

Unconfirmed

Minutes of the Council of the General Dental Council

Minutes of a meeting of the Council of the GDC held at 1.45pm on Tuesday 1 December 2009 at the Council Chamber, 37 Wimpole Street, London, W1G 8DQ

Members Present

Hew Mathewson,
Grace Alderson
Peter Catchpole
Rosemary Carter
Suzanne Cosgrave
Elizabeth Davenport
Mary Dodd
Helen Falcon
Robin Field-Smith
Hazel Fraser
Janet Goodwin
Wakkas Khan
Anthony Kilcoyne
Alison Lockyer
Alan MacDonald
Kevin O'Brien
Grahame Owen
Derek Prentice
Mabel Slater
David Smith
Neil Stevenson
Linda Stone
Anne Marie Telford
Denis Toppin
Carol Varlaam

Associate Members:

Barry Cockcroft (CDO)
Paul Langmaid (CDO)
Margie Taylor (CDO)

In addition to the Chief Executive and Registrar, Duncan Rudkin the following staff were in attendance: Edward Bannatyne (Director of Operations), Mike Browne (Director of External Relations), Elizabeth Curtis (Media Relations Manager), Paul Feeney (Head of Quality Assurance), Ian Jackson (Director for Scotland), Moragh Loose (Policy Manager, Quality Assurance), Loretto Leavy (Secretary to Council – Head of Secretariat), Siobhan McLoughlin (Governance Manager), Gordon Miles (Director, Planning and Resources), Cindy Morgan (Head of Corporate Legal), Niamh O'Sullivan (Director of Governance), Alison White (Interim CEO) and Gurvinder Soomal (Head of Operations).

Public question and answer session

Members of the public were invited to ask questions prior to the start of the meeting. There were no questions from the public.

Item 1 Apologies for absence

- 1.1 Apologies for absence were received from Donncha O'Carolan (CDO for Northern Ireland).

Item 2 Minutes of last meeting

- 2.1 The minutes of the previous meeting held on 10 November 2009, were **approved** and signed, subject to the following amendments:
- 2.2 Paragraph 4.3– Policy Report
Line 7 would be changed to 'revalidation including the purpose and stages of revalidation'.
- 2.3 Paragraph 4.7.8 – Policy Report
This paragraph would now read as 'Revalidation: that the remit of the revalidation working group should be agreed with the following addition, 'to propose a system of revalidation to Council'.
- 2.4 Paragraph 7.4 – Audit Committee insertion
Paragraph 7 of the Audit Committee remit would not be amended. Paragraph 7.4 would be deleted from the minutes` and this would return to Audit Committee to agree appropriate wording.
- 2.5 Paragraph 11.3 – Employee Benefit Review
The first line of the paragraph would now read 'The Council approved the project brief **in broad outline**'.
- 2.6 Paragraph 13.4.3 – Training Analysis
The sentence would now read 'That members could undertake four training sessions per annum, **any additional training would be** approved by the Chair'.

Item 3 Matters arising

- 3.1 The Council received a paper from the Executive setting out the matters arising from the previous meeting.
- 3.2 Minute 5.3 Standing Orders for the Election of the Chair of the Council
The Council noted that a review of the election process would be conducted and presented to Council in March 2010.

- 3.3 Minute 14.3 - Protocol for dealing with correspondence with Council
The Council noted that a revised protocol has been circulated to Council.
- 3.4 Minute 16.3 - Annual Report on the Welsh Language Scheme
The Council noted that future reports would also contain actual numbers and percentages in the breakdown of equality and diversity data.
- 3.5 Minute 19.2 - Any other business
The Council noted that the Chair and Chief Executive would review the induction schedule and set out fair and reasonable CPD points from the induction.
- 3.6 The Council **noted** the update of the actions as agreed at the previous meeting.
The Council discussed the review of action list and the need for a cumulative list.

Item 4 Guidance on student fitness to practise (FTP)

- 4.1 The Council received a paper from the Head of Quality Assurance for action.
- 4.2 The paper set out updated guidance on student fitness to practise following an extended consultation period. This was initially based on guidance in other regulators.
- 4.3 The Council **approved** the student FTP guidance with the following amendments:
- 4.3.1 Advice would be taken in regard to whether both gender and sex should be referred to in the paragraph 37 d.
- 4.3.2 The last sentence from paragraph 66 would be deleted.
- 4.4 The Council **noted** that the guidance would be monitored and reviewed in one year.

Item 5 Accountability, Performance and Reporting Working Group

- 5.1 The Council received a paper from the Corporate Accountability and Reporting Manager for action.
- 5.2 The Council **referred** the question of the Accountability, Performance and Reporting Working Group to the Audit Committee for their consideration and advice.

Action: Audit Committee- March 2010

- 5.3 The Council also noted it would need to consider a paper on how the strategy work should be taken forward.

Item 6 Revalidation Development

- 6.1. The Council received a paper from the Quality Assurance and Development Manager for report.
- 6.2. The paper reported in detail on the key findings from development work in 2009.

- 6.3. The Council welcomed the feasibility study which had been undertaken to test the revalidation proposals for stage 1 and that the study provided excellent evidence that stage 1 of revalidation was feasible. Among issues that needed further consideration was the equality and diversity implications of the project.
- 6.4. The Council noted that the inclusion of patients' views into revalidation processes was a Department of Health requirement and also that it was extremely important to have patient input. The Council also noted that feedback mechanisms provided complex information.
- 6.5. The Council noted that the revalidation working group would develop stage one of the project and that stages two and three of the revalidation process would require much concentrated work to develop these further.
- 6.6. The Council noted that, as proposed, stage one of revalidation would be a paper based exercise and that it was the actions which were evidenced in that paperwork which were important.
- 6.7. The Council noted that for reasons of practicality the first tranche of registrants to participate in revalidation would be dentists.
- 6.8. The Council noted that consideration would be given to revalidation in other regulators and also in professional bodies.
- 6.9. The Council **noted** the revalidation development work and that the revalidation working group would be elected by email ballot.

Item 7 Annual report of the Appointments Committee

- 7.1 The Council received a paper from the Interim Chair of the Appointments Committee for report.
- 7.2 The paper detailed the work of the Appointments Committee during 2009 which included the appointment of 24 IC Members, a review of disciplinary procedures and progress with an appraisal system for panellists.
- 7.3 The Council noted that the fitness to practise function and panellists should be featured in the Dental Press to raise awareness of this function particularly with Dental Care Professionals (DCPs).

Action: MB – ongoing
- 7.4 The Council noted that all Council Members should be ambassadors for the fitness to practise panellists and that this should be included in all GDC presentations.

Action: MB/All - ongoing
- 7.5 Future recruitment exercises should target DCP journals such as the British Dental Therapist and the British Therapy and Hygienist. Consideration of DCPs would also be given during the design of future application forms.

Action: Appointments Committee – ongoing
- 7.6 The Council noted that the Audit Committee would consider the governance arrangements in place for the fitness to practise panellists.

Action: Audit Committee

- 7.7 The Council **noted** the annual report of the Appointments Committee. The Chair thanked the previous Appointments Committee, the current members and the support provided to the Committee by the Governance Manager.

Item 8 Wimpole Street Development

- 8.1 The Council received a paper from the Director of Planning and Resources for report.
- 8.2 The paper and accompanying presentation set out the planning application being made for 37 Wimpole Street site. The Council would be presented a paper at the March 2010 Council meeting detailing the response to the planning permission.

Action: GM – March 2010

- 8.3 The Council **noted** the current position.

Item 9 Use of the GDC Seal

- 9.1 The Council received a paper from the Chief Executive and Registrar for report.
- 9.2 The GDC seal was applied to: The General Dental Council Standing Orders for the Election of the Chair of the Council of the GDC 2009, The General Dental Council (Education Committee) Rules 2009, The General Dental Council (Amendment) Standing Orders for the Conduct of Business 2009 and a Deed of Variation for 37-38 Wimpole Street between Howard De Walden Estates Ltd and The General Dental Council.
- 9.3 The Council **noted** the use of the seal.

Item 10 Nominations to External Bodies

- 10.1 The Council received a paper from the Chief Executive and Registrar for report.
- 10.2 The Council **noted** the review and the following actions:
- 10.2.1 That Anthony Kilcoyne volunteered to represent the GDC on the Information Standards Board.
 - 10.2.2 That the representative on the Joint Committee for Specialist Training for Dentistry (JCSTD) should be discussed with the Chair of the Education Committee once elected.
 - 10.2.3 That the invitation to nominate a person to the Court of the University of Liverpool would be declined and a request would be made to change their statute.
 - 10.2.4 That should a replacement member be sought by the Dental Technologists Association for its Education Committee that this be declined as the DTA is a professional association.

Item 11 Any other business

- 11.1 In his capacity as Returning Officer, the Chief Executive announced that Alison Lockyer had been elected the new Chair of the GDC following hustings and a ballot for the election of a Chair which had been held earlier that day at Wimpole Street.

Date of future meetings:

Wednesday 10 February 2010,
Tuesday 23 March 2010,
Tuesday 18 May 2010,
Friday 23 July 2010,
Thursday 30 September 2010,
Away day – Monday 1 November PM & Tuesday 2 November 2010
Wednesday 1 December 2010,

Start time 10.30am unless otherwise advised.

Loretto Leavy, Secretary to Council
Head of Secretariat

7 December 2009