

**Minutes of the Meeting of the
General Dental Council
held at 11:00am on Thursday 16 January 2020
in Public Session
at the General Dental Council, 37 Wimpole Street, London, W1G 8DQ**

Council Members present:

William Moyes (Chair)
Anne Heal
Catherine Brady
Crispin Passmore
Geraldine Campbell
Jeyanthi John
Kirstie Moons
Margaret Kellett
Simon Morrow
Terry Babbs

Executive in attendance:

Ian Brack	Chief Executive and Registrar
Gurvinder Soomal	Executive Director, Registration and Corporate Resources
Lisa Marie Williams	Executive Director, Legal and Governance
Sarah Keyes	Executive Director, Organisational Development
Stefan Czerniawski	Executive Director, Strategy
Tom Scott	Executive Director, FtP Transition

Staff in attendance:

Colin MacKenzie	Interim Head of Communications and Engagement
Melissa Sharp	Head of In-House Legal Advisory Service (Item 8 only)
Katie Spears	Interim Head of Governance (Secretary)
Paula Woodward Pfister	Interim Secretariat Manager

In attendance:

Members of the public.

PART ONE – PRELIMINARY ITEMS

1. Opening remarks and apologies for absence

- 1.1. The Chair welcomed everyone to the meeting and apologies were received from Caroline Logan and Sheila Kumar.

2. Declarations of interest

2.1. No conflicts of interest were declared.

3. Questions submitted by members of the public

3.1. No questions had been submitted by members of the public.

4. Approval of minutes of the previous meetings

4.1. The Council **noted** that the full minutes of the public meeting held on 5 December 2019 had been approved via correspondence and a final version had been circulated to Council members by email on 7 January 2020.

5. Matters arising from the Public Council meeting held on 3 October 2019 and rolling actions list

5.1. The Council **noted** the actions list and **approved** the completion of actions where they were marked as 'suggested complete'.

5.2. In relation to Item 26, the Executive Director, Strategy noted that the list of QA reports had been reviewed, corrected and the appropriate information had been provided to the Privy Council in the report.

6. Decisions log

6.1. The Council **noted** that, beyond the approval of the minutes, there had been no decisions taken in between meetings.

PART TWO – ITEMS FOR DECISION AND DISCUSSION

7. Board Development and Forward Plan

7.1. The Executive Director, Legal & Governance introduced the paper. It outlined a proposed programme of Board development following the Deloitte review and report from the end of 2019.

7.2. The Council **discussed** the following:

7.2.1. The workshop the previous day had been excellent and thought provoking for the Council. The direction taken in that session should be treated as a steer for the Executive team to start exploratory work around changes to the governance framework and the shape of this work would initially be discussed by the Chair, Chief Executive, Executive Director, Legal and Governance and the Interim Head of Governance. Any proposals for change would be brought back to the Council for further discussion and decision. It was envisaged that proposed revisions to the Terms of Reference of Committees would be brought to the March Council meeting for discussion.

7.2.2. There would be a need for some refinements to the plans following the direction given by Council in the workshop the preceding day. Time should also be built into the plans to allow flex as the development work began to embed.

7.2.3. The Council agreed that the plans were comprehensive, timely and measured and that it would be useful to appropriately engage external support across the course of the workstream. The resources developed as part of this workstream could usefully be put into effect as part of the induction of new Council members.

7.2.4. The Council would benefit from regular oral updates on the workstream at each Council meeting and noted the improvements that had already been made, particularly in relation to the Governance team, should be captured as there had already been significant progress.

- 7.2.5. The Council asked for prior circulation of slides for workshop sessions to allow those who wished to pre-read to do so, whilst those who preferred to see them in a group environment would be free to do so.
- 7.3. The Council **approved** the plans for Board development, with appropriate refinement following the workshop the previous day.

Action: Interim Head of Governance to include Board Development updates on the workplan for each Council meeting.

Action: Interim Head of Governance to capture the improvement initiatives that are implemented as part of this workstream and share with Council at appropriate points.

Action: The Chair, Chief Executive, Executive Director, Legal and Governance and Interim Head of Governance to discuss the next steps on progressing the output of the workshop session with Deloitte on Board Development.

8. EU Exit: Regulations

The Head of In-House Legal Advisory Service joined the meeting.

- 8.1. The Head of In-House Legal Advisory Service introduced the paper and accompanying regulations that the Council may be required to make, depending on the progress of the Withdrawal Agreement Bill through Parliament. The proposed amendments were to rules and regulations that had been approved by the Council in March 2019, on the basis of a potential 'no deal' Exit situation, and these proposed amendments would alter the timing of those regulations, coming into effect to align with the end of any implementation period.
- 8.2. The Council **noted** the update and **approved** the proposals in principle. The Head of the In-House Legal Advisory Service would write to update the Council on the position as it became clearer and seek the making of these regulations at an appropriate point, which could be done via correspondence.

The Head of In-House Legal Advisory Service left the meeting.

9. Moving Upstream 2020

- 9.1. The Executive Director, Strategy and the Interim Head of Communications and Engagement introduced the paper and invited the Council to approve the publication of Moving Upstream 2020.
- 9.2. The Council noted that the report was helpful and **approved** its publication with the following minor amendments:
- 9.2.1. Clarity around what 'evidence-based approach' and 'clinical governance' meant in the context of this report.
- 9.2.2. Revision of the paragraph on the 'state of dentistry' at 3.6.1, to outline the need for significant involvement with stakeholders, and clarity that the work on reviewing learning outcomes included updating them. The work around Values-Based Care should also be included.
- 9.2.3. Some general timescales should be included as to the ambition for the completion of work within the document, and these should align with those contained within the costed corporate plan (which was due for imminent publication) and where timescales are more detailed.
- 9.2.4. Branding should be consistent around the strapline of the corporate strategy and any errant hyphens should be removed.
- 9.3. The Council also noted the importance of circulating promptly an agenda and confirmed invitation, with precise timings, to stakeholders for the imminent Moving Upstream conference on 12 February 2020.

10. Guidance for the Management of Dental Professionals

- 10.1. The Executive Director, Strategy introduced the paper which provided the Council with an update on this long running piece of work. He noted that this was a working title and was under review. It was not envisaged that this guidance would be a self-contained document and, following the Council's discussions at its December workshop, would be thematic, modular and presented in an easily accessible format.
- 10.2. The Council **discussed** the following:
 - 10.2.1. This was a useful piece of work, with good stakeholder involvement, and it would be important to keep the guidance aligned with current terminology.
 - 10.2.2. There was scope to expand this work further, into areas such as mental health, wellbeing, indemnity and advertising, but the Council was also minded of the importance of drawing appropriate boundaries around where it provided advice or signposting.
 - 10.2.3. The use of alternative, modern media approaches to the dissemination of material should be considered and the Council noted that, to date, there appeared to be broad stakeholder support for guidance in this area.
- 10.3. The Council encouraged the team to progress this work expeditiously and bring back updates to the Council at relevant points.

11. Patient and Public Survey – Action Plan

- 11.1. The Executive Director, Strategy introduced the paper, which was in response to a Council action from December 2019 in relation to identified differences in satisfaction with dental treatment from sub-groups of the patient population. The Council was asked to note the work that was underway to improve the organisation's understanding of Equality Diversity and Inclusion (EDI) issues and the proposed action plan to undertake qualitative research to help analyse the quantitative data obtained. It was likely to take around 18 months before a final piece could be brought back to the Council, but regular updates would be provided at appropriate points. The Council also heard that this was only part of the organisation's approach to EDI and the wider EDI strategic piece would be brought to Council later in the year.
- 11.2. The Council discussed previous issues with data obtained and were reassured that this had been factored into the tender specification for the research work. The Council also noted that data obtained in relation to requests for EDI information was voluntarily given which would, by its nature, create a self-selecting sample but that this would also be factored into the analysis. The Council noted the importance of having a clear use and action plan for any data gathered and that the aim should be to collect information that would help the organisation perform more effectively in its core purposes.
- 11.3. The Council **noted** the update.

12. Extension of the Chair's Strategy Group

- 12.1. The Chair of Council introduced the paper and invited the Council to approve the extension of the Chair's Strategy Group for the period of six months. In line with discussions at the Council workshop on the previous day, the Council **approved** the extension requested (expiration 14 July 2020).

PART THREE – ITEMS FOR NOTING

13. Annual Reports – Committee Effectiveness

13.1. The Council **noted** the following annual reports on Committee Effectiveness and their relevant proposed workplans and thanked the Committee members for their hard work throughout 2019.

13.1.1. Audit and Risk Committee.

13.1.2. Finance and Performance Committee.

13.1.3. Remuneration Committee.

13.1.4. Policy and Research Board.

13.1.5. Statutory Panellists Assurance Committee.

It was agreed that thanks to the independent members of Committee also ought to be passed on.

Action: Interim Head of Governance to ensure independent members were thanked for their contribution to the work undertaken in 2019.

14. Annual Report of the Chair's Strategy Group

14.1. The Council **noted** the annual report of the Chair's Strategy Group and its current workplan.

15. Horizon Scanning and Stakeholder Engagement

15.1. The Council noted the horizon scanning and stakeholder engagement reports and noted that the issue of remote consulting and digital development was likely to be an important focus for the Council in relation to public safety.

16. Annual Assurance Reporting

16.1. The Council noted the following annual reports:

16.1.1. Information Governance.

16.1.2. People Services.

16.1.3. Annual Report on the Use of the Seal.

16.1.4. Decision Scrutiny Group.

16.1.5. Quality Assurance Group and the

16.1.6. Dental Complaints Service. In relation to this report, the Council **approved** a move to annual reporting, but with *ad hoc* updates if there were significant issues to be communicated.

Action: In the quarterly Information Governance report to the Audit and Risk Committee, the Information Governance Manager to give a high-level summary of the GDC's approach to right to be forgotten issues.

Action: The Executive Director, Organisational Development to provide to the Council in correspondence annual comparison data in relation to the ethnic composition of staff following the Estates programme.

PART FOUR - CONCLUSION OF BUSINESS

17. Any other Business

17.1. The Council **noted** the Council forward workplan.

18. Review of the meeting

18.1. The Council noted that there had been good discussion and improved papers. The movement of business from the closed to public sessions was working well.

19. Close of the meeting

19.1. There being no further business, the meeting ended at 13:20pm.

Date of next meeting: 18-19 March 2020 (Birmingham)

Name of Chair: William Moyes