

**Minutes of the Meeting of the
General Dental Council
held at 09.30 on Wednesday 3 June 2020
in Closed Session held on MS Teams**

Council Members present:

William Moyes	Chair
Anne Heal	
Caroline Logan	
Catherine Brady	
Crispin Passmore	
Geraldine Campbell	
Jeyanthi John	
Kirstie Moons	
Margaret Kellett	
Sheila Kumar	
Simon Morrow	
Terry Babbs	

Executive Directors 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
John Cullinane	Interim Executive Director, Fitness to Practise Transition

Staff in attendance:

Samantha Bache	Head of Finance and Procurement (items 8 and 9 only)
Dave Criddle	Head of Business Intelligence, Delivery and PMO (items 8, 9 and 10)
Sam Clements	Head of Risk Management and Internal Audit (item 11 only)
Colin Mackenzie	Interim Head of Communications and Engagement
Katie Spears	Head of Governance
Rebecca Ledwidge	Secretariat Manager

Apologies:

None.

1. Welcome and apologies for absence

1.1 The Chair welcomed everyone and noted that there were no apologies.

2. Declaration of interests

2.1 All Council Members declared an interest in item 12 – the Committee Terms of Reference, and item 14 – the Council Members Skills Audit.

2.2 All Council Members and staff present declared in interest in item 15B – the Whistleblowing Policy.

3. Approval of Minutes of Previous Meeting

- 3.1 The Council **noted** that the full minutes of the closed meeting held on 13 May 2020 had been approved via correspondence.
- 3.2 The Council **approved** the abbreviated minutes of the closed meeting held on 13 May 2020 for publication.

4. Matters Arising and Rolling Actions List

- 4.1 The Council **noted** the actions list and asked for the format of the actions log be reviewed and amended to make it easier to read.

5. Decision Log

- 5.1 The Council **noted** that it had considered four papers via correspondence:
- a. ARA 2019 – for approval.
 - b. Whistleblowing policy – for approval.
 - c. Independent Member Appraisals – for approval.
 - d. Horizon scanning (newly named Public Affairs, Policy and Media Update) and stakeholder engagement – for noting.
- 5.2 There would be an opportunity to comment on these items later in the meeting.

6. Chief Executive's Report

- 6.1 The Chief Executive provided the Council with an update on the impact of COVID-19 on the organisation.

7. Update from Committee Chairs

- 7.1 The Chair of the Finance and Performance Committee (FPC) provided the Council with an update on the key business reviewed by the Committee since the last Council meeting, which included a review of the Costed Corporate Plan, budget and the Fitness to Practise action plan.

The Head of Finance and Procurement and the Head of Business Intelligence, Delivery and PMO joined the meeting.

8. Review of the Costed Corporate Plan

- 8.1 The Executive Director, Registration and Corporate Resources introduced the paper and outlined the proposals to refine the CCP for 2020 to take into account the impact of COVID-19 on the immediate delivery of work.
- 8.2 It was noted that the wider review of the CCP for 2021 – 2023 would come to the Council later in the year for an evidence based fundamental review.
- 8.3 The Chief Executive remarked that the Council set a corporate strategy and the CCP was the executive's plan to meet the strategy. The Council review the CCP for approval from a budget perspective and to assure themselves that the strategy is being actioned appropriately.
- 8.4 The Council discussed the ongoing work around the refinement of the CCP and noted that the FPC would continue to scrutinise this work on its behalf.

9. Organisational Performance

9.1 Finance and Forecast Review and Balanced Scorecard

9.2 The Executive Director, Registration and Corporate Resources outlined the key areas from the paper and the Council discussed the current budget position, a potential new suite of FtP KPIs and a new suite of Organisational Development KPIs.

9.3 The Council **noted** the update.

10. Integrated Performance Report – Review of Prototype

10.1 The Head of Business Intelligence, Delivery and PMO introduced the new integrated quarterly performance report prototype, explaining that it was designed to provide an appropriate level of information and to improve the effectiveness of performance reporting into the Council and its Committees. He outlined that the FPC had reviewed the prototype on 22 May and it would go back to the FPC with full data and narrative included so a live example could be scrutinised. It was confirmed that existing performance reports would be run in parallel until the decision was taken to supersede these with the new report.

10.2 The Council discussed the prototype commenting positively on the presentation and format of the report. Questions were raised regarding the sequencing and timeliness of the report coming before the Council. It was noted that it would be preferable for the report to come to the Council promptly to ensure the data was not outdated by the time it was reviewed. The Council asked the team to explore options for circulating the report outside of Council via correspondence to improve timeliness.

The Head of Risk Management and Internal Audit joined the meeting.

11. Strategic Risk Register

11.1 The Executive Director, Registration and Corporate Resources provided an update on the Strategic Risk Register (SRR) and the Council discussed the existing strategic risks for the organisation.

11.2 The Council **approved** the SRR.

12. Board Development – Committee Terms of Reference

12.1 The Head of Governance introduced the paper and outlined that the proposed changes to the Committee Terms of Reference (TORs) emanated from the Deloitte Board Effectiveness Review and Council discussions in January 2020. The TORs had been circulated for comment and the feedback had been incorporated into the proposed drafts. The issues that still required discussion were highlighted in the covering paper, and the team were seeking the Council's views to complete the TORs.

12.2 The Council **approved** the proposed revised TORs for all Committees, bar the Remuneration Committee, which it asked be re-presented to the Council promptly with an alternative approach. The Council also stood down the Policy and Research Board in line with the current needs of the Council in relation to the work of its sub-Committees.

13. Recruitment of SPC Members

13.1 The Interim Executive Director, FtP Transition introduced the paper and confirmed that the process had been recommended by the Remco. He outlined that there was a proposed increase in remuneration for the SPC chair due to the greater time commitment involved and the requirement for them to be judicially qualified.

- 13.2 The Council questioned the additional cost, and the timing of the project. The Council discussed the benefit of having the new Chair in post to steer the adjudications work and noted that these costs had been budgeted.
- 13.3 The Council **approved** the process subject to the recruitment being aligned with the project timeline.

14. Council Member Appraisals – Outcomes and Skills Mix Audit

- 14.1 The Executive Director, Legal and Governance introduced the paper and outlined that the skills audit was used to consider the Council members' assessment of the skills they had as a collective board and identify any areas where the GDC should support development or which needed to be addressed by recruitment. The overview showed that, as a whole, members considered that the Council had most of the skills needed to perform optimally.
- 14.2 It was noted that the Remco had already scrutinised this work and had suggested this exercise be repeated every two years, rather than annually.
- 14.3 The Council discussed the outcomes and suggested that the work could be used as a framework for developing a strategy to attract and support DCPs to come onto the Council.
- 14.4 The Council **noted** the update.

15. Substantive Comments on items via correspondence

- 15.1 The Council **noted** that it had considered four papers via correspondence:
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 - b. Whistleblowing policy – for approval.
 - c. Independent Member Appraisals – for approval.
 - d. Horizon scanning (newly named Public Affairs, Policy and Media Update) and stakeholder engagement – for noting.
- 15.2 The Council confirmed that it had **approved** items a – c and **noted** item d.

16. Any Other Business

- 16.1 The Chair provided an update on the recent Council Member interviews and outlined that the panel's recommendations would be presented to the Council shortly, prior to submission to the Privy Council.
- 16.2 The Council discussed that they were pleased that virtual meetings were being facilitated but noted that the requirement to have publicly accessible meetings needed to be considered. It was **agreed** that some papers for the July meeting could be published. Holding public meetings in the current climate was a considerable challenge and further thought was required to come up with a practical solution. The Council were hopeful that a physical meeting may be possible later in the year.

17. Review of the Meeting

- 17.1 The Council noted that the papers and the discussion had been good, but timings were more difficult to manage in remote meetings.

The meeting was closed at 12:25pm