

# FACULTY OF FORENSIC & LEGAL MEDICINE

of the Royal College of Physicians of London



Registered Charity No 1119599

## Registrar's Report for 2014 -2015

### Board Meetings

The Board met throughout the Faculty's 10<sup>th</sup> year on

1. 6 October 2014.
2. 2 February 2015.
3. 13 April 2015.

The Minutes of these meetings are normally available on the website to give an indication of the discussion that took place. The Minutes are both full and accurate with limited redaction on sensitive issues, particularly those involving named individuals. This reflects the Board's wish to be open and transparent, thereby helping to fulfil its obligation to the public as a registered charity.

### Attendances

#### FFLM Board attendance

	6/10/14	1/2/15	13/4/15
Dr J Victoria Evans, Chair	✓	✓	✓
Dr Peter Schutte	✓	✓	✓
Dr Michael Devlin	✓	✓	x
Professor Ian Wall	✓	✓	✓
Dr Peter Green	x	✓	✓
Dr George Fernie	✓	x	x
Professor Paul Marks	phone	phone	x
Professor Carol Seymour	✓	phone	x
Dr Will Anderson	✓	✓	✓
Dr Jason Payne-James	✓	✓	✓
Dr Catherine White	✓	phone	✓
Dr Sarah Redvers	✓	✓	x
Ms Annie Norman	x	x	x
Mr Clive Constable	✓	✓	✓
Dr Winnie Maguire	✓	✓	✓
Dr Mike Robertson	✓	✓	✓
Mr Phil Willan	x	x	x

In order to facilitate the handover to the incoming Registrar and Treasurer, Dr Michael Wilks and Dr Daniel Haines were invited to attend the Board meetings of 1<sup>st</sup> February 2015 and 13<sup>th</sup> April 2015 as observers.

### Academic committee attendance

Name	14 Jul	15 Sep	12 Jan	23 Mar
Professor Ian Wall (Academic Dean), Chair	✓	✓	✓	✓
Dr Vicky Evans (President)	✓	✓	✓	✓
Dr Michael Devlin (Treasurer)	x	x	✓	✓
Dr Peter Schutte (Registrar)	x	✓	✓	phone
Dr George Fernie (VP MLA) (FSSC Chair)	✓	phone	✓	x
Dr Peter Green (VP FP)	x	✓	x	✓
Professor Paul Marks (VP MC)	x	x	x	x
Professor Carol Seymour (VP MLA)	x	phone	✓	✓
Mr Vijay Patel (College of Social Work)	✓	x	x	x
Dr Helena Thornton (Chief Examiner)	✓	✓	✓	✓
Dr Will Anderson (Conference Secretary)	phone	✓	✓	✓
Dr Cath White (Sexual Offence Lead)	✓	✓	✓	x
Dr Shade Alu (RCPCH)	x	✓	✓	✓
Dr Natalie Hayes (Research chair)	✓	x	x	x
Dr Shirjeel Tahir (Assistant to the AD)	x	x	x	x
Dr Jason Payne-James (JFLM Editor)	x	✓	✓	✓
Ms Jennie Smith/Ms Sue Fewkes (UKAFN)	x	✓	✓	✓
Dr Jenny Holmes (Nurse Liaison)	✓	✓	phone	✓
Mr Paul Tarbuck (HMIP)	✓	x	x	x
Dr Cristina Cattaneo (DJ professor)	x	x	x	✓
Ms Jacqueline Lindridge (College of Paramedics)	x	✓	✓	x
Professor Robert Forrest (Research Chair)	x	x	x	x

The attendance at both the **Fellowship** and **Revalidation Committees** is not currently available due to staff illness.

### Board Membership

The Board for 2014 – 2015 consists of:

President:	Dr J Victoria Evans
President-elect	Dr Jason Payne James
Registrar:	Dr Peter Schutte
Treasurer:	Dr Michael Devlin
Academic dean:	Prof Ian Wall
Vice-President FPs:	Dr Peter Green
Vice –President (MLAs):	Prof Carol Seymour
Vice-President (Coroners):	Prof Paul Marks
Ordinary Members:	Dr Will Anderson
	Dr Cath White
	Dr Sarah Redvers

	Dr Winnie Maguire
Co-opted members	Dr George Fernie
RCP appointees	Mr Clive Constable Vacant
Lay Members	Mr Phil Willan Dr Michael Robertson

As the President, Registrar and Treasurer come to the end of their terms of office at the 2015 AGM, elections were held for their successors. Dr Jason Payne-James was the only candidate for President, and was duly elected. Dr Michael Wilks was the only candidate for Registrar and was duly elected, and Dr Daniel Haines was the only candidate for Treasurer and was duly elected. There were two candidates for Ordinary Membership of the Board, and following a ballot of Fellows and Members, Dr Nick Swift was elected.

## Promotion of forensic and legal medicine

The FFLM will:

- Continue to work with Government to raise the profile of forensic and legal medicine and to contribute to and develop new policy
- Seek opportunities to promote the specialty to medical undergraduates
- Seek opportunities for sharing educational and good practice work with colleagues overseas
- Seek to publish articles to promote forensic and legal medicine awareness
- Seek to improve communications and press coverage
- Develop marketing and promotional literature

## Education and training

- Implement Faculty specialist examinations successfully and continue to refined these
- Maintain good communication links with the GMC and Academy of Medical Royal Colleges (AOMRC)
- Maintain Introductory Training Course for Forensic Physicians & Healthcare Professionals
- Maintain Development Training Courses
- Maintain e-learning course with Ulster University for membership examination
- Maintain and review faculty educational documents
- Maintain and support Forensic Science Committee
- Update Forensic Sampling guidance every 6 months
- Maintain a Research sub-committee
- Run an Annual Conference
- Produce new or updated guidance as appropriate

## **Professional development and standards**

- Respond to GMC consultation documents
- Contribute to associated work of other bodies such as the National Institute for Health and Clinical Excellence (NICE)
- Maintain Faculty CPD scheme including manual process for accreditation of courses relevant to Faculty members
- Promote guidance for Faculty members on CPD
- Promote participation in Continuing Professional Development
- Encourage members to recognise that CPD participation is becoming mandatory
- Review effectiveness of CPD scheme with feedback from Faculty members
- Maintain appraiser training courses
- Maintain Faculty appraisal service
- Monitor developments in relation to revalidation
- Continue to build on work to develop curriculum
- Participate in GMC credentialing pilot with hope of achieving specialist status through this mechanism - see appended report
- Promote Fellowship nomination procedure
- Continue to revise the Faculty examination
- Maintain Faculty CPD web-based on-line scheme
- Evolve guidance for Faculty members on CPD based on GMC requirements

## **Governance, Resources and Internal Matters**

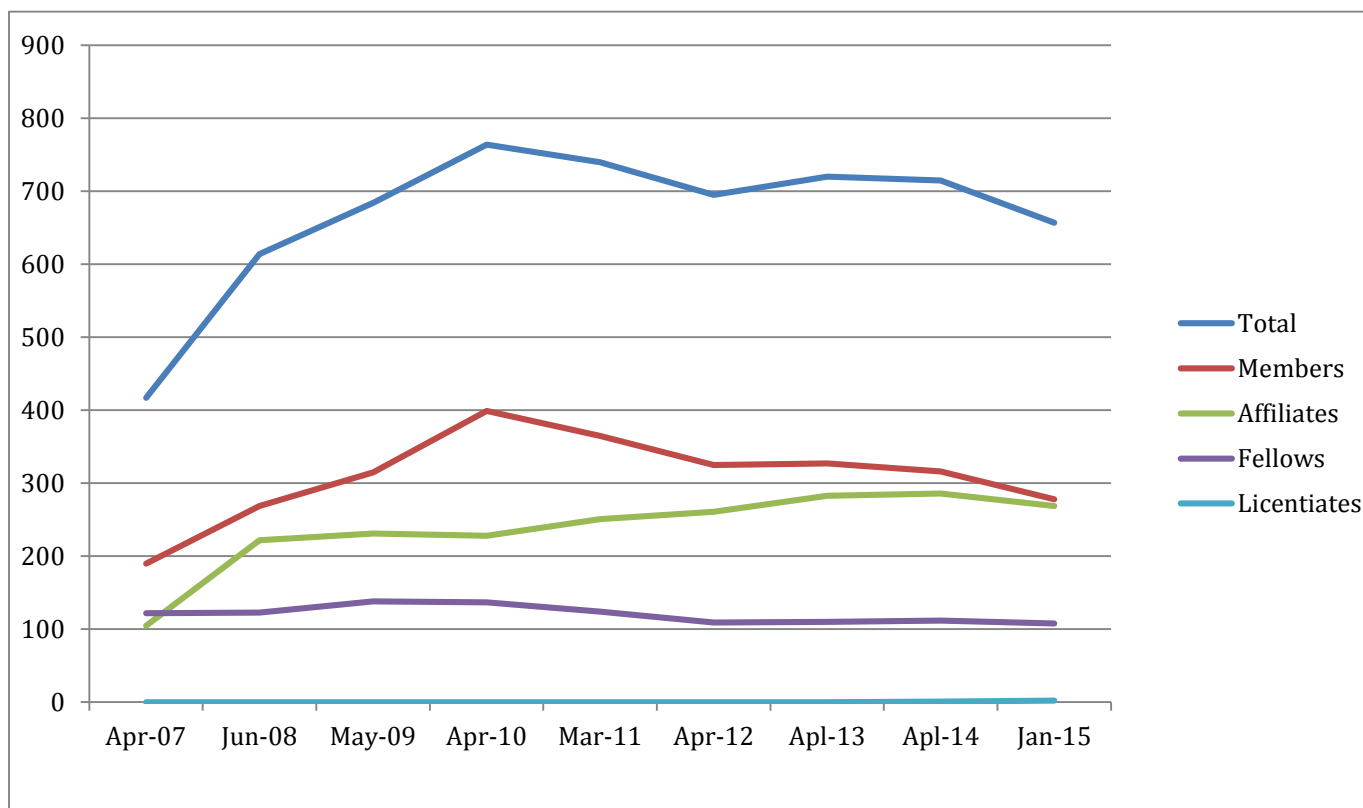
- Present audited accounts to Board and AGM
- Present budget forecast
- Review standard of service provided by current auditors
- Review standard of service provided by C Hoare & Co
- Review the Standing Orders and Governance Regulations to ensure they are fit for purpose
- Review staffing and resources
- Develop in house policies and procedures
- Review faculty document management system
- Continue development of Faculty website

## **Membership trends**

Due to a combination of the imminent introduction of a new website/membership management system and staff shortages, accurate membership figures are currently not available. This graph is based on an educated guess and is probably optimistic. The overall trend seen in previous years continues, with a fall in Members and Fellows. Two new Licentiates were elected during the year.

The total number of Affiliates remains stable, but there is a significant annual turnover of Affiliates.

The graph excludes the retired and honorary membership. Affiliates include the Nurse Affiliates (10), Paramedic Affiliates (9) & Student Affiliates (4), and one Associate i.e. the non-voting membership.



## Premises

In June 2014 the FFLM was given notice to vacate the premises in White Horse Yard, with a capital payment of £50,000 if we vacated by the end of the year. The search for new premises which fulfilled the FFLM's basic needs in terms of location, size and affordability was difficult. Prices in London have risen so fast in the last few years that there was a time when it seemed inevitable that the office would have to be based outside London. The homeworking option was also considered.

When suitable premises were found in Alie Street, Aldgate, London, there were repeated long delays in securing the lease. Dr Michael Devlin and Sarah Llewellyn deserve a special mention in making the move happen.

The Alie Street office is clean, secure, light, and easy to reach. It is too small to hold committee and board meetings there, and the FFLM hires room at the Royal College of Physicians or other suitable venues for this purpose.

## Staff

Clare Johnson as Faculty Manager, Sarah Llewellyn as Information and Learning Coordinator, and Charlene Campbell as Accounts and Subscriptions Administrator, faced considerable challenges during the year. This was in part due to an increase in workload caused by the new exams, by maternity leave, sick leave and the

resignation of Jay Barton-Costa, Faculty Administrator. The unexpected need to move premises was a confounding factor which in turn delayed the appointment of additional staff. The process of appointing a new member of staff is now under way.

## **Website**

The FFLM is investing in a new website, designed from scratch. This was necessary because the existing website is based on obsolete software, and we require functionality which it cannot provide. The new website will assist the staff provide an efficient service and cater for the increasing complexity of the various new categories of membership. The process started in August 2013. The latest estimate by the providers, *Phew Internet*, is that the launch date will be in June or July 2015.

## **Journal**

The Journal of Forensic and Legal Medicine goes from strength to strength as our flagship publication and there are an increasing number of articles relating to legal issues, reflecting the breadth of our membership. The Editor has provided additional detail in his report.

## **David Jenkins Chair in Forensic and Legal Medicine**

Dr Cristina Cattaneo is the Chair for 2013 – 2014.

## **W G Johnston & David Jenkins Memorial Funds**

Dr A Irvine, Professor A Busuttill and Dr R Palmer administer these Funds, reporting to the Treasurer.

## **Conclusion**

It has been a year of enormous challenges for the FFLM. The establishment of new exams has been an impressive achievement of which we can all be proud. However, demographic factors such as the loss of large numbers of Members and Fellows through retirement, and the small numbers of new Members and Licentiates to replace them, will present the biggest challenges to the FFLM in the years to come.

I have worked hard for the FFLM as a Board member since its inception. It has been a rewarding experience and a privilege to work with so many wonderful people, particularly over the last few years with Vicky Evans, Ian Wall and Mike Devlin. The FFLM is exceedingly fortunate to have had the benefit of their outstanding capabilities, dedication and sheer hard work.

For almost a decade I enjoyed an excellent and close professional relationship with Clare Johnson and Sarah Llewellyn, and I give them, and all the other members of staff over the years, my heartfelt thanks for that.

Dr Peter Schütte FRCP FFFLM MRCGP DMJ  
Registrar

1 May 2015