										
6.6	<p>Membership survey headline results TI presented results from BSGE membership survey. A quarter of the society responded, with nurse numbers over-represented and trainees under-represented. Members value bursaries and training courses and the RCOG/BSGE guidelines. However members felt that the bursaries selection process was not transparent. Corporate membership of the ESGE and the journal are highly valued by members. Members supported more topic oriented meetings e.g. Fibroid meetings and value training in laparoscopic hysterectomy. An annual membership survey is supported and they requested more transparency of BSGE council process and wider national involvement. Not many members are aware of AAGL affiliate membership, although the AAGL journal is well used. ACTION: SK to publish Membership Survey summary in the Scope.</p>										
6.7	<p>LapHyst project update DB confirmed that the Council has received all literature related to the LapHyst project from MW. ES reported that since last BSGE Council meeting in November 1:1 mentorship system has started. 12 members have been put through the process. Three members have not received mentorship for various reasons; 46 out of 60 planned hysterectomies, have been performed by the 9 remaining members. 3 members are ready to be signed off. Some delegates still require training. DB reported that to date no invoices have been received by the society from preceptors. Olympus funds (£30k) are in BSGE bank account and Ethicon/Storz funds will be paid on invoicing. Clarification is needed on how to invoice for preceptorship from LapHyst project. The project was discussed at the meeting and candidate selection and geography of candidates appears relevant to the success of preceptorship. MW will give a full presentation on LapHyst project on Thursday. ACTION: Preceptors to submit invoices and Treasurer to track payments and budget. JC joined the meeting via teleconference at 16:55</p>										
6.8	<p>Treasurer's report TI reported the following:</p> <table border="0"> <tr> <td>Current and Savings Accounts</td> <td></td> </tr> <tr> <td>Lloyds Current Account</td> <td>£398,366.44</td> </tr> <tr> <td>Lloyds TSB Deposit Account (10/4/17)</td> <td>£58,504.05</td> </tr> <tr> <td>Scottish Widows Charity Savings Account (1/4/17)</td> <td><u>£185,470.86</u></td> </tr> <tr> <td>Total</td> <td>£642,341.35</td> </tr> </table> <p>This balance will be reduced after the conference, when all payments are made. TI advised a new account</p>	Current and Savings Accounts		Lloyds Current Account	£398,366.44	Lloyds TSB Deposit Account (10/4/17)	£58,504.05	Scottish Widows Charity Savings Account (1/4/17)	<u>£185,470.86</u>	Total	£642,341.35
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should be opened to protect society funds from banking failure.
 For reserve policy, a minimum of £200,000, which is four years of office costs should be reserved, plus sums to cover a failed ASM, of which costs are currently approximately £250,000. This gives a recommended reserve of £450K.

Highlighted income:

BSGE membership fee for 2016	£126, 097
ASM 2017, Hull	£? but will be good
ASM 2016, Cornwall	£120,281.27
SJM 2015, London	£88,906.22
ASM 2014, Norwich	£87,919.12
ASM 2013, Brighton	£43,423.12

Other courses

Hysteroscopy Dec 2016	£7,348.82 (expected)
Hysteroscopy Jul 2016	£3,147.31
RIGS 2017	£3,616.80
Oxford 2017	£4,487.42
Benign Abdo Surgery 2016	£8,113.10
Fibroids 2016	£8,474.53
Total	£35,187.98

Highlighted outgoings:

Bursaries	£7,663	(Budget £20,000)
Website	£27,144	incl. capital expenses
Journal	£24,503	(now €20,000 for corporate fee and journal)
Corporate membership	£17,004	(ESGE & AAGL)
Office	£104,426	
Endo Centres	£4,622	
Meetings	£4,631	
HES data	£4,500	

Office figure reflected not only AK's salary but includes RCOG rent and rates plus VAT and Lesley Hill's wages.

Membership as of April 2017:

617 paying £160 Qualified Fee
 352 paying £80 Trainee Fee
 152 nurses paying £50 Fee
 BSGE ASM fee has remained the same since 2009.

Bursaries- DB explained that rules around bursaries needs to be made transparent and advertised well to membership. Past winners should write about their experience for the website. Bursaries and fellowship is available to all members of the society including nurses. Bursaries and awards need to evolve and should perhaps include research. It is expected that the Awards and bursaries will be reviewed by the new subcommittee to encourage more applications and improve the process.

	<p>Other financial issues</p> <p>JC reported that the BSGE SICs project should be well received by members. JC & Zahid Khan are presenting it together at the ASM, the project has taken 3 years to develop. Total hosting costs to date are £698, which needs to be repaid to ZK. Annual cost for subscription, database hosting and website charge will be £1512, or £126 per month. This expenditure was approved by the Council. BSGE SICs App is in production. JC requested feedback from Council when they use SICS.</p> <p>The first BSGE Endometriosis Centres paper reporting clinical outcomes was not accepted by high impact journals during 2016, because of limitations of follow up data. It was for this reason that the Endometriosis Scientific Advisory Group decided to re-analyse and rewrite the manuscript. Tamara Curnow, medical statistician and GP, was recruited by DB and presented her re-analysis to the SAG in Truro. Changes in the database have improved completeness of follow up and more data has accumulated with time. A new manuscript led by DB “Laparoscopic excision of deep rectovaginal endometriosis in BSGE Endometriosis Centres: A multicentre prospective cohort study of over 5,000 women” was submitted to the BMJ after several redrafts in April. The BMJ did not accept it but advised submission to BMJ open, we await the outcome. If successfully accepted, then the BSGE would be liable for an approximate £2,000 production charge. JC seeks Council’s support for these funds, primarily as the publication of the world’s biggest series from our flagship collaborative project would have massive positive reputational implication for the BSGE and would also substantially enhance our ability to seek research funding for ongoing research projects in advanced endometriosis surgery. This funding was approved by the Council.</p>
6.9	<p>Co-opted Council members</p> <p>DB reported that there are 4 Co-opted members of the Council. KP finishes his term now as Chair of LOC for ASM 17 and will be replaced by Andrew Horne as Chair of SOC (Scottish Organising Committee) for ASM 18. Peter O’Donovan is co-opted for ACCEA. Jim English was co-opted in Norwich and has completed his 3 years so will leave council, the LapHyst project is now lead by MW. ES was co-opted as BSGE Meetings convenor in 2016 for one year and needs review at this meeting.</p> <p>ES left the room whilst BSGE Meetings convenor post was discussed at 17:33.</p> <p>Aim of the meetings convenor is to improve or maintain standard quality of BSGE meetings. They do not have a vote on the Council are not Trustees of the society will not have involvement in other matters unless invited.</p> <p>Everyone at the Council meeting supported the concept of keeping a meetings convenor.</p> <p>It was agreed to ask ES to carry on in the role at present whilst the BSGE appoint his successor, who would overlap as deputy to take the role on within a year. SV will lead on this.</p> <p>ES returned and kindly agreed to continue as BSGE Meetings convenor at present.</p> <p>ACTION: DB to write to KP and JE and thank them for work as co-opted members.</p> <p>ACTION: SV to develop Meetings Convenor appointment process.</p>
6.10	<p>Disclosure of Interests policy- For ratification</p> <p>This document was issued to BSGE Council members for the 28 day consultation period in April and all suggestions were incorporated. It was agreed that BSGE Council member’s declaration of interests will be published in the BSGE members section of the website.</p> <p>Document was ratified (with paragraph 41 changes agreed regarding website publication).</p> <p>Action: AK will send all council members the new DOI form for completion. All forms to be received and published on website by SK by next Council meeting.</p>
6.11	<p>Charity Commission return- to note and Annual Accounts</p> <p>Annual accounts have been submitted to the Charity Commission on time.</p>

6.13	<p>Data Protection policy- to note Data protection officer is the Treasurer and will change over with incoming officer.</p>
6.14	<p>Refund policy- to note This is available on the BSGE website.</p>
6.15	<p>2017 BSGE Election results DB announced the election results to the Council. Andrew Kent has been elected Honorary Treasurer and was congratulated in his absence. TI has already started the handover process. DB and the Council members thanked TI for the past 5 year's hard work explaining he has done an excellent job. Appointed members for the Senior Representative posts are CG, FS, NW and Arvind Vashisht. They were all congratulated. Sadly, EB was not elected. EB was thanked for all her hard work and agreed to be on the subcommittee to conclude the laparoscopy in Pregnancy guideline. GS was thanked as she finished her term. Wendy Rae Mitchell is appointed Nurse/Paramedic representative. James McLaren is appointed as Trainee representative; both were congratulated in their absence.</p>
6.12	<p>Risk assessment- to note Role of Trustees includes review, discussion and amendment of the risk assessment for the society. Impact and probability is multiplied for overall net risk. The highest risk would be 5x5=25 with the lowest risk 1x1=1, both very unlikely. Each risk was then reviewed.</p> <p>Reliance on any individual - probability was kept at 3 but impact was increased to 5 with total 15. This was discussed and agreed that a new administrator/ assistant will be appointed for the secretariat with process to start within 3 months.</p> <p>Adequacy of staff resources to deliver services- the impact was increased to 5.</p> <p>Budgets, financial management and controls e.g. fraud- Back up of QB and membership database was discussed. ICE ICT was going to identify someone to audit how the society handles data including from website. AK agreed to speak to RCOG IT for guidance and SK & DB agreed to identify and appoint a company to check BSGE data security; £8,000 was agreed to cover cost of this security check.</p> <p>It was agreed that the documents for annual review be divided between the three BSGE Council meetings to reduce burden on a single meeting.</p> <p>ACTION: AK will divide documents for annual review between the three council agendas for each year. ACTION: AK to produce a draft job description for secretariat support post and DB and officers will oversee appointment. ACTION: AK to obtain advice from RCOG about options for data security checks. SK and DB to commission inspection and oversee process.</p>
6.16	<p>Subcommittee development DB reported that the membership survey had requested more transparency of council working and greater connection with the membership. Also previous discussions at council had raised concerns about maintaining consistency and sustainability of portfolios. It was already agreed that there should be a group of people in each subcommittee, but this has been incompletely developed. It was agreed that subcommittee vacancies would now be advertised to members and the sub-committee chairs will choose members for their subcommittee from the applications. Regular subcommittee meetings should be held via skype, face time or at the RCOG after 6 pm, when room hire is free to the BSGE.</p>

	ACTION: DB will circulate proposed subcommittee members for feedback and organise advertisement of vacancies. Subcommittee chairs will then appoint to vacancies and organise regular meetings.
7.	Sub-committee reports (accepted or discussed)
7.1	Nurse & Paramedic Sub-committee report- GS report was accepted. GS will introduce BSGE SICs project to the hysteroscopy nurses. Reaccreditation of hysteroscopy nurses was discussed. Hysteroscopy nurses will now enter and keep their data on the SICs database and Hysteroscopy lead will collate them into a report letter for the nurse to provide to their Trust. ACTION: DB to reply back to a historic letter to the previous president from Sian Jones and Julia Pansini Murrell explaining the new process.
7.2	Industry relations Sub-committee report- TK's report was accepted. TK was thanked in his absence.
7.3	Guidelines Sub-committee report- EB report was accepted. Expert guideline meeting will be held on Friday, 19th May and laparoscopy in pregnancy guideline will be referenced once more after that. Final version will be posted on the BSGE website for feedback.
7.4	Laparoscopy training Sub-committee report- SU report was accepted. Faculty for Benign Abdominal Surgery meeting was finalised. Council members were requested to help on the third day of the meeting.
7.5	Trainees representative Sub-committee report- FS report was accepted. FS reported that the RIGS course in March was popular with 50 applicants and the plan is to run it annually. It made a small profit.
7.6	Endometriosis Centre Sub-committee report- CG report was accepted. CG raised concern that the BSGE may be seen to be accrediting surgical ability in centres. DB confirmed that the Endocentres are audited and accredited against the standard criteria set by the BSGE, but the BSGE is not accrediting ability of individuals.
8.	AOUB
	No other urgent business was discussed.
9.	Date, time and venue of the next meeting
	Tuesday, 19th September 2017 6 pm to 8:30 pm at RCOG (Officers meeting 5 to 6 pm)
	Wednesday, 29th November 2017 from 6 pm to 8:30 pm at RCOG (Officers meeting 5 to 6 pm)
	Tuesday, 8th May 2018 from 2 pm to 6 pm in Edinburgh. Venue TBC. (Officers meeting 1 to 2 pm)