# Appraisal of non-Council members of Committees

## Purpose of paper
This paper sets out the proposed process for the appraisal of the non-Council members on the Statutory Panellists Assurance Committee (previously the Appointments Committee) and the non-statutory Committees of the GDC for approval. The process was reviewed by the Remuneration Committee at its meeting on 4 July 2017.

## Action
For decision

## Corporate Strategy 2016-19
Performance Objective 1: To improve our performance across all our functions so that we are highly effective as a regulator.

## Business Plan 2017
2017 Priority one: Continue to build a cost effective and efficient organisation

## Decision Trail
The Policy for the Appointment of non-Council members to the Appointments Committee and the non-Statutory Committees of the GDC was most recently reviewed by RemCo in February 2016 and the revised version was approved by Council in July 2016.

The policy refers to the appraisal of non-Council members as part of the reappointments process but does not include a specific appraisal process.

The appraisal process proposed in this paper was reviewed by the Remuneration Committee at its meeting on 4 July 2017

## Next stage
The appraisal process will be implemented once it has received Council approval. Appraisals are expected to take place before 30 September 2017 for the non-Council members and by 31 October 2017 for the Statutory Panellists Assurance Committee.

## Recommendations
The Council is asked to:
Approve the proposed appraisal process.

## Authorship of paper and further information
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## Appendices
Appendix 1 - Policy for the Appointment of non-Council members to the Appointments Committee and non-Statutory Committees of the General Dental Council.
1. Executive summary

1.1. The Policy for the Appointment of non-Council members to the Appointments Committee (now the Statutory Panellists Assurance Committee), and the non-Statutory Committees of the GDC (the policy), was most recently reviewed by RemCo in February 2016 and approved in its current form by Council in July 2016. The policy refers to the appraisal of non-Council members as part of the reappointments process but does not include a specific appraisal process.

1.2. This paper proposes an appraisal process for the non-Council members. The proposed process was reviewed by the Remuneration Committee on 4 July 2017. Once approved by Council it will be implemented. Appraisals are expected to take place before 30 September 2017 for the non-Council members and by 31 October 2017 for the Statutory Panellists Assurance Committee.

1.3. The Council is asked to approve the proposed appraisal process.

2. Introduction and background

2.1. The policy states that “the GDC will put in place regular and transparent performance assessment processes that will provide the necessary, robust evidence for considering reappointments. No one can be reappointed unless they have performed satisfactorily during their current term and it is essential for audit purposes and the investigation of complaints that all performance assessments are fully recorded and documented.”

2.2. There are six current non-Council members. Four of them serve on the Statutory Panellists Assurance Committee (SPC), the remaining two sit on the Audit and Risk and Remuneration Committees respectively.

2.3. The Chair and members of the SPC were appointed with effect from 1 January 2015. One of the SPC members will complete their first term of office on 31 December 2017 and will need to have an appraisal prior to any recommendation to the Council for reappointment for a second term. The Chair and the two remaining members of the SPC complete their first terms on 31 December 2018. SPC members can be reappointed by the Council for a second four-year term of office.

2.4. The first terms of office of the current non-Council members on the Audit and Risk and Remuneration Committees end on 31 March 2018. These non-Council members can be reappointed by the Council for a second term of office of up to two years. These two non-Council members will need to be appraised before the current Committee Chairs demit office on 30 September 2017.

3. Appraisal process for non-Council members

3.1. The appraisal process outlined below is based on the appraisal process currently in place for Council members. The appraisal will be based on individual performance, rather than on the performance of the Committee as a whole.

3.2. The appraisal process will consist of three parts:

- A self-assessment form;
- A request for feedback from the other members of the Committee and from the lead Executive Director(s) for the relevant Committee;
- A documented appraisal interview.

3.3. The self-assessment form and the interview pro forma will be similar to those used for Council member appraisals.
3.4. The appraisal will be undertaken by the Chair of the relevant Committee, supported by the Governance Team. The Chair of the SPC will be appraised by the Chair of the Council and feedback will be requested from Council members as well as from the members of the SPC. The appraisal will be qualitative and no formal rating will be given.

3.5 Subject to Council approval of the appraisal process, the first round of appraisals will be scheduled for September/October 2017. From then on appraisals will be scheduled annually.

4. Risks and considerations

4.1.

<table>
<thead>
<tr>
<th>Communications</th>
<th>The appraisal process will need to be communicated to all non-Council members, who are already some way into their first terms of office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equality and Diversity</td>
<td>The appraisal process will apply equally to all non-Council members</td>
</tr>
<tr>
<td>Legal</td>
<td>N/A</td>
</tr>
<tr>
<td>Policy</td>
<td>The introduction of an appraisal process will bring the non-Council members into line with existing policy and mirrors the arrangements for Council members.</td>
</tr>
<tr>
<td>Resources</td>
<td>There should not be any direct cost implications as appraisals will be arranged around existing meetings as far as possible</td>
</tr>
<tr>
<td>National</td>
<td>N/A</td>
</tr>
<tr>
<td>Risks on registers</td>
<td>N/A</td>
</tr>
</tbody>
</table>

5. Recommendations

5.1. The Council is asked to:

- approve the proposed appraisal process.

6. Appendices

6.1. Appendix 1 - Policy for the Appointment of Non-Council members to the Appointments Committee and Non-Statutory Committees of the General Dental Council