

**Confirmed Abbreviated Minutes of the Meeting of the
General Dental Council
held at 8:30am on Thursday 30 May 2019
in Closed Session
at Cardiff City Hall, Cardiff, CF10 3ND**

Council Members present:

William Moyes (Chair)
Terry Babbs (Senior Independent Member)
Geraldine Campbell
Jeyanthi John
Margaret Kellett
Sheila Kumar
Caroline Logan
Kirstie Moons
Simon Morrow
Crispin Passmore

Executive Directors in attendance:

Ian Brack	Chief Executive and Registrar
Matthew Hill	Executive Director, Strategy
Gurvinder Soomal	Executive Director, Registration and Corporate Resources
Lisa-Marie Williams	Executive Director, Legal and Governance

Staff in attendance:

John Cullinane	Head of Adjudications
Ian Jackson	Director for Scotland
Rachel Knight	Head of Governance (Secretary)

PART ONE – PRELIMINARY ITEMS

1. Welcome and apologies for absence

- 1.1. The Chair welcomed everyone to the meeting.
- 1.2. Apologies were received from Catherine Brady and Anne Heal.
- 1.3. Apologies were also received from Bobby Davis and Tom Scott, the Executive Directors for Organisational Development, and Fitness to Practise Transition respectively. The Head of Adjudications was in attendance on behalf of Tom Scott.

2. Declarations of Interest

- 2.1. All staff declared an in interest in relation to item 7 (Estates Strategy Update).

3. Approval of minutes of the previous meetings

- 3.1 Council **approved** the minutes from the closed Council meeting held on the 28 March 2019, subject to amendments.
- 3.2 Council **approved for publication** the abbreviated minutes from the closed Council meeting held on the 28 March 2019, subject to amendments.

ACTION: Head of Governance to circulate revised minutes for information.

4. Matters arising from the Closed Council meeting held on 28 March 2019 and rolling actions list

- 4.1. Council **noted** the actions list and **approved** the completion of actions as recommended.
- 4.2. Council **agreed** to add an action to record that the risk appetite scoring on the strategic risk register was being revised.
- 4.3. There were no matters arising.

ACTION: Head of Governance to add an action to record the review of the strategic risk appetite.

5. Decisions Log

- 5.1. Council **noted** that there were no decisions to be reported since the Council meeting on 28 March 2019.

PART TWO – ITEMS FOR DECISION AND DISCUSSION

6. Estates Strategy Programme Update

- 6.1. The Council was updated on the implementation of the Estates Strategy. The plans for the refit of Wimpole Street had been amended to reflect the necessary changes in the hearing suite provision previously discussed with Council. Council were provided assurance that the updated proposals contained within the Programme update had been rigorously scrutinised at an FPC meeting on 21 May 2019. Council considered a request for further funding in respect of the refit works. The process for authorising such requests was also considered.
- 6.2. The Council agreed to:
 - 6.2.1. **approve** the request for additional funding of £205,000 including VAT required to deliver the Wimpole Street refit works;
 - 6.2.2. **delegate** authority to the Chairs of Council and FPC to approve further budget if required.

7. DARTS Business Case

- 7.1. The Council considered a request to fund a new Digital Audio Recording Technology and Storage (DARTS) system for the Wimpole Street hearing suites. The Council noted that this request had been considered and approved by the SLT on 12 April 2019 and the funding for it had been endorsed by FPC, following scrutiny and discussion, on 21 May 2019.
- 7.2. This Council noted that the system would provide an opportunity to record and store hearings transcripts securely onsite. The Council discussed the need for secure, confidential and long-term storage of such records and were assured that the Executive team had required investigation of multiple solutions. The Council were also assured that the relevant

operational teams would be involved in the management of the implementation of this solution; IT, Hearings and Information Governance in particular.

7.3. The Council **approved** the request for funding for the new DARTS system.

8. Annual Report and Accounts

- 8.1. The Executive Director, Strategy introduced the paper which set out the General Dental Council's Annual Report and Accounts (ARA) and letters of representation for the year to 31 December 2018. The report included feedback following informal circulation to members. The Council had previously requested a workshop to consider the annual publication framework to ensure that different publications and data complemented each other holistically.
- 8.2. The Executive Director, Corporate Resources and Registration presented the accounts, and the Council noted the assurance provided by the Audit and Risk Committee in respect of the ARA. The Council discussed the contents of the document.
- 8.3. The Council **approved** the Annual Report and Accounts 2018; and **authorised** the signing of the Annual Report and Accounts 2018 and letters of representation by the Chief Executive and Registrar and Accounting Officer and the Chair of the Council.

9. Finance Review and Forecast, Q1 2019

- 9.1 The Executive Director, Corporate Resources and Registration, presented the paper. Council discussed the Q1 forecast review and risk to the forecast.
- 9.3 Council **noted** the paper.

10. Strategic Risk Update

- 10.1. The Executive Director, Corporate Resources and Registration introduced the report. No comments had been received from members following the circulation of the April Strategic Risk Register. The CEO emphasised that, as the organisation matured, the Executive would present long-standing issues to Council that had not been dealt with during the years when the organisation was engaged in dealing with urgent financial and performance issues. There was now an opportunity to build robust long-standing systems in those areas.
- 10.2. Council **approved** the strategic risk register but **noted** that following the annual Council risk workshop work had begun to review the risk appetite elements and matrix.

11. Stakeholder Perceptions Survey

- 11.1. The Executive Director, Strategy introduced the paper, which included changes made in response to Council comments at, and since, the previous meeting. A further change to the draft blog was outstanding and Council discussed the approach to elements of the proposed publication.
- 11.2. Council **approved** the publication of the blog containing relevant links.

12. Future Direction CPD

- 12.1. The new approach set out was the culmination of a long development and significant engagement: the proposed approach to the consultation echoed comments that had been heard in the stakeholder event prior to the meeting. Visits to dental practices had highlighted the strong governance and systems in place to enable and support the professional staff within those organisations to take responsibility for their own development. Further work was ongoing to develop guidance for dental professionals.

- 12.2. The proposed new approach to CPD emphasised individual registrants' responsibility to facilitate their own continuing competence. Council recognised that meaningful- CPD activities required money and /or time, and the questions and approach needed to reflect those realities. The document needed to capture that taking responsibility was a core part of what it meant to be a professional and to recognise different ways of achieving that.
- 12.3. It was recognised that the paper was a consultation rather than the final scheme, and that there was scope to consider what reflective practice meant or whether alternative wording such as 'learning from practice' would be more helpful.
- 12.4. Council **approved** the publication of the CPD discussion document, entitled '*Shaping the direction of lifelong learning for dental professionals*' subject to amendments.
- 12.5. Council **delegated** approval of the final document to the Executive Director, Strategy and the Chair of PRB.

13. Horizon Scan

- 13.1. Council received the horizon scan paper. It was noted that the report included a stakeholder report and it was suggested that in future the items should be presented as two papers, with the stakeholder report being received in the public Council meeting.
- 13.2. Council **noted** the horizon scan.

CONCLUSION OF BUSINESS

14. Any other business

- 14.1. The Chair noted that further to the announcement at the last meeting the Privy Council Office had formally confirmed the extension of term of office to 31 September 2020 for Geraldine Campbell.
- 14.2. Council briefly reflected on the stakeholder event in Cardiff. It was agreed that the event was valuable and should be repeated in the future. Themes arising from the discussion were consistent with what was heard at the 2018 Edinburgh event, particularly around dental education. This area was a strong candidate for the next matter to be addressed by the Council. It was noted that although the LDC and BDA were present, DCP professional bodies were not represented. There was a suggestion that in future dental defence professionals should be invited.
- 14.3. Council offered thanks to the staff who had organised and supported the event.

15. Review of the Meeting

- 15.1. Council queried why item 13, Future Direction of CPD was discussed in the closed session. Given this item sought approval of consultation text, it was explained that it was more appropriate for it to initially appear in the closed session.

16. Close of the Meeting

- 16.1 There being no further business, the meeting ended at 10.40 am.

Date of next meeting: 25 July 2019

Name of Chair:

William Moyes