

IPEM

Institute of Physics and
Engineering in Medicine

Notice of the 2023 Annual General Meeting

**4pm, Friday 29th September 2023 at
Hilton Hotel, 1 Tower St, York YO1 9WD**

Notice is hereby given that the 29th Annual General Meeting of the members of the Institute of Physics and Engineering in Medicine will be held at 1600hrs on Friday 29 September 2023, at the Hilton Hotel, 1 Tower Street, York YO1 9WD.

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.

AGENDA

The 2023 Annual Report and Financial Statements of the Institute of Physics and Engineering in Medicine can be found on the Institute's website at:

<https://www.ipem.ac.uk/about/governance/annual-review-and-annual-report-financial-statements/>

1. Apologies for absence
2. Minutes of the 28th Annual General Meeting held at 17.00 on Thursday 22nd September 2022 via Zoom.
3. Matters arising from the 28th Annual General Meeting, not covered elsewhere on the agenda.
4. **Resolution 1: Re-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 2023.
5. **Resolution 2: Approval of the Board of Trustees 2023-2024.**
6. 2022 Annual Report and Accounts and Review of the year – presented by the President, Dr Robert Farley
7. 2022 Financial Report – presented by Mr John Turner, Honorary Treasurer.
8. Science, Technology, Engineering Research and Innovation Council (STERIC) Report. Dr Mohammad Al-Amri, Director of STERIC
9. Professional and Standards Council (PSC) Report – presented by Mr Richard Stubbs, Director of PSC
10. Any Other Business (by prior arrangement with the Chairman)

Valerie Jolliffe, Honorary Secretary

**Institute of Physics and Engineering in Medicine
Unconfirmed Minutes of the 28th Annual General Meeting
Held Online
On Thursday 22 September 2022 at 17.00hrs**

Ref	Detail	Action
2022-01	Apologies for absence	
	Apologies were received from Professor Mark Tooley FREng	
2022-02	Minutes of the last meeting	
	Minutes of the 27 th Annual General Meeting held on Monday 20 th September 2021 via ZOOM were accepted as a true and accurate record of the meeting.	
2022-03	Matters arising from the 27th Annual General Meeting, not covered elsewhere on the agenda.	
	There were no matters arising.	
2022-04	Resolution 1: Re-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 2022.	
	The President invited members to vote on the resolution, which was approved .	
2022-05	Resolution 2: Approval of the Board of Trustees 2022-2023.	
	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, which was approved .	
2022-06	Annual Report and Accounts and Review of the year.	
	The President noted the period of national mourning following the sad death of Queen Elizabeth II. On behalf of members he expressed gratitude for Queen Elizabeth's service to the United Kingdom and the Commonwealth and condolences to the Royal Family and in particular to His Majesty The King.	
	Additionally, the President wished to record appreciation for Kathryn Surtees, who retired from IPEM's staff team in August 2022 after 11 years, and to welcome her replacement as Head of Operations and Finance, Claire Sharpe.	
	The President presented his review of 2021. The key elements he highlighted were:	
	<ul style="list-style-type: none"> • Seventy-six technologists enrolled on IPEM's training scheme, 62 had people enrolled on the Part 2 training scheme, to support registration through Route 2 and the MRSE Certificate of Competence was launched. 	

Ref	Detail	Action
	<ul style="list-style-type: none"> Overall, IPEM held 14 online events, attended by more than 1,300 people and the annual “MPEC” meeting was held online in September, with 200 participants. IPEM membership grew by 819 in the year to reach 5183 on 31 December, 12 more members achieved registration in 2021 – 6 of whom became Chartered Scientists or Engineers. At the end of the year there were 2468 names on the Register of Clinical Technologists. IPEM continued to work in support of the Royal Academy of Engineering and Science Council’s EDI Progression Framework and commenced working on the new edition of the Framework to benchmark performance. The results have been carried forward into an “EDI Action Plan” in 2022/2023. IPEM supplied 31 bespoke workforce reports to members and submitted 15 consultations responses. Publications in the year included 2 Advice/guidance notes, 3 topical reports and 7 e-books IPEM awarded a PhD bursary and 3 innovation grants and published a number of news stories. Looking ahead, building on 2021 and 2022 IPEM will focus on providing more leadership, a push for growth and a better customer experience. <p>Finally, the President thanked Trustees, Council Directors, SIG chairs, all volunteers and Staff.</p>	
2022-07	<p>2021 Financial Report.</p> <p>The Honorary Treasurer John Turner presented his report to members, noting that:</p> <ul style="list-style-type: none"> 2021 was another year of outstanding performance in income from IPEM journals. Membership in 2021 remained stable. Activity in the year was restricted by the ‘long tail’ of COVID 19 meaning costs were down in the year, but few meetings took place face to face, affecting income. Overall income was up by 9% and costs down by 24% - overall the year ended in surplus despite a planned deficit. IPEM’s investments performed well, earning 15% in 2021. Total reserves held are £4.3m, with £400k to fund fixed assets, £300k in restricted reserves and £1.6m designated for business development. The healthy reserves position means IPEM can fund deficit budgets, but not indefinitely. 2022 will see the development of two major projects – a new CRM system and new finance system, but overall we expect to end the year with a small deficit. 	
2022-08	<p>Science, Technology, Engineering, Research and Innovation Council (STERIC) Report.</p> <p>Dr Andrew Reilly, STERIC Director reported:</p> <ul style="list-style-type: none"> The name change from SRIC (Science, Research and Innovation Council) to STERIC (Science, Technology, Engineering, Research and Innovation Council). 	

Ref	Detail	Action
	<ul style="list-style-type: none"> Meetings in the year continued to be held via Teams, apart from one held face to face. Reorganisation of the IPEM team had led to communications challenges but these are improving and the structure is now more collaborative. IPEM began to develop the Science Leadership Strategy, to be launched shortly A Journals Working Group is underway, examining the strategic position of IPEM's major publications. A Scientific Reports Group is being set up to ensure IPEM Members review reports prior to publication A link is being forged between IPEM events and IPEM publications. The Radiotherapy MV Code of Practice is being developed. The Radiotherapy inter-departmental audit is being re-planned. A new look multi-day, multi-disciplinary conference will be held in early 2023. New Clinical Risk Management courses are being held. <p>He thanked members and staff involved in the work of STERIC.</p>	
2022-09	<p>Professional and Standards Council Report</p> <p>Mr Richard Stubbs, PSC Director, reported:</p> <ul style="list-style-type: none"> PSC supported IPEM's response to the Department of Health and Social Care's consultation on Healthcare Regulation PSC supported the development and launch of the Clinical Scientist Guided Training Scheme, replacing "Part II". PSC investigated how technologists might access the NHS Learning Support Fund to support undergraduate degrees. PSC supported the development of 'light touch' STP competencies videos. Workforce Intelligence Surveys overseen by PSC include Diagnostic Radiotherapy and Radiation Protection, Radiotherapy Physics and Rehabilitation Engineering. Task and Finish Groups overseen by PSC include Ultrasound Education, Clinical Engineering Expert, MR Workforce and Training, Non-ionising radiation and ultrasound workforce, and Clinical Technologist career structure, among others. Current activities also include reviewing IPEM's Masters level engineering degree accreditations and championing the healthcare science skills set of Clinical Technologists. <p>He thanked members and staff involved in the work of PSC.</p>	
2022-10	<p>Any other business</p> <p>There was no other business.</p>	
2022-11	<p>Meeting Closure</p> <p>The meeting was declared closed at 6.15pm.</p>	

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 2023.

Resolution 2

Proposed Membership of the Board of Trustees 2023-2024

1	President	Dr Anna Barnes
1	Immediate Past President	Dr Robert Farley
3	Honorary Secretary (Independent)	Ms Valerie Jolliffe
3	Honorary Treasurer (Independent)	Mr John Turner
3	Director of Science, Research and Innovation Council	Dr Mohammad Al-Amri
2	Director of Professional and Standards Council	Dr Carl Rowbottom
3	Member Trustee	Mr Iain Threlkeld
1	Member Trustee	Professor Azzam Taktak
3	Member Trustee	Dr A (Mani) Manivannan
3	Independent Trustee	Dr Justin Richards
3	Independent Trustee	Ms Chelsea Roche
3	Independent Trustee	Mr Jason Wilde

¹ Recommended by the Trustees for appointment from September 2023.

² Previously deputy to this role – recommended for appointment from September 2023.

³ Previously appointed - recommended for re-appointment from September 2023.

Information on new members of the Board of Trustees

<p>Dr Anna Barnes (President)</p>	<p>Dr Anna Barnes' career has spanned all three of the sectors that our membership is drawn from; NHS-Scotland 1993-2001, US academia 2001-2003 and 2005-2006, UK industry 2004, UK academia 2007-2012, and NHS-England 2012-2021.</p> <p>Membership Registrar 2000-2001, Member of MRI-SIG 2008-2012, VP External Relations 2013-2016, Member trustee 2018-2021, VP academic 2021-23.</p> <p>As VP external relations alongside the Presidents of BIR and RCR, organised a presentation on the important role of radiotherapy in cancer treatment. Following my time as VP external relations I took the opportunity to volunteer as a member trustee with a particular interest in equality diversity and inclusion policies, working with Eva McLean to inform and support the IPEM policy development around this important theme based on the Science Council Framework. Alongside my volunteering role for IPEM I also volunteered with 2 other charities that supports diversity in higher education in STEM subjects: in2scienceUK and Education and Employers. During my 25+ yrs working in Medical Physics I've had jobs in the NHS, industrial sector and HEI as a teacher and a researcher. From 2015-2021 I held a HEE/NIHR fellowship designed to support integrated clinical academic research careers</p> <p>Anna is currently the director of King's College Technical Evaluation Centre and honorary consultant clinical scientist in healthcare technology assessment. We perform evaluations of new medical device technology on behalf of NICE and NHS-England & Improvement. KiTEC is part of King's College London University with a diverse team with dual NHS/HEI honorary contracts, from different working backgrounds: industry, NHS and HEI as well as different nationalities and ethnic backgrounds. Working with these amazing young people has proven to me that what we seek to do in making IPEM more inclusive and diverse is completely possible and indeed desirable for the future success of IPEM. She has a particular interest in medical imaging and artificial intelligence and has hosted several PhD studentships in these fields since 2010.</p>
<p>Dr Carl Rowbottom (Director, PSC)</p>	<p>Dr Carl Rowbottom is the Director of Physics at Clatterbridge Cancer Centre and Honorary Visiting Professor in the Physics Department of the University of Liverpool with over 25 years' experience in radiotherapy. He enjoys a broad leadership role within the Radiation Services Division at Clatterbridge Cancer Centre, managing and supporting a multi-disciplinary environment of clinical scientists, therapeutic and diagnostic radiographers, clinical and engineering technologists.</p> <p>Carl has a diverse educational background that includes a PhD in Radiotherapy Physics from the Institute of Cancer Research and a Masters of Business Administration (MBA) from the University of Chester. He is a state registered clinical scientist with the Health & Care Professions Council (HCPC), registered as a Higher Specialist Scientist in Medical Physics with the Academy of Healthcare Science (AHCS), and recognised as a Medical Physics Expert in the UK (RPA2000). In addition, he has also worked with the International Atomic Energy Authority (IAEA) as an international expert in patient safety in radiotherapy.</p>

	<p>Carl is Clatterbridge Cancer Centre's Programme Director for the MSc in Clinical Science (Medical Physics) at the University of Liverpool, supporting the academic component of the Scientific Training Programme of the National School of Healthcare Science. He maintains a keen interest in developing leadership skills in medical physicists from an early stage in their career and leads the Professional Foundations module of the MSc.</p> <p>He has a keen interest in the large scale adoption of best-practice techniques to advance clinical practice as well as the application of safety science in healthcare. A key theme in recent years has been the application of systems thinking and lean approaches to improve quality and patient safety at the same time as reducing healthcare costs. He has furthered scientific practice and knowledge through the publication of over 50 papers in peer-reviewed international journals.</p> <p>He has had an active role within IPEM, previously serving as chair of the Radiotherapy Special Interest Group and the Radiotherapy Professional Standards Panel, and most recently as Deputy Director of its Professional and Standards Council. He continues to represent IPEM on the UK Health Security Agency's Patient Safety in Radiotherapy group.</p> <p>As Director of the Professional and Standards Council, Carl is keen for IPEM to continue to develop high quality guidance and development opportunities for its members, and advocate for the important contributions physicists and engineers make within healthcare.</p>
<p>Professor Azzam Taktak (Member Trustee)</p>	<p>Professor Azzam Taktak is Head of Clinical Engineering (MEMO) at the University Hospitals Bristol and Weston and an Honorary Professor of Biomedical Engineering at the Universities of Bristol and Manchester. He has held numerous posts within the IPEM in the past including Vice President of Engineering, CEng Registrar, Chair of Engineering Advisory Group, Chair of Engineering Course Accreditation Panel, and Chair of Physiological Measurement SIG. In 2009 he organised the IPEM's annual scientific meeting under the then brand-new badge, MPEC. During the COVID-19 pandemic, he was one of the first respondents to work at the Nightingale Hospital in London, providing first line scientific and technical support in the intensive care wards.</p> <p>Azzam is a Fellow of the Institute and a Fellow at the Academy for Healthcare Science (AHCS). He is a national assessor at the Association of Clinical Scientists and lead assessor at the National School for Healthcare Scientists. In 2010 he was part of the team that successfully bid for and ran the STP MSc course in Medical Physics at the University of Liverpool. Subsequently, he was on the governance board and a module coordinator for over 10 years before moving to Bristol. He is currently Programme Director for the HSST DClSci course in Clinical Biomedical Engineering at the University of Manchester.</p> <p>His main research interests are mathematical and statistical modelling and the use of artificial intelligence and machine learning in medicine. To date, he has published more than 75 peer-reviewed articles in scientific and clinical journals. He won an award by Elsevier for the most cited article in the journal of Neural Networks between 2006 - 2010. He has also edited 2</p>

	<p>books, including a book on Clinical Engineering which is one of the main recommended textbooks on academic programmes such as the STP MSc course.</p> <p>Azzam's main aim is to promote EDI within Medical Physics and Clinical Engineering to ensure that everyone is treated fairly with equal opportunities for employment, retention, and promotion. He is a strong believer that education and training play an important role in attracting young talents into the profession which is crucial for the survival of the NHS and economy growth.</p> <p>Azzam strongly believes in the importance of striking a good balance between work and private life which is crucial for mental health and wellbeing. Outside work, Azzam is a keen triathlete and twice Ironman.</p>
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