



Notice of the 2021 Annual General Meeting

**To be held at 17.00 to 18.00
on Monday 20th September**

Via ZOOM

Notice is hereby given that the 27th Annual General Meeting of the members of the Institute of Physics and Engineering in Medicine will be held at 17.00 on Monday 20th September 2021 via ZOOM.

All IPEM members are invited to attend the Annual General Meeting. Fellows, Full Members and Associate Members are entitled to vote on business carried out during the AGM. [Register for the AGM.](#)

AGENDA

Annual General Meeting

The 2020 Annual Report and Financial Statements of the Institute of Physics and Engineering in Medicine can be found on the Institute's website at:

[IPEM > Scientific Journals & Publications > Annual Report and Review](#)

1. Apologies for absence.
2. Minutes of the 26th Annual General Meeting held on Monday 21st September 2020 at via ZOOM.
3. Matters arising from the 26th Annual General Meeting, not covered elsewhere on the agenda.
4. **Resolution 1:** Appointment of auditors. Appointment of BHP Chartered Accountants as auditors to the Institute of Physics and Engineering in Medicine Group of Companies in accordance with section 487(2) of the Companies Act 2006 for the year ending 31 December 2021.
5. **Resolution 2:** Approval of the Board of Trustees 2021-2022.
6. **Special Resolution 1:** To change the term of office for Independent Trustees - IPEM Articles of Association 53.6
7. **Special Resolution 2:** To change the IPEM Articles of Association to reflect gender neutral language.
8. Receive the 2020 Annual Report and Accounts and Review of the year – presented by the President, Professor Stephen O'Connor.
9. Receive the 2020 Financial Report - presented by Mr John Turner, Honorary Treasurer.
10. Receive the Science, Research and Innovation Council (SRIC) Report – presented by Dr Andrew Reilly, Director of SRIC.
11. Receive the Professional and Standards Council (PSC) Report – presented by Dr Emma Bowers, Director of PSC.
12. Transfer of Presidency to Dr Robert Farley.

Danielle Ross, Honorary Secretary

Institute of Physics and Engineering in Medicine
Unconfirmed Minutes of the 26th Annual General Meeting
Held Online
On Monday 21 September 2020 at 17.15hrs

Ref	Detail	Action
2020-01	Apologies for absence	
2020-02	Minutes of the last meeting The minutes of the 25 th Annual General Meeting held on 23rd September 2019 at Bristol Marriot Hotel were accepted with no changes.	
2020-03	Matters arising from the 25th Annual General Meeting, not covered elsewhere on the agenda. There were no matters arising.	
2020-04	Resolution 1: Re-appointment of auditors. Appointment of BDO as auditors to the Institute of Physics and Engineering in Medicine Group of Companies in accordance with section 487(2) of the Companies Act 2006 for the year ending 31 December 2020. The President invited members to vote on the resolution, and it was approved .	
2020-05	Resolution 2: Approval of membership fees for 2021 The proposed increase in subscriptions had been set out in the AGM papers sent out to all members. The President invited members to vote on the Resolution and the Resolution was approved .	
2020-06	Resolution 3: Approval of the Board of Trustees 2020-2021. The proposed Board of Trustees had been set out in the AGM papers sent out to all members. The President invited members to vote on the resolution, and the Resolution was approved .	
2020-07	Special Resolution: Changes to the IPEM Articles of Association. The proposed special resolution to amend the IPEM Articles of Association has been sent out in the member packs. The President invited members to vote on the resolution and the resolution was approved .	
2020-08	2019 Annual Report and Accounts and Review of the year. The President presented his review of 2019. The key elements he highlighted were: <ul style="list-style-type: none"> • The public meeting on artificial intelligence • The successful lobbying of the ONS for a new occupation code for medical physics • The recruitment of a new IPEM Chief Executive. • IPEM hosting more than 100 outreach projects involving 150 volunteers. 	

Ref	Detail	Action
	<ul style="list-style-type: none"> IPEM members being recognized at CSO awards. The success of the 'Little Linac' Project. The support made available to student from 'Low and Middle Income Countries' to attend the very well established MSc course in Medical Physics in Italy. <p>Finally, the President thanked Trustees, Council Directors, SIG chairs, all volunteers and Staff.</p>	
2020-09	<p>2019 Financial Report.</p> <p>The Honorary Treasurer John Turner presented his report to members, noting that:</p> <ul style="list-style-type: none"> Income grew in 2019 by £53,000 Expenditure remained the same IPEM's investments earned just short of £200,000, leading to a £450,000 surplus. This brought the cumulative net assets to £3.1m Free reserves stand at £2.6m and consequently IPEM was in a stronger position than many to weather the impact of the pandemic in 2020. 	
	<ul style="list-style-type: none"> Income is down but so is expenditure 	
	<ul style="list-style-type: none"> To date in 2020 IPEM's investments continue to perform well. 	
2020-10	<p>Science, Research and Innovation Council (SRIC) Report.</p> <p>Dr Roger Staff, SRIC Director reported:</p> <ul style="list-style-type: none"> SRIC met three times in 2019, the first term since the governance changes All 8 SIGs had produced vibrant work plans for 2019/20 but these were sadly curtailed by the pandemic in many cases Uptake of the Communities of Interest is good. Work in areas such as advice to nursing homes and non-ionising radiation has been outstanding. In addition to SIG activity, SRIC oversaw an audit of prizes and awards, developed a proposal for a new PhD bursary scheme and travel grants Future plans include further improvements to the SIGs and COIs, particularly in terms of communication. 	
2020-11	<p>Professional and Standards Council Report</p> <p>Dr Emma Bower, Director of PSC, reported on the work of the Council in 2019, including:</p> <ul style="list-style-type: none"> Work to support the review of the STP curriculum Work with the Apprenticeship Trailblazer group Developing IPEM as an End Point Assessor for Apprenticeships The development of undergraduate course accreditation standards Developing MR Safety Expert. <p>She thanked members and staff involved in the work of PSC and particularly highlighted the work of IPEM's Membership Manager Jo Pearson, who left in April 2020.</p>	

Ref	Detail	Action
2020-12	Any other business	
	There was no other business.	
2020-13	Meeting Closure	
	The meeting was declared closed at 6pm.	

Resolution 1

Appointment of Auditors. Appointment of BHP Chartered Accountants as auditors to the Institute of Physics and Engineering in Medicine Group of Companies in accordance with section 487(2) of the Companies Act 2006 for the year ending 31 December 2021.

Resolution 2

Proposed Membership of the Board of Trustees 2021/2022

1	President	Dr Robert Farley
1	Immediate Past President	Professor Stephen O'Connor
1	Honorary Secretary (Independent)	Ms Valerie Jolliffe
3	Honorary Treasurer (Independent)	Mr John Turner
3	Director of Science, Research and Innovation Council	Dr Andrew Reilly
2	Director of Professional and Standards Council	Mr Richard Stubbs
1	Member Trustee	Mr Iain Threlkeld
3	Member Trustee	Ms Claire Hardiman
3	Member Trustee	Dr Benjamin Metcalfe
3	Independent Trustee	Dr Justin Richards
3	Independent Trustee	Ms Chelsea Roche
1	Independent Trustee	Mr Jason Wilde

¹ Recommended by the Trustees for appointment from September 2021.

² Previously deputy to this role – recommended for appointment from September 2021.

³ Previously appointed - recommended for re-appointment from September 2021.

Information on new members of the Board of Trustees

<p>Richard Stubbs (Director of Professional and Standards Council)</p>	<p>Richard Stubbs has operated as a Consultant Clinical Scientist in Medical Physics and Clinical Engineering working as a leader in UK based public sector NHS healthcare providers.</p> <p>Currently working with Aneurin Bevan University Health Board's Executive Team in Quality and Patient Safety Risk Management, he has previously work for NHS National Services Scotland - Health Facilities Scotland as technical advisor and lead author on NHS Scotland's Guidance on Management Medical Devices and Equipment in Scotland's Health and Social Care Services, and beforehand as Head of Medical Electronics Service for NHS Grampian, and as medical equipment provision Lead for Hull and East Yorkshire Hospitals NHS Trust. Also, as an Honorary Senior Lecturer for the University of Aberdeen, supervising and examining students reading for MSc in Medical Physics and provide training to Scottish Clinical Scientist Trainees.</p> <p>As a qualified physicist and electronic engineer specialising in Medical Device Risk Management and Clinical Engineering, his primary expertise lies in the strategic approach to medical device risk management, innovation and manufacture of novel medical device and test equipment, leadership, and education in healthcare. He also has experience in healthcare asset management, medical equipment management, renal technology, ultrasound technology, nuclear medicine, and in public procurement contracting and hospital equipping.</p> <p>He is a Chartered Scientist and Chartered Physicist and a Member of IPEM and the Institute of Physics, and is an Independent Advisor to the HCS COVID-19 Clinical Engineering National Network, serving a term as Scottish Devolved Administration Regional Lead.</p> <p>He has key interests in:</p> <ul style="list-style-type: none"> • Human Networks and using them as a tool to break silo working. Also, in cultures within healthcare and how to get better understanding and communication and cooperation between different professional groups. • Personalisation of Healthcare and Health Technology and in the opportunities posed by disruptive technologies. • Health Economics applied to medical technology equipping. • Use of Quality Systems as a basis for cultivating the holistic and systemic involvement of all involved parties at all levels in creating and maintaining Lean systems in healthcare. <p>He has had an active role within IPEM, previously serving as Deputy Director of its Professional and Standards Council, and as chair of the Clinical Engineering Specialist Interest Group and as Yorkshire Regional Representative.</p> <p>As Director of PSC, Richard is keen to promote best practice which is safe, progressive and effective and to help ensure that the NHS and its supporting organisations and industrial sector partners can work together to provide the greatest safety and most cost-effective healthcare benefit to the public.</p>
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<p>Valerie Jolliffe (Honorary Secretary Independent Trustee)</p>	<p>Valerie Jolliffe graduated from Cambridge University in engineering, one of the few women on her course, and her interest in the application of technology to medicine started when she carried out a third-year project on materials used for hip implants. She spent the earlier part of her career in the City but then moved into early-stage venture capital, managing proof of concept and seed investment funds. She currently manages an EIS fund and is part-time head of finance for two University of Cambridge spin-outs, one of which is developing flow sensors with applications in respirators and environmental monitoring. She continues to be amazed and excited by the ingenuity of the entrepreneurs, and the opportunities for using technology and data science in medicine and healthcare.</p> <p>Valerie sits on the EPSRC Impact Acceleration Account awards panel for Queen Mary, University of London and is a judge for the Churchill College Enterprise competition. She was previously on the NIHR Invention for Innovation awards panel and a judge for the BBSRC Young Entrepreneurs' Scheme.</p> <p>She is a trustee and treasurer of the Imperial Health Charity, the NHS charity for the Imperial College Healthcare NHS Trust group of hospitals, and Beat, the Eating Disorders Association. She has a Masters degree in Charity Accounting and Financial Management from Cass Business School and is a Chartered Secretary.</p>
<p>Mr Jason Wilde (Independent Trustee)</p>	<p>Jason Wilde is a scientific publisher with significant experience across for-profit and not-for-profit organizations in the UK and US.</p> <p>Most recently Jason was the Chief Publishing Officer for AIP Publishing. There he developed the organization's publishing strategy to: advance open science through the creation of new open access journals and introduction of transformative Read & Publish agreements; revitalized the organizations publishing systems and processes; and created new products including <i>AIP Publishing Books</i> and a portfolio of new high impact research and review journals. Prior to joining AIP Publishing Jason was the Business Development Director for Nature Publishing Group (now Springer Nature). There he created their market leading Physical Science research journals (including <i>Nature Physics</i>, <i>Nature Chemistry</i>, <i>Nature Photonics</i> etc...) as well as their Open Access portfolio – <i>Nature Communications</i>, <i>Scientific Reports</i> and <i>Scientific Data</i>.</p> <p>Jason is a Fellow of the Institute of Physics and gained his B.Eng. (Electrical and Electronic Engineering) from Dundee University, P.G.C.E (Balanced Science and Physics) from Homerton College, Cambridge University, and Ph.D. (Molecular Electronics) from Durham University.</p>
<p>Mr Iain Threlkeld (Member Trustee)</p>	<p>Iain has over 20 years' experience in Clinical Engineering, starting at St James' University Hospital in Leeds as part of a BEng in Electronic and Electrical Engineering. Upon graduation he worked at Central Manchester University Hospitals NHS Trust where he gained a number of years experience working on a wide range of medical devices.</p>

	<p>In 2001 he took up an opportunity with Medical Physics International and travelled overseas maintaining medical equipment, while at the same time helping the company grow in the UK. He went on to become their UK service manager managing a national team of engineers while gaining a wealth of commercial experience.</p> <p>In 2009 he returned to the NHS and took up a role within the Clinical Engineering department at Bradford Teaching Hospitals NHS Foundation Trust. He became head of Clinical Engineering in 2011.</p> <p>In 2019 Iain stepped in the role of Senior Head of Estates. He still has Clinical Engineering under his remit alongside the operational estates teams within the Trust.</p> <p>Iain is a Fellow of the Institute of Healthcare Engineering and Estate Management (IHEEM), through whom he is registered as a Chartered Engineer. He is also a member of the Institute of Physics and Engineering in Medicine (IPEM).</p> <p>In 2013 Iain joined the Register of Clinical Technologists management board when IHEEM replaced the IET, and in 2016 was elected registrar and is currently serving a second term.</p> <p>Iain has also been involved with other projects, he was part of the BSI committee which developed BS70000 and has acted as an external advisor and lecturer on the Clinical Engineering degree at the University of the West of England.</p>
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Special Resolution 1 : To change the Term of Office for Independent Trustees to 5 years.

DELETE Article 53.6 in the Articles of Association: the Independent Trustees shall hold office for up to three years and at the end of the third year may be eligible for re-election for two further terms of three years

AND REPLACE WITH: the Independent Trustees shall hold office for a five year term which is non-renewable.

Special Resolution 2 : To change the IPEM Articles of Association to reflect gender neutral language.

IPEM is adopting gender neutral as a 'house style' and In due course will change all governance and other documents to be gender neutral.

This will include:

- Changing gender specific pronouns (he/him/his, she/her/hers) to be gender neutral pronouns (e.g. they/theirs)
- Changing nouns where a role appears to be assigned by gender (e.g. Chairman, to Chair)

