

Scheme of Delegation – Registrar’s Functions

Background

Section 14(5) of the Dentists Act 1984 (“the Act”) provides that the Registrar may delegate, either generally or specifically, any of their functions to any of the Council's officers. This document sets out all the Registrar’s delegations under the Act, as well as applicable rules, orders and regulations.

Unless otherwise provided for in this document, the Registrar’s functions are delegated to GDC staff. All delegations must be exercised in accordance with criteria and guidance which the Registrar will approve from time to time.

The tables below set out the delegation of certain functions to particular members or categories of staff and the conditions under which the delegation may be exercised. In those cases, the post holder or category of staff referred to will be the lowest permissible grade of staff who may take a decision, but a member of staff of a higher grade within the same line of management may take the decision instead.

Where the function is expressly delegated to the Executive Director, Legal and Governance they must make their decision after consultation with a Senior Advisory Lawyer or following an initial decision by a Senior Advisory Lawyer, whose recommendations will also be recorded. In the absence of the Executive Director, Legal and Governance, those functions shall be exercised by Senior Counsel and Associate Director, Legal. In the absence of Senior Counsel and Associate Director, Legal those functions shall be exercised by a Principal Advisory Lawyer.

Where any function is delegated to the Chief Operating Officer or an Executive Director, they shall make the decision after consultation with senior staff, whose recommendations will also be recorded.

The Registrar may delegate their statutory functions, entirely or in part, to a Deputy Registrar when the Registrar is going to be absent from the office. The Registrar will inform directors and relevant staff of such arrangements.

For the purposes of emergency decisions in the absence of the Registrar when no Deputy Registrar has been designated, the Registrar delegates their statutory registrar functions to the Executive Director, Legal and Governance. The Executive Director, Legal and Governance will take advice as appropriate before making a decision.

Legal advice – all GDC staff are authorised to instruct and receive legal advice from lawyers in the Legal and Governance Directorate. Where there is general delegation of operational responsibility to the In-House Legal Advisory Service in connection with registration appeals, this is exercised on the basis of instructions received from Registration staff.

Notes

1. This document replaces the “Registrar’s delegations” document 9 August 2022.

2. All the Registrar's functions are covered by the general delegation to all staff unless it is a function that has been reserved to the Registrar or specifically delegated to particular members or categories of staff. The information in the column "General delegation – operational responsibility" sets out which Directorates/Teams exercise the delegated authority in practice.

PRIMARY LEGISLATION

THE DENTISTS ACT 1984			
Function	Statutory reference	General delegation – operational responsibility	Reserved/Specific delegation <i>(actions may be taken by someone higher up the management line but not lower)</i>
<u>Delegation</u>			
Generally or specifically delegate functions	14(5)	–	–
<u>Complaints</u>			
Incur expenditure investigating and resolving complaints	2D(1)	Not suitable for delegation as rule 5 of the GDC (Delegation of Functions) Rules 2026 provides this function is delegated by the Council to the Chief Executive Officer, or their nominated deputy	–
Incur expenditure resolving complaints	2D(3)	Not suitable for delegation as rule 5 of the GDC (Delegation of Functions) Rules 2026 provides this function is delegated by the	–

		Council to the Chief Executive Officer, or their nominated deputy	
<u>Education</u>			
Appoint inspectors to attend dental schools and post-graduate institutions	9(1)	GDC Staff	Education (Strategy)
Specify matters relating to the instructions given at dental schools that visitors must report to the Council on	9(2)	GDC Staff	Education (Strategy)
Send copy of inspection report to dental schools or post-graduate institutions for comment	9(3)	GDC Staff	Education (Strategy)
Send copy of inspection report and any comments to the Privy Council	9(4)	GDC Staff	Education (Strategy)
Be present at or appoint inspectors to attend dental examinations	10(1)	GDC Staff	Education (Strategy)
Make a representation to the Privy Council if a course of study or examinations in dentistry does not provide the requisite knowledge and skills	11(1)	Not suitable for delegation as rule 6 of the GDC (Delegation of Functions) Rules 2026 provides this function is delegated by the Council to the Registrar, or their nominated deputy	–
Make a representation to the Privy Council if a dental authority has tried to impose conditions on a candidate	12(1)	Not suitable for delegation as rule 6 of the GDC (Delegation of Functions) Rules 2026 provides this function is delegated by the Council to the Registrar, or their nominated deputy	–

<u>The Register</u>			
Keep the registers	14(2)/36B(2)	Customer Service Operations (Corporate Resources)	–
Publish the registers	22(1)/36G(1)	Customer Service Operations (Corporate Resources)	–
Provide a copy or an extract of the registers	22(2)/36G(2)	Customer Service Operations (Corporate Resources)	–
<u>Registration</u>			
Register	15(3)/ 17(1)/17(2)/ 18(3)/18(5) 36C(1)	Customer Service Operations (Corporate Resources)	–
Review and take into account guidance published by the Council regarding a person's necessary knowledge of English	15A(2)/36CA(2)	Registration (Regulation)	–
Request further information from an applicant regarding their knowledge of English	15A(4)/15A(4A)/ 36CA(4)/36CA(4 A)	Registration (Regulation)	–
Require an exam or other assessment regarding a person's knowledge of English to be taken by a specified date and provide information about the exam or assessment	15A(6)/15A(6A)/ 36CA(6)/36CA(6 A)	Registration (Regulation)	–
Acknowledge registration application and inform if documents are missing within one month of receipt	21A(2)	Registration (Regulation)	–
For applicants with a specified state qualification in dentistry, give adequate time to complete application process and deal promptly with application	21A(2ZA)	Registration (Regulation)	-
For DCP applicants with a specified state qualification:	36EA	Registration (Regulation)	-

• Acknowledge receipt of registration application and inform if documents are missing within one month of receipt • Give adequate time to complete application process • Ensure required information is no more than necessary to satisfy requirements • Accept certified copies of documents • Deal promptly with application and notify of outcome within four months			
Notify of outcome of registration application within the specified period	21A(3)/21A(3A)	Registration (Regulation)	–
Notify of appealable registration decision, reasons and right of appeal	Schedule 2A, para 3(1) (Dentist) Schedule 4A, para 3(1) (DCP)	Registration (Regulation) Customer Service Operations (Corporate Resources)	–
Extend time for bringing a registration appeal if satisfied applicant did not receive notification of decision	Schedule 2A, para 5 (Dentist) Schedule 4A, para 5 (DCP)	–	Head of Hearings and Dental Complaints Service
<u>Annual retention fee</u>			
Restore to register following failure to pay ARF	19(2A)/36F(3)	Customer Service Operations (Corporate Resources)	–
Notify and provide reasons for refusing to restore following failure to pay ARF	19(2B)/36F(4)	Customer Service Operations (Corporate Resources)	–

<u>Erasure/Restoration</u>			
Erase a deceased registrant	23(1)/36H(1)	Customer Service Operations (Corporate Resources)	–
Erase (with consent) if a registrant stops practising – voluntary removal	23(2)/36H(2)	–	• Level 1: Operations Officer (Corporate Resources) <i>Requests where there are no known fitness to practise matters, actual or anticipated</i> • Level 2: Senior Counsel and Associate Director, Legal (Legal and Governance) <i>All cases that are not within level 1 or 3</i> • Level 3: No delegation – reserved to the Registrar or their nominated deputy <i>Cases where criminal proceedings are on-going or anticipated but not concluded</i>
Erase if a registrant fails to respond to a notice of enquiry about whether they have stopped practising or changed address	23(3)/36H(3)	Customer Service Operations (Corporate Resources)	–
Restore to the register after: • a registrant had stopped practising • failed to respond to notice of enquiry • registrant asked to be removed	23(4)/36H(4)	Registration (Regulation)	–
Erase following an incorrect entry in the register	24(1)/36I(1)	Customer Service Operations (Corporate Resources)	–
Refer fraudulent entry on register to PCC	24(2)/36I(2)	–	Executive Director, Legal and Governance

Notify of PCC's decision or direction to erase or restore following fraudulent entry on register	24(7)/36I(7)	Dental Professional Hearings Service	–
Refuse to register or restore and erase for failure to comply with indemnity rules	26A(8)/36L(8)	Customer Service Operations (Corporate Resources)	–
Erase or refer to IC when a registrant is in breach of indemnity rules	26A(9)/36L(9)	• Customer Service Operations (Corporate Resources) • Fitness to Practise Casework (Regulation)	–
Restore following failure to comply or for breaching indemnity rules	26A(10)/36L(10)	Registration (Regulation)	–
Erase for failing to comply with CPD rules	34A(2)/36Z1(2)	Customer Service Operations (Corporate Resources)	–
Restore following failure to comply with CPD rules	34A(3)/36Z1(3)	Registration (Regulation)	–
Remove for being subject to a disqualifying decision from an EEA State or Switzerland	35(3)	Customer Service Operations (Corporate Resources)	–
<u>Fitness to practise</u>			
Investigate an allegation	27(6)/36N(6)	• Fitness to Practise Casework (Regulation) • Legal Presentation Services (Legal and Governance)	–
Refer an allegation to IC	27(5)(a)/36N(5)(a)	–	Fitness to Practise Casework Manager (on advice from Fitness to Practise Caseworker) (Regulation)

Refer to IOC	27(5)(b)/ 36N(5)(b) <i>Linked: Rule 3(2)(b) Fitness to Practise Rules 2006</i>	–	Principal Advisory Lawyer (Legal and Governance)
Enter warnings on the register (directed by IC)	27A(3)/36O(3)	Dental Professional Hearings Service	–
Remove warnings from the register (directed by IC)	27A(12)(b)/ 36O(12) (b)	Dental Professional Hearings Service	–
Enter undertakings in register (directed by IC)	27A(6C)/ 36O(6C)	Customer Service Operations (Corporate Resources)	–
Notify registrant and informant the IC's decision	27A(7)/36O(7)	• Fitness to Practise Casework • Case Examiner Support and Rule 4 team (Regulation)	–
Notify registrant of IOC's decision	32(7)(a)/ 36V(7)(a)	Dental Professional Hearings Service	–
Notify registrant of a Practice Committee's decision	27B(8)/36P(9)	Dental Professional Hearings Service	–
Notify registrant of immediate order of suspension or conditions and right to request termination by court	30(4)/36U(4)	Dental Professional Hearings Service	–
Notify registrant of a Practice Committee's resumed hearing determination	27C(6)/36Q(6)	Dental Professional Hearings Service	–
Enter in register suspensions, conditions and variation decisions	33A(1)/36X(1)	Dental Professional Hearings Service	–
Erase suspension, conditions or variation directions/orders once expired	33A(2)/36X(2)	Customer Service Operations (Corporate Resources)	–

Erase the entry in respect of a registrant from the register	33A(4)/36X(4)	Customer Service Operations (Corporate Resources)	–
Request IC review decision to refer to Practice Committee	27A(8)(b)	–	Executive Director, Legal and Governance
Request IC review decision to issue warning	27A(11)(a)	–	Reserved
Refer application to restore, following erasure by Practice Committee, to the PCC	28(3)/36R(3)	Registration (Regulation) In-House Legal Advisory Service (Legal and Governance)	–
Notify applicant of PCC's decision to refuse application to restore and right to appeal	28(7)/36R(7)	Dental Professional Hearings Service	–
Notify applicant of PCC's decision to grant application to restore and inform of right to appeal if conditions imposed	28(8)/36R(8)	Dental Professional Hearings Service	–
Notify applicant of PCC's decision not to consider any further applications to restore	28(10)/36R(10)	Dental Professional Hearings Service	–
Restore a person to the register following PCC's decision to restore	33A(5)/36X(5)	Customer Service Operations (Corporate Resources)	–
Extend time for bringing an appeal if satisfied registrant did not receive notification of a Practice Committee's decision	29(1C)/36S(4)	–	Executive Director, Legal and Governance
Disclose fitness to practise information	33C(3)/36Z(3)	–	• Fitness to Practise Caseworker in consultation with Fitness to Practise Casework Manager (Regulation) • Legal Presentation Services (Legal and Governance) • Senior Advisory Lawyers (Legal and Governance)
<u>Financial penalties</u>			

Refer a company that fails to provide information to the PCC	43B(1)	Section has not been commenced	Executive Director, Legal and Governance
Notify PCC's decision to impose financial penalty and right of appeal (person)	43B(10)	Section has not been commenced	–
Notify PCC's decision to impose financial penalty and right of appeal (body corporate)	44(9)	Dental Professional Hearings Service	–
Extend time for bringing an appeal if satisfied person/body corporate did not receive notification of decision	44B(3)	–	Executive Director, Legal and Governance
<u>Publication of information</u>			
Determine how information or guidance is published (except when rules determine how Committee decisions are published)	50B(1)	–	Executive Directors – All Directorates

SECONDARY LEGISLATION

REGISTRATION APPEALS

THE GENERAL DENTAL COUNCIL (REGISTRATION APPEALS) RULES ORDER OF COUNCIL 2006				
Function	Statutory reference	General delegation – operational responsibility	Specific delegation <i>(actions may be taken by someone higher up the management line but not lower)</i>	
Appoint Hearings Director/delegate registration appeal hearing functions	2	Dental Professional Hearings Service	–	
Request a registration appeal hearing	4(2)	• Registration (Regulation) • Customer Service Operations (Corporate Resources) • In-house Legal Advisory Service (Legal and Governance)	–	
Agree that a registration appeal hearing is not required (conduct on papers)	4(3)(b)	• Registration (Regulation) • Customer Service Operations (Corporate Resources) • Dental Professional Hearings Service	–	
Send appeal evidence to registration appeal Hearings Director	6(3)	Dental Professional Hearings Service	–	
Notify registration appeal Hearings Director if attending hearing, whether witnesses will be called and their names and addresses	7(1)	• Registration (Regulation) • In-house Legal Advisory Service (Legal and Governance)	–	

Attend registration appeal directions hearing or substantive hearing	9(3)	• Registration (Regulation) • Customer Service Operations (Corporate Resources) • In-house Legal Advisory Service (Legal and Governance)	–
Apply to postpone or adjourn a registration appeal hearing	12(1)	• Registration (Regulation) • Customer Service Operations (Corporate Resources) • In-house Legal Advisory Service (Legal and Governance)	
Address registration appeal Committee	15(1)(a)	• Registration (Regulation) • Customer Service Operations (Corporate Resources) • In-house Legal Advisory Service (Legal and Governance)	–
Give evidence at registration appeal hearing	15(1)(b)	• Registration (Regulation) • Customer Service Operations (Corporate Resources)	–
Call witnesses and cross examine at registration appeal hearing	15(1)(c)	• Registration (Regulation) • Customer Service Operations (Corporate Resources) • In-house Legal Advisory Service (Legal and Governance)	–
Cross examine other sides witnesses at registration appeal hearing	15(1)(d)	• Registration (Regulation) • Customer Service Operations (Corporate Resources)	–

		In-house Legal Advisory Service (Legal and Governance)	
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DENTAL REGISTER

THE GENERAL DENTAL COUNCIL (DENTISTS REGISTER) REGULATIONS 2014				
Function	Statutory reference	General delegation – operational responsibility	Specific delegation <i>(actions may be taken by someone higher up the management line but not lower)</i>	
Keep the dentists register	5	Customer Service Operations (Corporate Resources)	–	
Keep register in an electronic format	6	Customer Service Operations (Corporate Resources)	–	
Keep register up to date	7	Customer Service Operations (Corporate Resources)	–	
Request evidence	11	Customer Service Operations (Corporate Resources)	–	
Enter specific details in register	12	Customer Service Operations (Corporate Resources)	–	
Re-instate registrant to register, if removed in error	13	Customer Service Operations (Corporate Resources)	–	
Amend the register	14(1)	Customer Service Operations (Corporate Resources)	–	
Request evidence in support of application to amend register details	14(2)	Customer Service Operations (Corporate Resources)	–	
Issue confirmation of registration	15	Customer Service Operations (Corporate Resources)	–	

THE GENERAL DENTAL COUNCIL (DENTAL CARE PROFESSIONALS REGISTER) RULES 2014				
Function	Statutory reference	General delegation – operational responsibility	Specific delegation <i>(actions may be taken by someone higher up the management line but not lower)</i>	
Keep the dental care professionals register	5	Customer Service Operations (Corporate Resources)	–	
Keep register in an electronic format	6	Customer Service Operations (Corporate Resources)	–	
Keep register up to date	7	Customer Service Operations (Corporate Resources)	–	
Request evidence	15	Customer Service Operations (Corporate Resources)	–	
Enter specific details in register	16	Customer Service Operations (Corporate Resources)	–	
Re-instate registrant to register if removed in error	17	Customer Service Operations (Corporate Resources)	–	
Amend the register	18(1)	Customer Service Operations (Corporate Resources)	–	
Request evidence in support of application to amend register details	18(2)	Customer Service Operations (Corporate Resources)	–	
Issue confirmation of registration (certificates)	19	Customer Service Operations (Corporate Resources)	–	
Issue certificates confirming a registrant's current status	20	Customer Service Operations (Corporate Resources)	–	

SPECIALIST LISTS

THE GENERAL DENTAL COUNCIL (SPECIALIST LIST) REGULATIONS 2024				
Function	Statutory reference	General delegation operational responsibility	– Specific delegation <i>(actions may be taken by someone higher up the management line but not lower)</i>	
Keep and enter registrant's name in the relevant specialist list	7(1)	Customer Service Operations (Corporate Resources)	–	
Enter specific details in specialist list	7(2)	Registration (Regulation)	–	
Retain registrant's name in specialist list following payment of renewal fee	7(3)	Customer Service Operations (Corporate Resources)	–	
Remove registrant from specialist list for non-payment of renewal fee	8(1)	Customer Service Operations (Corporate Resources)	–	
Remove from specialist list if no longer a registered dentist	8(3)	Customer Service Operations (Corporate Resources)	–	
Restore following removal for non-payment of renewal fee or for no longer being a registered dentist	8(2)	Registration (Regulation)	–	
Amend specialist list if incorrect	8(4)	Customer Service Operations (Corporate Resources)	–	
Restore in specialist list once suspension order has ended	8 (6)	Customer Service Operations (Corporate Resources)	–	

EUROPEAN PRIMARY AND SPECIALIST DENTAL QUALIFICATIONS REGULATIONS 1998			
Function	Statutory reference	General delegation operational responsibility –	Specific delegation <i>(actions may be taken by someone higher up the management line but not lower)</i>

FEES

THE GENERAL DENTAL COUNCIL (DENTISTS) (FEES) REGULATIONS 2026			
Function	Statutory reference	General delegation operational responsibility –	Specific delegation <i>(actions may be taken by someone higher up the management line but not lower)</i>
Agree to payment by instalments and determine means of payment	2(2)	Customer Service Operations (Corporate Resources)	–
Determine amount and date of each instalment and payment to be by direct debit	2(3)	Customer Service Operations (Corporate Resources)	–
Refuse to register or restore if fee not paid	4	Customer Service Operations (Corporate Resources)	–
Notify ARF due and warn may be erased if not paid	5	Customer Service Operations (Corporate Resources)	–
Send notification/warning to address, last known address or by electronic means	6	Customer Service Operations (Corporate Resources)	–
Erase for non-payment of ARF	8		Executive Director, Regulation
Decide not to erase for non-payment of ARF if outstanding fitness to practise or dentist register entry issues	9		Chief Operating Officer

THE GENERAL DENTAL COUNCIL (SPECIALIST) (FEES) REGULATIONS 2017			
Function	Statutory reference	General delegation – operational responsibility	Specific delegation <i>(actions may be taken by someone higher up the management line but not lower)</i>
Notify specialist list renewal fee due and warn may be erased if not paid	4(1)	Customer Service Operations (Corporate Resources)	–
Send notification/warning to address or last known address	4(2)	Customer Service Operations (Corporate Resources)	–
Erase for non-payment of specialist list renewal fee	5		Executive Director, Regulation

THE GENERAL DENTAL COUNCIL (PROFESSIONS COMPLEMENTARY TO DENTISTRY) (FEES) REGULATIONS 2025			
Function	Statutory reference	General delegation – operational responsibility	Specific delegation <i>(actions may be taken by someone higher up the management line but not lower)</i>
Agree to payment by instalments and determine means of payment	2(3)	Customer Service Operations (Corporate Resources)	–
Determine amount and date of each instalment and payment to be by direct debit	2(4)	Customer Service Operations (Corporate Resources)	–
Refuse to register or restore if fee not paid	3	Registration (Regulation)	–
Notify ARF due and warn may be erased if not paid	4	Customer Service Operations (Corporate Resources)	–
Send notification/warning to address, last known address or by electronic means	5	Customer Service Operations (Corporate Resources)	–

Erase for non-payment of ARF	7		Executive Director, Regulation
Decide not to erase for non-payment of ARF if outstanding fitness to practise or dentist register entry issues	8	Customer Service Operations (Corporate Resources)	–

FITNESS TO PRACTISE

GENERAL DENTAL COUNCIL (FITNESS TO PRACTISE) RULES ORDER OF COUNCIL 2006			
Function	Statutory reference	General delegation – operational responsibility	Specific delegation <i>(actions may be taken by someone higher up the management line but not lower)</i>
Appoints Case Examiners	–	Fitness to Practise (Regulation) People Services (Corporate Resources)	Associate Director, Fitness to Practise
Investigate a complaint or information and determine if amounts to an allegation	3(1)	- Fitness to Practise Casework (Regulation) - Legal Presentation Services (Legal and Governance)	–
Refer allegation to Case Examiners	3(2)(a)	–	Fitness to Practise Casework Manager (on advice from Fitness to Practise Caseworker) (Regulation)
Refer allegation to IOC	3(2)(b) <i>Linked: 27(5)(b)/ 36N(5)(b) of the Act</i>	–	Principal Advisory Lawyer (Legal and Governance)
Notify registrant and informant allegation raised	4(1)	Fitness to Practise Casework	–

		Case Examiner Support and Rule 4 team (Regulation)	
Provide registrant and informant with a summary of the allegation and documents	4(2)(a) 4(2)(b)	- Fitness to Practise Casework - Case Examiner Support and Rule 4 team (Regulation)	–
Seek representations from registrant	4(2)(c)	- Fitness to Practise Casework - Case Examiner Support and Rule 4 team (Regulation)	–
Notify registrant representations may be disclosed to informant	4(2)(d)	- Fitness to Practise Casework - Case Examiner Support and Rule 4 team (Regulation)	–
<u>Further Investigations</u>			
Carry out further investigations following adjournment by IC	7(3)	- Fitness to Practise Casework (Regulation) - Legal Presentation Services (Legal and Governance)	–
Carry out further investigations following adjournment by Case Examiners	5(3)	- Fitness to Practise Casework (Regulation) - Legal Presentation Services (Legal and Governance)	–
<u>Undertakings</u>			
Enter undertakings in register (directed by Case Examiners)	6A(4)	Customer Service Operations (Corporate Resources)	–

Carry out investigations into compliance with undertakings	6B(1)/8B(1)	Case Review Team (Regulation)	–
Request registrant agrees varied undertakings	6B(2)(a)/8B(2)(a)	Case Review Team (Regulation)	–
Notify registrant undertakings no longer apply	6B(2)(b)/8B(2)(b)	• Fitness to Practise Casework • Case Examiner Support and Rule 4 team • Case Review Team (Regulation)	–
Request registrant agrees to comply with undertakings	6B(4)(b)/8B(4)(b)	Case Review Team (Regulation)	–
Refer allegation registrant breaching undertakings to Case Examiners	6B(6)/8B(6)	–	Casework Manager – Case Review Team (Regulation)
<u>Warnings</u>			
Notify of Case Examiner's/IC's intention to issue warning and seek representations	6C(1)/8C(1)	• Fitness to Practise Casework • Case Examiner Support and Rule 4 team (Regulation)	–
Enter warnings in register (directed by Case Examiners)	6C(3)	Customer Service Operations (Corporate Resources)	–
Notify registrant, informant, other interested parties and provide reasons for Case Examiners'/IC's decision to review warning	6D(2)(a)/8D(2)(a)	• Fitness to Practise Casework • Case Examiner Support and Rule 4 team (Regulation)	–
Notify of and provide registrant, informant, other interested parties with copies of new information for Case Examiners'/IC's warning review	6D(2)(b)/8D(2)(b)	• Fitness to Practise Casework • Case Examiner Support and Rule 4 team (Regulation)	–
Seek representations from registrant, informant, other interested parties for Case Examiners'/IC's warning review	6D(2)(c)/8D(2)(c)	• Fitness to Practise Casework • Case Examiner Support and Rule 4 team	–

		(Regulation)	
Carry out investigations to assist Case Examiners/IC with warning review	6D(3)/8D(3)	- Fitness to Practise Casework - Case Examiner Support and Rule 4 team (Regulation)	–
Remove warning imposed by Case Examiners/IC from register	6D(4)(b)/8D(4)(b)	Customer Service Operations (Corporate Resources)	–
Submit a rule 6E application	6E(1)(b)	–	Senior Counsel and Associate Director, Legal (Legal & Governance)
<u>Carry out functions of IC/Registrar's Review</u>			
Attend IC Meetings	7(1)	All GDC staff (on the rare occasion attendance is required then the appropriate arrangements to be made as and when needed) –	
Decide to review and then review decision information does not amount to allegation or Case Examiners/IC decision not to refer to a Practice Committee	9(1)	–	- Refer a matter to be considered under Rule 9 – no delegation - Initial decision – Senior Advisory Lawyer, Legal and Governance - Final Review – Principal Advisory Lawyer, Legal and Governance
Notify registrant, informant, other interested parties and provide reasons for Registrar's decision to review	9(6)(a)	In-house Legal Advisory Service (Legal and Governance)	–
Notify of and provide registrant, informant, other interested parties with copies of new information for Registrar's review	9(6)(b)	In-house Legal Advisory Service (Legal and Governance)	–
Seek representations from registrant, informant, other interested parties for Registrar's review	9(6)(c)	In-house Legal Advisory Service (Legal and Governance)	–
Carry out investigations to assist with Registrar's review	9(7)	In-house Legal Advisory Service (Legal and Governance)	–

Refer allegation to Case Examiners following review or direct Case Examiners/IC to review decision not to refer to Practice Committee	9(8)	In-house Legal Advisory (Legal and Governance) Service	–
Decide whether original decision stands	9(9)	In-house Legal Advisory Service (Legal and Governance)	–
Notify registrant, informant, interested parties of review decision	9(10)	In-house Legal Advisory Service (Legal and Governance)	–
<u>Hearings</u>			
Send notice of hearing for substantive, resumed, IOC, restoration, PCC fraudulent hearings, (to include specific information about hearing)	13(1)/28(1)/35(1)/41(1)/48	• Dental Professional Hearings Service • Legal Presentation Services (Legal and Governance)	–
Send notice of hearing to more than one registrant	13(3)/28(3)/48(b)	• Dental Professional Hearings Service • Legal Presentation Services (Legal and Governance)	–
Notify interested parties of substantive, resumed, IOC, PCC fraudulent hearing and inform can provide representations	13(4)/28(4)/35(3)/41(3)/48	• Dental Professional Hearings Service • Legal Presentation Services (Legal and Governance)	–
Publish charge in notice of hearing	24(1)(a)	Dental Professional Hearings Service	–
Publish amendments to the charge	24(1)(b)	Dental Professional Hearings Service	–
Notify parties of adjournments	58(3)	• In-house Legal Presentation Service (Legal and Governance) • Legal Presentation Services (Legal and Governance) • Dental Professional Hearings Service	–

Notify informant or interested parties of substantive, resumed, IOC, restoration, hearing decisions/orders and reasons	23/31/38/44	Legal Presentation Services (Legal and Governance)	–
Notify interested parties of PCC fraudulent entry hearing decision/order and reasons	48(f)	Legal Presentation Services (Legal and Governance)	–
Publish substantive, resumed, IOC, restoration, PCC fraudulent entry hearing decisions/orders (except in relation to health information)	24(1)(c)/32(1)/39(1)/45(1)/48	Dental Professional Hearings Service	–

INDEMNITY

GENERAL DENTAL COUNCIL (INDEMNITY ARRANGEMENTS) (DENTISTS AND DENTAL CARE PROFESSIONALS) RULES ORDER OF COUNCIL 2015

Function	Statutory reference	General delegation – operational responsibility	Specific delegation <i>(actions may be taken by someone higher up the management line but not lower)</i>
Request further indemnity information during registration	2(1)	Customer Service Operations (Corporate Resources)	–
Request further indemnity information during restoration application	4(1)	Customer Service Operations (Corporate Resources)	–

CONTINUING PROFESSIONAL DEVELOPMENT

THE GENERAL DENTAL COUNCIL (CONTINUING PROFESSIONAL DEVELOPMENT) (DENTISTS AND DENTAL CARE PROFESSIONALS) RULES ORDER OF COUNCIL 2017

Function	Statutory reference	General delegation operational responsibility –	Specific delegation <i>(actions may be taken by someone higher up the management line but not lower)</i>
Send notice requesting CPD record/further information	5(1)	Customer Service Operations (Corporate Resources)	–
Send notice which includes response/compliance date	5(2)	Customer Service Operations (Corporate Resources)	–
Send notice if registrant fails to complete CPD, keep CPD record or provide CPD statement (to include specific information)	6	Customer Service Operations (Corporate Resources)	–
Send notice to registrant requesting compliance	7(1)	Customer Service Operations (Corporate Resources)	–
Erase if no or inadequate representations/evidence provided, not completing CPD or record or failing to comply with compliance notice	8	Customer Service Operations (Corporate Resources)	–
Consider grace period extension application	9(2)	Customer Service Operations (Corporate Resources)	–
Grant a single period of grace if good reason to do so	9(3)	Customer Service Operations (Corporate Resources)	–
May restore following restoration application	11(1)/11(4)	Registration (Regulation)	–
Send notice of unsatisfactory restoration application (to include specific information)	11(2)/11(3)	Registration (Regulation)	–

GOVERNANCE

THE GENERAL DENTAL COUNCIL (CONSTITUTION OF COMMITTEES) RULES ORDER OF COUNCIL 2009			
Function	Statutory reference	General delegation – operational responsibility	Specific delegation <i>(actions may be taken by someone higher up the management line but not lower)</i>
Invite Committee Members to attend meetings/hearings	4(5)	Dental Professional Hearings Service	–
Invite a Committee Member to chair meetings/hearings	5(2)	Dental Professional Hearings Service	–

STANDING ORDERS FOR THE CONDUCT OF BUSINESS OF THE COUNCIL AND COMMITTEES 2022			
Function	Statutory reference	General delegation – operational responsibility	Reserved / Specific delegation <i>(actions may be taken by someone higher up the management line but not lower)</i>
Agree to Council or Committee meeting cancellation (Chair to also agree)	4.10	–	Reserved
Act as Chair	12.6(a)	–	Reserved
Seek votes if more than one council member is nominated either as a temporary chair or deputy chair	12.6(d)	Head of Governance	
Invite nominations for Chair	12.6(g)	Head of Governance	–
Act as Accounting Officer to the Council	12.12	–	Reserved
Delegate to staff members the power to perform Registrar's functions	12.14	–	–
Attend and speak at Council meetings	12.16	–	Reserved
Declare interest(s) at Council meetings			

Act as Secretary to Council and Committees except the Audit and Risk Committee and the Appointments Committee	12.17	- Head of Governance - Deputy Head of Governance (Secretariat)	–
Appoint Head of Governance or, if absent another member of staff to act as Secretary	12.18	–	Reserved
Appoint any staff member to act as secretary to the Audit and Risk Committee and the Appointments Committee	12.19	- Head of Governance - Deputy Head of Governance (Secretariat)	–
Keep seal or appoint another keeper of the seal	16.1	–	Head of Governance
Sign or appoint another to sign documents affixed with seal	16.2	–	Reserved Express delegation required

NO DUTIES OR POWERS LISTED

- The General Dental Council (Professions Complementary to Dentistry) (Dental Hygienists and Dental Therapists) Regulations Order of Council 2006
- The General Dental Council (Professions Complementary to Dentistry) (Business of Dentistry) Rules Order of Council 2006
- The General Dental Council (Constitution) Order 2009
- The General Dental Council (Constitution) (Amendment) Order 2012
- The General Dental Council (Specialist List) Appeals Regulations 2009
- The General Dental Council (Dentists) (International Registration) Rules 2023
- The General Dental Council (Dental Care Professionals)(International Registration) Rules 2023
- The General Dental Council (Professions Complementary to Dentistry) (Qualifications and Supervision of Dental Work) Rules Order of Council 2006
- The General Dental Council (Professions Complementary to Dentistry) (Visitors) Rules 2006
- The General Dental Council (Professions Complementary to Dentistry) Regulations Order of Council 2006
- The General Dental Council Health Committee (Constitution) Order 1984
- The General Dental Council Professional Conduct Committee (Procedure) Rules Order of Council 1984
- The General Dental Council (Appointments Committee and Appointment of Members of Committees) Rules Order of Council 2006

Dated: 19 June 2026