



**MINUTES OF THE MEETING
OF THE GENERAL CHIROPRACTIC COUNCIL
HELD ON 27 JUNE 2018
44 WICKLOW STREET, LONDON WC1X 9HL**

Present

Mary Chapman (Chair of Council)
Roger Dunshea
Tom Greenway
Steven Gould
Gareth Lloyd
Sharon Oliver
Ralph Pottie
Liz Qua
Julia Sayers
Carl Stychin
Phil Yalden

Apologies

Gay Swait
Keith Richards

In attendance

Tricia McGregor, Interim Chief Executive and Registrar
Paul Ghuman, Deputy Chief Executive (Director of Resources & Regulation)
Penny Bance, Director of Education, Registration and Standards
Adam Halsey, in attendance for item 1806/6, 1806/7 and 1806/8

Observers

Marc Muncila, McTimoney Chiropractic Association
John Witt, Capsticks

C-1806/1	<p>Apologies and declarations of interest</p> <p>The Chair opened the meeting by welcoming both Council and the observers present. Apologies were received from Gay Swait and Keith Richards.</p> <p>Phil Yalden declared an interest in item C-1806/10 'Approval/re-approval of chiropractic degree programmes' saying that he worked for an education provider that was a competitor. Council agreed he could be present for both the item discussion and the decision-making in relation to that item.</p>
C-1806/2	<p>Draft minutes of the meeting of 21 March and matters arising.</p> <p>The minutes of 21 March 2018 were agreed as an accurate record of the meeting.</p> <p>All actions were noted as having been completed, except for the item regarding the report scoping out the feasibility and costs of checking potential misuse of title, around which there would be a further review and ongoing work.</p>
C-1806/3	<p>Chair's report</p>

	<p>The Chair's report provided an update to Council on the work carried out from March 2018. The Chair's main priority since March had been to assist with the transition from the previous Chief Executive & Registrar (CER) to the interim CER.</p> <p>The paper confirmed Phil Yalden's reappointment as Council member and Sharon Wilson's formal appointment as member of the Remuneration Committee.</p> <p>The Chair and the previous CER had met with the new Chair of the Professional conduct and Health Committees and agreed a work plan for appraisals and feedback for PCC members. The Chair said that she had, in April, established three groups of Council members to support the work on three key areas, namely: Values and Behaviours; Business Process and Structures and Risk Assurance; and Financial Strategy and Investment Strategy.</p> <p>She noted that both she and Tricia McGregor, the new Interim CER, had been added as authorised signatories on the GCC bank account. It was noted that they were also signatories for Cazenove Investment.</p> <p>The Chair said that, subsequent to writing the report, she had attended the Westminster Health forum. She said that she had also had a helpful discussion there with Marc Seale, Chief Executive of the HCPC, and Peter Dixon, President of the RCC.</p>
C-1806/4	<p>Executive report</p> <p>The CER began by conveying her thanks for the warm welcome she had received by all and also said that the previous CER had provided a good handover for the work. She introduced the executive report, which provided an update on the GCC's statutory functions since the previous Council meeting as well as updates on external developments in the regulatory environment, including collaborative work with other health and care professions regulators.</p> <p>The CER said she had conducted a number of external induction meetings with members from the Associations, the PSA and the Department of Health. She said that the PSA were encouraging regulators to work together and said she was pleased to see more evidence of joint working. She said the PSA had commenced their review of the GCC and that they had requested some more information from the GCC. She said the GCC had responded to the PSA's Duty of Candour questionnaire and would be responding to the PSA's second consultation document on the revised Standards of Good Regulation. She noted that the PSA planned to add a new standard on Equality and Diversity to the Standards. She said the GCC had attended the PSA presentation on research findings, 'Sexual Behaviours between Healthcare Professionals: where do the boundaries lie?' and that the GCC would identify any key learning points from the recently published 'Lessons Learned Review: The Nursing and Midwifery Council's handling of concerns about midwives' fitness to practise at the Furness General Hospital' review.</p> <p>She said a representative from the GCC had attended both the International Chiropractic Regulatory Society (ICRS) AGM and the annual European Chiropractor's Union (ECU) convention.</p> <p>The CER talked about GCC team development and the work that had been carried out on values and behaviours within the GCC staff team.</p> <p>Action: Send Council the link to the PSA presentation 'Sexual Behaviours between Healthcare Professionals: where do the boundaries lie?'</p>

C-1806/5	<p>Performance report</p> <p>The DCE introduced the Performance report for May 2018, commencing with the Financial summary as at 31 May 2018.</p> <p>He said expenditure at the end of May was £7k lower than forecast, with an overall position of a positive £4k variance. Annual retention income and initial registration were up by £12k but investment income was down by £15k so overall there was a negative difference on income of £3k. So far 92% of the year's budgeted income had been received. The DCE said staff costs were higher by £10k than forecast and that this negative variance was expected to increase as a result of the additional costs of having an interim CER in post and the costs of recruiting a permanent CER later in the year. He said that service fees in relation to accommodation had also been higher than forecast by £3k to date.</p> <p>FtP costs at the end of May 2018 showed a positive variance of £23k. IC costs had been £9k higher, the IC advertising budget costs were £32k higher than expected due to the expert report that had been commissioned earlier in the year and PCC costs were £70k lower. The DCE said this was due to a lower number of complaints having been received with less referrals to the PCC and consequently less hearings had been held than expected.</p> <p>Professional fees were higher by £12k and legal fees had also been higher than forecast by £12k.</p> <p><u>Year-end forecast</u></p> <p>The DCE said that there was a deficit forecast of £419k, £225k higher than the original deficit forecast of £194k. He explained that the biggest factor in the deficit was in relation to staffing costs: higher costs on the interim CER contract and CER recruitment costs in 2018. There was also a request for administrative staff to deal with the advertising cases, totaling a difference of £161.</p> <p>The forecast also predicted a negative variance of £56k on office costs due to the relocation and incurring costs at both premises and dilapidation costs. The year-end estimation for professional fees (legal fees) was higher than forecast by £19k, from £183 to £202.</p> <p>The DCE noted that the cost of dilapidations on Wicklow street had not been included in the budget.</p> <p>In discussing the difference between the initial forecast versus the current forecast, the Chair noted that part of the work being carried out in relation to the financial review and strategy would address this issue. Council also suggested a conservative approach might be taken in future in relation to budget forecasting. The Chair also said there would be a need to distinguish between one-off and ongoing costs in order to produce an analysis later in the year.</p> <p><u>Key Performance Indicators (KPIs)</u></p> <p>The DCE said that the KPI of determining IC cases within a median target of 28 weeks from receipt of complaint to determination by the IC had been included for reference purposes only, to show that this target was now being met. Council was very pleased to see this progress and thanked those involved.</p> <p>He said the current referral rate to the IC was 17%, a percentage that was lower than last year and said this was partly due to the move to frontloading cases. He said the PCC caseload remained steady at nine cases. Five cases had been determined in 2018.</p> <p>Council said the information provided was very helpful and confirmed they would</p>

	<p>like to continue receiving clear assurance on performance.</p> <p><u>Business plan 2018</u> The DCE introduced the Business Plan for 2018, asking for any questions from Council.</p> <p>In response to a question on the tender for provision of external legal services, John Witt from Capsticks (observer) was asked to leave the meeting for the discussion. Council briefly discussed the options open to the GCC on tendering for legal services and potential opportunities to do this collaboratively. Council supported exploring options that gave the GCC the greatest opportunity to receive an effective service at the best price.</p> <p>Action: Council agreed to continue receiving the improved assurance report on performance including progress on the Investigations KPI.</p>
C-1806/6	<p>Audit Committee and Audit Findings report</p> <p><u>Audit Committee report</u> The Chair of the Audit Committee (AC) provided Council with a report from the Audit Committee meeting held on 31 May 2018.</p> <p>She said that the Committee had agreed a KPI of 75% of all advertising cases being determined by the IC within 9 months from s20 formal notification to the registrant.</p> <p>The AC had reviewed the annual report and annual accounts and recommended the accounts for adoption by Council. The AC had agreed that, given the 2018 deficit budget, the GCC financial strategy should be reviewed, along with a review of the reserves policy and a financial recovery plan. The AC Chair said the Audit findings report had been received and that no new control weaknesses had been identified in 2017. An internal financial procedures manual would be actioned in 2018.</p> <p>A specialist report had been received in relation to GDPR and the AC Chair said that all the recommendations had been actioned but that further work on reviewing the data retention and disclosure policy and archiving would be carried out later in the year.</p> <p>A FtP targeted review had been carried out and reported on, with no major concerns raised.</p> <p>She said the risk register had been further developed and that this would be discussed in the private Council meeting.</p> <p><u>Audit Findings report</u> Adam Halsey introduced the Audit Findings report saying that overall, there was nothing in the report that needed to be brought to the Council's attention. He spoke of the financial challenges for regulators in the face of unknown costs year-on-year and said that the report included some information on expected trends going forward. He confirmed that the dilapidations on the building, which would be in the vicinity of £30k, did not need to be included in the financial accounts.</p> <p>He thanked the Audit Committee (AC) and the DCE and his team for all their work on the accounts. The Chair echoed his thanks.</p>
C-1806/7	<p>Audit Committee Terms of Reference</p>

	<p>The Chair explained that the AC Terms of Reference had been redrafted at the time the Governance manual was redrafted last year and were enclosed for Council's agreement.</p> <p>Agreed: Council agreed the AC Terms of Reference.</p>
C-1806/8	<p>Annual report and accounts</p> <p>The DCE introduced the Annual report and Accounts for the 2017 calendar year. He noted that once the accounts and report had been signed, the report would be sent to a design company before publishing.</p> <p>He said that Council were asked to:</p> <ul style="list-style-type: none"> • Agree the Annual report and Accounts for 2017 • Agree that the Chair sign the Annual report and Accounts on behalf of Council • Agree that the Chair sign the Letter of Representation on behalf of Council <p>In answer to a query about confidence in the retention numbers and any risk in this area, Adam Halsey said there would need to be an increase in testing to be confident the numbers were complete and that the existence of a reliable reconciliation would provide more assurance and thus have an impact on the testing that the auditors could carry out.</p> <p>Council thanked Adam Halsey for all his work over the years and said they looked forward to welcoming Katherine Burton, who would be taking over from Adam Halsey.</p> <p>Agreed: Subject to a final proofread, Council agreed the annual report and accounts, the signing of the report and the accounts by the Chair. They also agreed that the Chair sign the Letter of Representation on behalf of Council.</p>
C-1806/9	<p>Education Committee report</p> <p>The Chair of the Education Committee (EC) introduced the EC report from the recent meeting of 18 May 2018.</p> <p>She said that the Committee had discussed the guidance prepared for Student Fitness to practise and Student Health and Disability and had produced versions for both students and education providers. She said the Committee had discussed and agreed the way in which the documents should read, in addition to the styling and branding of the documents.</p> <p>The EC had discussed the Continuing Fitness to Practise report and this had led to discussions around the ongoing checks of registrants' CPD activity and the CPD standards set. She said the Committee had discussed with the Royal College of Chiropractors (RCC) how the process might be less time consuming and more refined, while keeping in line with the current review of GCC processes. The EC supported the GCC's plan to review CPD processes and approaches.</p> <p>She said the EC had discussed desk-based versus face-to-face panel visits to education providers and said that the Committee agreed to proceed on a case-by-case basis and that creating positive ongoing relationships between the GCC team and the education providers was key.</p> <p>The EC Chair said that the current ToC external examiner's contract was due to expire. As such, a new recruitment process was underway and interviews would be</p>

	<p>carried out in the next couple of weeks.</p> <p>Action: Paper on the development of the GCC's CPD Scheme for Continuing Fitness to Practise to be emailed to Council members.</p>
C-1806/10	<p>Approval/re-approval of chiropractic degree programmes</p> <p><u>AECC University College – Approval of MSc Chiropractic</u> The Chair of the Education Committee (EC) introduced this paper, which both provided the report of the Approval Panel from the approval visit to the AECC University College for the MSc chiropractic degree programme and asked Council to consider the advice from the Education Committee that Council recognise the new programme.</p> <p>The EC Chair explained that the AECC college was now a University and as such, an independent provider and that the EC was confident in recommending approval of the new programme.</p> <p>Agreed: Council agreed the recommendation made by the EC that the AECC University College MSc programme be recognised as a chiropractic degree.</p> <p><u>London South Bank University – Approval of MChiro</u> The Chair of the Education Committee (EC) introduced this paper, which both provided the report of the Approval Panel from the approval visit to the London South Bank University (LSBU) and asked Council to consider the advice from the Education Committee that Council recognise the new programme.</p> <p>Agreed: Council agreed the recommendation made by the EC that the LSBU MChiro programme be recognised as a chiropractic degree, subject to the conditions set out in the Approval Panel's report.</p> <p><u>Welsh Institute of Chiropractic (WIOC) – Reapproval of MChiro</u> The Chair of the Education Committee (EC) introduced this paper, which provided the report of the Approval Panel from the reapproval visit to WIOC and to consider the advice from the Education Committee that Council recognise the programme.</p> <p>Agreed: Council agreed the recommendation made by the EC that the WIOC continues to be recognised by the GCC.</p>
C-1806/11	<p>Chief Executive & Registrar recruitment</p> <p>The Chair introduced this item by saying that an Interim CER had been appointed to the GCC in order to provide leadership during a period of significant external and internal change. She then introduced the schedule for the recruitment of a permanent CER and said she intended to have a slightly larger recruitment panel for the longlisting stage and a smaller selection panel for final interviews but that she would communicate further about the composition of the Recruitment Panel before the end of June.</p>
C-1806/12	<p>AOB</p> <p>There was no other business.</p>
	<p>Date of next meeting: 13 September 2018</p>