



**Association  
of Anaesthetists**

# Governance workshop – All you need to know as a Board Member/Trustee

**Thursday 28 March 2019**

**Organiser:** Mrs Rebecca Davenport, Specialist Societies Manager, Association of Anaesthetists

**Location:** 21 Portland Place, London W1B 1PY

**09:45-10:15 Registration, tea & coffee**

**10:15-10:20 Welcome**

Dr Paul Barker, Association of Anaesthetists Honorary Treasurer

**Session 1: General governance, legal and insurance**

Chair: Dr Paul Barker, Association of Anaesthetists Honorary Treasurer

**10:20-10:40 Introduction to governance, *Mr Chris Priestley, Withers***

- . What is governance?
- . Why is good governance important?
- . Case studies

**10:40-11:00 The foundations of good governance, *Mr Chris Priestley, Withers***

- . Roles and responsibilities within the Society
- . Understanding your Society's constitution
- . Planning and running meetings
- . Elections and AGMs
- . Decision-making and delegation
- . Diversity

**11:00-11:20 Directors/trustees duties, *Mr Chris Priestley, Withers***

- . Duties
- . Accountability
- . Reporting and compliance

**11:20-11:40 Tea & coffee break**

**11:40-12:00 Understanding the legal risks, *Mr Chris Priestley, Withers***

- . Identifying risks and dealing with disputes
- . Risks – member litigation, regulator prosecution and disqualification
- . Protections – systems and resources, and indemnity and insurance

**12:00-12:20 Insurance policies, *Mr Laurence Page, Jelf***

- . Essential insurance policies

**12:20-12:40 Morning group feedback and Q&A session**

Chair: Dr Paul Barker, Association of Anaesthetists Honorary Treasurer



**Association  
of Anaesthetists**

# Governance workshop – All you need to know as a Board Member/Trustee

**Thursday 28 March 2019**

**Organiser:** Mrs Rebecca Davenport, Specialist Societies Manager, Association of Anaesthetists

**Location:** 21 Portland Place, London W1B 1PY

**12:40-13:40 Lunch and networking session**

**Session 2: Financial governance and data awareness**

Chair: Dr Paul Barker, Association of Anaesthetists Honorary Treasurer

**13:40-14:00 Financial governance and accounting principles – Part 1, *Mr Vipin Narang, Association of Anaesthetists***

- An overview of financial governance and accounting principles
- Understanding the legal and regulatory framework

**14:00-14:20 Financial governance and accounting principles – Part 2, *Mr Stephen Jahans, Association of Anaesthetists***

- Risk management and financial policies
- Financial compliance
- Case studies

**14:20-14:40 Data Protection and General Data Protection Regulation (GDPR), *Ms Fiona Brookes & Ms Amanda Medler, Adapta Consulting***

- Basic definitions and the 8 Data Protection Principles
- Key principles, obligations and rights under the Act and GDPR
- Why is data security important?
- Data protection impact assessments (DPIAs)
- Knowing your controllers from your processors

**14:40-15:00 GDPR compliance, *Ms Fiona Brookes & Ms Amanda Medler, Adapta Consulting***

- GDPR compliance – what you should be doing
- Privacy and Electronic Communications Regulations (PECR) and ePrivacy Regulation (ePR)

**15:00-15:20 Tea & coffee break**

**15:20-15:40 IT governance, *Ms Fiona Brookes & Ms Amanda Medler, Adapta Consulting***

- Understanding and assessing IT governance principles and practices
- Legal and regulatory aspects of IT Governance
- Case studies



**Association  
of Anaesthetists**

# Governance workshop – All you need to know as a Board Member/Trustee

**Thursday 28 March 2019**

**Organiser:** Mrs Rebecca Davenport, Specialist Societies Manager, Association of Anaesthetists

**Location:** 21 Portland Place, London W1B 1PY

**15:40-16:10 Afternoon group feedback and Q&A session**

Chair: Dr Paul Barker, Association of Anaesthetists Honorary Treasurer

**16:10-16:20 Summary of the day and close**

## **Learning objectives:**

1. Gain a better understanding of the role of a board member/trustee, including key legal duties, areas of potential liability and best practice.
2. Learn an overview on data protection and General Data Protection Regulation (GDPR), including Privacy and Electronic Communications Regulations (PECR) and ePrivacy Regulation (ePR)
3. Increase your knowledge of financial governance and accounting principles.
4. Network with like minded colleagues, share experiences and receive advice from leading experts.