

Faculty of Sport and Exercise Medicine UK – Council Report

Report to:	FSEM Council
Report from:	Dr Pria Krishnasamy, Honorary Secretary & Kirsty Baird, Chief Executive
Meeting date:	6 th June 2024

Report: Governance Report					
1.	Membership of the Faculty <p>The Faculty has continued stream of people applying for membership. At present, the process to ratify new members is as follows:</p> <ol style="list-style-type: none"> 1. The Faculty admin team conduct an initial review of the application form submitted via our webform; respond to those not applicable and encourage them to join another membership option or provide more information about exams. 2. Applications are then reviewed against the relevant criteria - Diplomate/Membership/Fellowship and if they have passed the relevant FSEM Diploma/Specialty Exam/Specialist Register. 3. All applicants are then checked against their governing bodies to ensure that they are in good standing e.g. GMC/HPCP/IMC. If we cannot check their eligibility an email is sent to the applicant requesting further information. 4. Those applying for Associate Membership are required to provide a statement of involvement in SEM with their application. 5. Once these checks have been made the applicants who have passed the eligibility criteria for the relevant membership the admin team compile their information and send applicants information to the Honorary Secretary for ratification. 6. The Honorary Secretary then reviews the process and then approves the membership. 7. The administration team then ask the applicant to sign the Faculty's declaration of faith "<i>I hereby faithfully promise to abide by the Professional Code, Standing Orders and Relevant Regulations of the Faculty of Sport and Exercise Medicine UK as they apply to Members of the Faculty of Sport and Exercise Medicine UK.</i>" and pay for their membership up until the next annual subscription date. 8. Upon signature and payment, they are then added to the roll and CRM system providing access to the membership login area and any relevant benefits. <p>This process it is very time consuming for both the staff team and the Honorary Secretary. We propose that the membership application and approval process is completed by staff members, with only unusual or complex requests being verified by the Honorary Secretary.</p>				
	For Information	<input type="checkbox"/>	For Discussion	<input type="checkbox"/>	For Approval <input checked="" type="checkbox"/>
2.	Membership entry criteria and maintenance requirements & Definitions of Good Standing <p>We are currently receiving high numbers of membership applications, mostly noted in the Associate Membership category from members who may be working in sport but may not be adequately qualified or indemnified. Additionally, we have received queries from Faculty membership about other members or non-members working in sport who may be potentially displaying misleading information on their professional websites / social media channels. The Faculty is not a regulatory authority but requires members to sign the Declaration of Faith and be in Good Standing, currently defined as below:</p>				

	<p>1. Current Declaration of Faith requires interested membership applicants to sign a copy of the following declaration: <i>"I hereby faithfully promise to abide by the Professional Code, Standing Orders and Relevant Regulations of the Faculty of Sport and Exercise Medicine UK as they apply to Members of the Faculty of Sport and Exercise Medicine UK."</i></p> <p>2. Current definition of being in Good Standing as per the Faculty's Standing Orders are as follows: <i>2.10.1 Duly pay all fees and subscriptions due from them to the Faculty, sign a declaration as required by Standing Order 2.9 and comply with the minimum requirements of the Faculty's or other appropriate continuing professional development scheme.</i> <i>2.10.2 Conduct themselves personally and professionally with integrity and honesty. Please refer to section 2.11.</i></p> <p>The proposal is to include the following statements into our Professional Code which can be followed up as we are currently rewriting our Professional Code.</p> <p>An additional suggestion is to amend the Definition of Good Standing in our Standing Orders (which will need approval at a general meeting) to include a similar statement:</p> <ul style="list-style-type: none"> • Is compliant with the General Medical Council Good Medical Practice or other relevant professional regulatory authority guidelines or equivalent national standards for their area of practice • Ensures that adequate indemnity is in place for all professional work that is undertaken • Duly pays in full all fees and subscriptions due to the Faculty • Signs a Declaration of Faith required by SO 2.9 • Conduct themselves personally and professionally with integrity and honesty which includes information displayed in professional websites and social media channels
	<div>For Information</div> <div><input type="checkbox"/></div> <div>For Discussion</div> <div><input type="checkbox"/></div> <div>For Approval</div> <div><input checked="" type="checkbox"/></div>
3.	<p>Misconduct and Disciplinary Process</p> <p>In the case of misconduct, our SO states that the Council will establish a procedure for disciplinary processes and appeals procedures in situations where misconduct arises e.g. unprofessionalism, false statement etc. This process currently exists in the Faculty's Complaints Procedure, approved in September 2023.</p> <p>However, current Council processes for disciplinary processes and appeals procedures do not exist. Such events may arise at any time and not necessarily coincide with when a Council meeting is being held. Hence, there is a need to have set processes in place and personnel to call upon to convene when such matters arise.</p> <p>The proposal is for a committee to be convened when such situations arise, composing of 3-4 members to investigate and provide an outcome. The role and background are to be determined and is open for discussion.</p>
	<div>For Information</div> <div><input type="checkbox"/></div> <div>For Discussion</div> <div><input checked="" type="checkbox"/></div> <div>For Approval</div> <div><input type="checkbox"/></div>

4.	Extraordinary General Meeting – 10th July 2024. The Faculty will hold an extraordinary general meeting on 10 th July. The following items will be proposed for resolution. <ol style="list-style-type: none"> 1. With the emergence of the two new Diplomas, completing the trilogy, we are proposing a new route to Membership is created. Once an applicant sits all three diplomas, they are eligible to apply for Membership of the Faculty MFSEM(UK). This is in line with the already agreed new College structure, voted in May 2023. The Membership Exam will then change to become the Specialty Exam and will no longer be the route to Membership after the 2024/25 sittings. <ol style="list-style-type: none"> I. Reasons for change <ul style="list-style-type: none"> ○ With the emergence of 3 new Diplomas, a new route of application for Faculty Membership is created. This is in line with the agreed structure for the new college, voted in May 2023. II. Timelines for gaining membership <ul style="list-style-type: none"> ○ For a period of time after the last Membership exam, there will be 2 routes of entry to Membership. 2. The definition of Good Standing will also be amended (if approved in section 2 above). 				
	For Information	<input checked="" type="checkbox"/>	For Discussion	<input type="checkbox"/>	For Approval
5.	Elected Council Members – Trainees Members who are undergoing specialist training who are members of the Faculty MFSEM(UK) have recently applied for positions on Council. As we have two elected Trainee Representative positions, who are co-opted onto Council, do we wish to update our Standing Orders at the next general meeting in December to reflect eligibility criteria for elected Members on Council?				
	For Information	<input type="checkbox"/>	For Discussion	<input checked="" type="checkbox"/>	For Approval
6.	Council and Board The Faculty has been running independently for over one year. There has been some good learning to redefine our decision-making process, discussions and governance between the Council and the Board. We will be inviting the Board (Office Bearers and Lay Trustees) to attend our next Council meeting in October to demonstrate the process and types of discussion that occur during a Council meeting. To remind members of each group's remit, we have extracted the role from the Decision-Making Policy was approved by Council in September 2023. Council Council and the Committees of Council have a responsibility for policy, professional practice, professional standards, engagement and influence, and education and exams. Council agree and take on responsibility for defined areas of the Faculty's activity defined within FSEM's strategy. Council represents all Fellows and Members of the Faculty across the membership. Council develops FSEM policy in relation to professional and clinical matters. Council makes recommendations to the Board of Trustees for new professional activities. Board of Trustees: The Board has the overall responsibility, accountability, control and management of FSEM. The Board are responsible for the Charity Governance and must operate in a manner consistent with the charity's purpose. The Board will sign off FSEM strategy and strategic direction of the				

	Faculty. The Board will determine the annual programme of activity and budget of the Faculty, monitoring their implementation and control of the Faculty's finances.				
	For Information	<input checked="" type="checkbox"/>	For Discussion	<input type="checkbox"/>	For Approval <input type="checkbox"/>