



**MINUTES OF THE MEETING  
OF THE GENERAL CHIROPRACTIC COUNCIL  
HELD ON 29 SEPTEMBER 2016  
44 WICKLOW STREET, LONDON WC1X 9HL**

**OPEN SESSION**

Present:

Roger Dunshea (Acting Chair of Council)  
Sophia Adams Bhatti  
Marie Cashley  
Steven Gould  
Tom Greenway  
Gareth Lloyd  
Julie McKay  
Grahame Pope  
Liz Qua  
Julia Sayers  
Carl Stychin  
Gay Swait  
Phil Yalden

In attendance:

Penny Bance, Director of Education, Registration and Standards  
Paul Ghuman, Deputy Chief Executive (Director Resources & Regulation)  
Neil Johnson, Policy and Communications Manager

C-1609/1	<p><b>Apologies and declarations of interest</b></p> <p>The Chair welcomed new member Steven Gould to Council. There were no apologies and no declarations of interest.</p>
C-1609/2	<p><b>Draft minutes of the meeting of 16 June 2016 and matters arising</b></p> <p>The minutes of the meeting of June 16<sup>th</sup> were agreed as an accurate record of the meeting. There were no matters arising.</p>
C-1609/3	<p><b>Chair's report</b></p> <p><u>CER appointment</u> The Chair said he was delighted at the appointment of Rosalyn Hayles as new Chief Executive. He said she would be starting in December in a shadow capacity and would officially take over from January 1<sup>st</sup> 2017. A press notice had been issued on the GCC website.</p> <p><u>Regulatory reform</u> The Chair stated that he was expecting there to be a consultation on regulatory reform in the near future. He also said that Council had met the day before to discuss the GCC's strategy. There would be no fundamental changes to the strategy but the organisation would react flexibly to any external changes. He said the GCC's</p>

	financial position remained strong and that monetary reserves would be maintained.
	<p><b>Chief Executive's report</b></p> <p>In the Chief Executive's absence, the Deputy Chief Executive (DCE) provided this report.</p> <p><u>Advertising</u> The DCE said that the GCC had received a number of advertising complaints and that legal advice had been sought from a leading QC. He confirmed that the office will be taking forward the cases in line with Council's agreed policy on advertising. A fuller update would be provided at the December Council meeting.</p> <p><b>Action: Advertising complaints to be added to the December 2016 agenda</b></p> <p><u>Welsh Language Standards</u> The Policy and Communications Manager updated Council on a Welsh Government consultation that will extend Welsh Language Standards to all health regulators.</p> <p>The Standards could have a potentially significant impact on the GCC, both in terms of an increase in costs and also the disruption to the day-to-day regulatory activity. The potential requirement for the GCC website and Council papers to be translated into Welsh could be particularly burdensome.</p> <p>The GCC is working closely with other regulators to co-ordinate a response, concentrating on the unfairness and disproportionality of the requirements and the consequent costs. It was likely that the Standards would not be applicable to the GCC until the end of 2017 but that, in view of their potential scale and impact, the GCC would have to start work on implementing some of the required Standards before then.</p> <p><u>Test of Competence fees</u> The Chair of the Education Committee reported that, following an in-depth review, the Education Committee at its last meeting had agreed an increase in the Test of Competence fee of £500, raising the fee to £2000, which would be in effect from 1<sup>st</sup> January 2017. He said the increase had been agreed because of the additional workload required for processing applications in the office, the extra preparation time needed by assessors and the extra time taken by panel chairs looking at supplementary evidence for candidates who had provided insufficient evidence at interview.</p> <p>The Director of Education, Registration and Standards said the cost and fees for the ToC would be reviewed on an annual basis.</p> <p><u>CQC and Ionising Radiation (Medical Exposure) Regulations 2000 (IR(ME)R</u> The Director of Education, Registration and Standards said that she and the Communications Manager had recently met with the Care Quality Commission (CQC) at their request. A closer working relationship was discussed and some recent concerns around the inappropriate use of x-rays, such as overexposure. She said the GCC planned in 2017 to work with the profession to carry out some research in order to ascertain how much of an issue there was and what might need to be done to combat any such issues. Work needed to be carried out to review the Explanation Guide to see whether it was still useful and fit-for-purpose.</p> <p>Council agreed that information should be obtained on x-ray equipment ownership, usage and frequency of use of equipment. Council also agreed that a formal request</p>

	<p>should be made to the CQC for more information on the cases they mentioned at the meeting.</p> <p><b>Action: Contact CQC to follow up on meeting actions and request further information regarding the concerns raised in relation to x-rays</b></p> <p><b>Action: Request information from registrants regarding their taking of x-rays and ownership of x-ray equipment</b></p>
C-1609/4	<p><b>Performance report</b></p> <p>The DCE presented the Performance report to Council.</p> <p><u>Financial summary</u></p> <p>The DCE reported that the net positive income for the period up to the end of July 2016 was £51k, with a £19k surplus due to retention fees and a further £23k on registration income.</p> <p>Expenditure was reported as higher than forecast by £40K. He said there was a negative difference of £46k in staff costs due to two members of staff being on long-term sick leave and that this was likely to continue until the end of the year. He also said there had been additional costs in Fitness to Practice (FtP) in relation to a large volume of advertising complaints received and also as a result of frontloading cases before determination by the Investigating Committee. As a result of this, additional staff had been taken on within the FTP function. There was an overall deficit of £111k forecast for the end of year.</p> <p><u>KPIs</u></p> <p>He said that the GCC was still not hitting the target of listing 90% of PCC hearings within nine months of referral, or of determining 90% of IC cases from receipt of complaint. The actual current numbers were 88% and 83% respectively. He said that of the 8 cases determined this year one was an old case, resulting in the variance in case referral. He said the second KPI was due to the frontloading of cases at investigating committee, as a result of staffing changes and also due to the nature of the cases in the pipeline.</p> <p><u>Business plan</u></p> <p>The DCE reported that the large proportion of activities due to be completed at this stage had been completed. These included introducing the new Code, new guidance notes being introduced, consultation on education standards and a survey of new registrants. Further projects in relation to governance had largely been completed with the final governance manual to be sent to Council members at the end of October 2016.</p>
C-1609/5	<p><b>Presentation from Cazenove</b></p> <p>Jeremy Barker and Caroline Hooft Graafland from Cazenove were in attendance to provide an update on the investment Portfolio.</p> <p>Council confirmed they wished to continue with the same strategy in regards to the Portfolio. Council also agreed that income target of 4% of the portfolio valuation would be distributed in full midyear and at the end of the year.</p>
C-1609/6	<p><b>Review of Education Standards and Quality Assurance Processes</b></p> <p>The Chair of the Education Committee provided Council with an update on the review and development of the Education Standards that would replace the current Degree</p>

	<p>Recognition Criteria in 2017. He said a range of stakeholders had been involved in the review of the Standards and that the new focus would be on a more outcomes-based approach. He explained that the review of the Quality Assurance processes and policies was underway and that there were some changes proposed for the approval of programmes, including the introduction of a pool of education visitors. The Education Committee would be discussing annual monitoring – its purpose, process and use of data.</p>
C-1609/7	<p><b>Work plan</b></p> <p>Council dates for 2017 were agreed for 2017 as follows:</p> <ul style="list-style-type: none"> <li>• Wednesday 29<sup>th</sup> March</li> <li>• Thursday 15<sup>th</sup> June</li> <li>• Thursday 21<sup>st</sup> September</li> <li>• Thursday 7<sup>th</sup> December</li> </ul> <p>Additional seminar dates would be Thursday 30<sup>th</sup> March and Wednesday 20<sup>th</sup> September.</p>
C-1609/8	<p><b>AOB</b></p> <p><u>Annual report</u></p> <p>Council members were thanked for their comments on the Annual Report, allowing it to be published earlier in 2016 than in the previous year.</p>
	<p>Date of next meeting: 5 December 2016</p>