



Council
16 July 2015
Committee Annual Reports 2014-15

Classification	Public
Purpose	For noting
Issue	Each committee is required to report annually on its work to Council.
Recommendation	To note the Annual Reports of: a. Audit Committee b. Education and registration Standards Committee c. Osteopathic Practice Committee d. Remuneration and Appointments Committee
Financial and resourcing implications	None
Equality and diversity implications	None
Communications implications	None
Annexes	A. Audit Committee B. Education and registration Standards Committee C. Osteopathic Practice Committee D. Remuneration and Appointments Committee
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Audit Committee Annual Report

1. The Audit Committee met on three occasions in the year in July 2014, November 2014 and March 2015.

Financial Audit, auditor evaluation, Annual Report

2. During the year under report the Audit Committee considered the Audit Findings Document for financial year 2013-14. The document set out the key issues affecting the results of the GOsC and the preparation of the financial statements. The Committee agreed it was content to note the document and that it should go forward to the Council with the Annual Report and Accounts.
3. The Committee considered, for the first time, an auditor evaluation framework for evaluating the performance of the external financial auditors. The evaluation document was considered beneficial by the Executive, the auditors and the committee.
4. The Committee also received the Audit Plan from Grant Thornton which set out the programme of external audit work for the financial year 2014-15.

Audit Committee effectiveness

5. The Committee considered its own effectiveness taking into account thinking from HM Treasury, the Financial Reporting Council and Grant Thornton. Audit Committee considered a number of questions about how its effectiveness could be enhanced and concluded:
 - a. The Committee should consider its future work programme;
 - b. Ensure its discussions were complementary to the Council business agenda;
 - c. There should be greater interaction between Audit Committee and Council;
 - d. Enhance the opinion contained within the Committee Annual Report reflecting back on the year's activity.

Risk Register

6. At each meeting the Audit Committee reviews the high level risk register which includes a report presented by the Chief Executive and Registrar highlighting any movements in the risk level.
7. This year the Committee have been working with the new Risk Register format and have suggested a number of minor amendments in the year including additional measures for risk mitigation.
8. The Committee have considered how the discussions with the Executive on this subject can be enhanced. The Committee believe that asking members of the

Senior Management Team to talk about the risks in their area of work will enliven future committee meetings. This will be taken forward during 2015-16.

Budget Strategy 2015-16

9. The Committee commented on the 2015-16 budget strategy paper which led to the development of the budget approved by Council in January 2015.

Performance Measurement

10. The Committee received the second completed performance measurement matrix and offered comments about how it may be improved for the future. In addition, the Committee considered how to enhance Key Performance Indicators.

Internal audit

11. The Committee received internal audit reports which provided updates of progress against the planned internal audit options. The reports included work carried out by GOsC staff as well as some external peer assessments by colleagues from other healthcare regulators.

Business Continuity

12. In year the business continuity arrangements were refreshed to take into account the enhancements to the IT infrastructure and new working practices. The Audit Committee reviewed those new arrangements and made some minor amendments to ensure clarity.

Tenders for service and related contracts

13. At the request of Council, the Audit Committee considered the section in the Governance Handbook which covered the procurement of service and related contracts. The discussion at Audit Committee has led to a recommendation being made to Council to amend this section of the Governance Handbook.

Monitoring report

14. The Committee receives a standing report from the Executive on any fraud notifications, critical incidents, data breaches and corporate complaints. In the year under report the Executive reported two corporate complaints, 1 freedom of information access complaint, eight data breaches (or varying severity), no critical incidents and no incidents of fraud or attempted fraud to the Committee.

Membership

15. During the period 2014-2015 the Audit Committee membership comprised:

Name	Member details	Dates of membership	Meetings attended
Jane Hern (Chair)	External lay member	All year	3/3
Mark Eames	Council lay member	All year	3/3
Chris Shapcott	External lay member	All year	3/3
Kenneth McLean	Council registrant member	Part-year	1/1
Brian McKenna	Council registrant member	Part-year	2/2

16. Kenneth McLean moved from the Audit Committee mid-year and was replaced by Brian McKenna. Martin Owen (appointed to the Committee from 1 April 2015) observed the March 2015 meeting.

Cost of the Audit Committee

17. It is estimated that the cost of the Audit Committee and its related activities, excluding staff time, is approximately £23k. This is calculated as follows:

Activity	Cost £
Committee members: fees and expenses	3,228
External financial audit	20,160
Total	23,288

Opinion of the Audit Committee

18. It is the opinion of the Audit Committee that its work during the past year is in line with the purpose and the Terms of Reference of the Committee. The Committee also believes Council can take assurance from this that the organisation has proper and appropriate systems in place to enable it to discharge its statutory responsibilities. The work reviewed by the Committee demonstrates the Executive has a mature approach to financial and non-financial control frameworks and a willingness to adapt to, and to implement change and process improvement. Further, Council can take assurance that the controls upon which the organisation relies to manage risk are suitably designed, consistently applied and proportionate.
19. During the course of the year, the Committee have undertaken a wide range of activity as described in the report above. It is the view of the Committee that our approach has been supportive to the Executive while retaining the necessary rigour and challenge. In particular, we would draw Council’s attention to our work around auditor evaluation, audit committee effectiveness and the enhancements made to risk register.

Education and Registration Standards Committee Annual Report

Introduction

1. The Education and Registration Standards Committee (the Committee) performs the role of the statutory Education Committee under the Osteopaths Act 1993. The Committee has a 'general duty of promoting high standards of education and training in osteopathy and keeping provision made for that training under review'. It also has a key role to give advice to the Council about educational matters including the recognition and withdrawal of 'recognised qualifications'. (See Section 11 of the Osteopaths Act 1993). The Committee also has a role to contribute to the development of standards of osteopathic practice and to contribute to ensuring that only those appropriately qualified are able to register with the GOsC.
2. The Education Committee met three times during the period under review – in June 2014, October 2014, and March 2015. This report summarises the work of the Committee. Full minutes of all the meetings have already been reported to the Council.

Quality assurance of 'recognised qualifications'

3. During the course of the year, the Education Committee advised Council that the following qualifications should be recognised or renewed based on Visitors' Reports prepared by the QAA:
 - Renewal of the recognition of the qualification Member of the London College of Osteopathic Medicine awarded by the London College of Osteopathic Medicine from 1 January 2015 until 31 December 2019.
 - Renewal of the recognition of the Master of Osteopathy qualification awarded by Swansea University from 15 December 2014 until 14 December 2019.
 - Extension of the recognition of the qualifications of Master of Osteopathy and Bachelor of Osteopathy awarded by Oxford Brookes University from 1 January 2017 until 31 December 2017.
4. During the course of the year, as part of our active approach to advising the Council about the recognition of qualifications and ensuring standards, the Committee considered in relation to all OEIs the following:

Activity	June 2014	October 2014	March 2015
Agreement to RQ specifications	None	None	None
Consideration of reports and evidence submitted in relation to general and specific conditions	Two OEIs	Four OEIs	Four OEIs

Consideration of annual report analysis (including external examiner reports and internal annual monitoring reports and information about student fitness to practise.)	Five OEIs	One OEIs	Ten OEIs
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5. As well as considering individual Annual Reports, at its March 2015 meeting, the ERSC considered an overview report considering the themes that had been identified across the sector.
6. Two institutions have ceased to recruit to their osteopathic courses. The last graduates at Oxford Brookes are expected to graduate in 2016. The last graduates at Leeds Metropolitan University are expected to graduate in 2017. The Committee is monitoring the continuing maintenance of standards in these institutions through regular reports and updates on the closure plans. A new course closure reporting process was agreed by the Committee in October 2014.
7. At its October 2014 and March 2015 meetings, the Committee was updated on the RQ review method evaluation, Visitor performance review and Visitor training activities undertaken in conjunction with the QAA.

Major Quality Assurance Review

8. The Committee continued to make progress with its major review of quality assurance. A phased approach to consultation was developed to seek initial views on the proposed objectives and underpinning principles of a new QA system and then on operational processes. The work will be continued in 2015-16 in conjunction with our quality assurance provider.

Quality Assurance tender

9. A major tender exercise was undertaken for the provision of quality assurance services. The tender was awarded to the Quality Assurance Agency for a further period of three years.

QAA Subject Benchmark Review

10. The Committee gave its views on the revised Osteopathy Benchmark Statement produced by the Quality Assurance Agency.

Guidance on Osteopathic Pre-registration Education

11. The Committee received the report on the consultation on Guidance for osteopathic pre-registration education and recommended to Council that the

new guidance should be published. The Committee also considered the next steps in the implementation of the Guidance.

Professionalism

12. The Committee was kept up to date with work in relation to professionalism. This included:
 - a. Pre-registration/undergraduate professionalism tools which explore views about lapses of professional behaviour in students and enable students to calibrate their own views about lapses with those of their cohort, osteopathic and medical students in general, patients and faculty.
 - b. E-learning tools with automated feedback for the osteopaths – these tools explore a range of short and longer scenarios focussed around communication and consent as well as other areas of the Osteopathic Practice Standards.

Values and standards

13. Work commenced during 2014-15 looking at professional values in osteopathy. Working with Professor Bill Fulford and Professor Stephen Tyreman, a seminar was held exploring professional values.
14. The ERSC also considered the work on values and other aspects of our standards to inform initial thinking on the scope of the anticipated review of the *Osteopathic Practice Standards* to take place over the next two years.

Registration Assessments

15. The Committee considered the commencement of a major review of international registration assessments, which in part arises from the amendment of the EU Recognition of Professional Qualifications' Directive. The review will include:
 - a. Registration processes and assessments for EU/EEA rights applicants: alignment with revised Recognition of Professional Qualifications (RPQ) Directive and its transposition into law.
 - b. Clinical responsibility at practical assessments (Assessment of Clinical Performance aptitude tests).
 - c. Transition of international applicants into practice.
 - d. Registration Assessor appraisal and training.

New registrants' survey

16. The Committee considered the findings of a survey of new registrants that took place in 2014. The survey found that new registrants were largely satisfied with the information and service they received but identified a number of areas of the process that could be improved further.

Fitness to practise case trends

17. In October 2014, the Committee noted a paper containing detailed information about fitness to practise case trends in 2013-14 to inform policy development for pre-registration education.

Engagement

18. During 2014-15, the Chair of the Education and Registration Standards Committee chaired four meetings with the OEIs and met regularly with the Chair and acting Chair of the Council of Osteopathic Educational Institutions. These meetings enabled the Education and Registration Standards Committee programme of work to be informed by OEIs and provided good opportunities keep the OEIs informed about external developments and to work in partnership to continually enhance the quality of osteopathic education for the benefit of patients and students.
19. A wide range of topics were discussed at the GOsC/OEI meetings including:
 - Patient and public involvement in education
 - International Journal for Osteopathic Medicine
 - Quality assurance
 - Guidance on Osteopathic Pre-registration Education
 - Professionalism
 - Values
 - Effectiveness of regulation
 - Health Education England
 - Induction programme for internationally qualified new registrants
 - Student transfers between osteopathic educational institutions
 - Continuing fitness to practise
 - Boundaries and safeguarding
 - Common classification of complaints
 - Clinical assessment.

Membership

20. During the period April 2014 to March 2015 the Education Committee membership comprised:

Name	Member details	Dates of membership	Meetings attended
Professor Colin Coulson-Thomas (Chair)	Council lay member	All year	3/3
John Chaffey	Council registrant member	From July 2014	2/2
Dr Jorge Esteves	Council registrant member	All year	3/3
Dr Jane Fox	External lay member	All year	3/3
Professor Bernadette Griffin	External lay member	All year	3/3
Dr Joan Martin	Council lay member	All year	2/3
Mr Robert McCoy	External registrant member	All year	3/3
Mr Brian McKenna	Council registrant member	Until July 2014	1/1
Mr Liam Stapleton	External lay member	All year	1/3
Ms Alison White	Council lay member	All year	3/3

Cost of Education and Registration Standards Committee-related work

21. It is estimated the costs of running the Education and Registration Standards Committee and its related activities, excluding staff time, is approximately £91k. This is calculated as follows:

Activity	Cost £
Committee member: fees and expenses	4,580
Working groups (OEI)	512
Quality assurance	62,340
Student fitness to practise	4,213
Registration Assessments	19,152
Total	90,797

Osteopathic Practice Committee Annual Report

1. The Osteopathic Practice Committee met three times during the period under review – in May 2014, September 2014, and February 2015. This report summarises the work of the Committee. Full minutes of all the meetings have already been reported to the Council.

Fitness to practise practice notes and guidance

2. The OPC considered on two draft practice notes and three guidance documents for fitness to practise committees:
 - a. PCC Practice Note on Acting in the Public Interest
 - b. PCC Practice Note on Admissibility of Character Evidence
 - c. Guidance for the Professional Conduct Committee on drafting determinations
 - d. Bank of Conditions for Health Committee
 - e. Guidance on Threshold Criteria for Unacceptable Professional Conduct.
3. The two practice notes drew heavily on existing case law and were drafted by leading Counsel. With the additional input of the OPC and of the Fitness to Practise Users' Forum, they were recommended to Council for approval without a requirement for public consultation.
4. The guidance on drafting determinations and the bank of conditions were considered in detail by the OPC and recommended to Council for public consultation.
5. The threshold criteria were a major piece of work for the OPC drawing on case law, the work of other regulators and that of the Law Commissions. The OPC recommended the criteria to Council for public consultation.

Professional indemnity insurance

6. Work that had been commenced in 2013-14 on professional indemnity insurance was completed in 2014-15. The OPC considered the feedback from public consultation on the principles behind the proposed new rules and the mechanism for registrants to demonstrate compliance, recommending that Council agree the approach and consult on new rules.

Guidance for osteopaths

7. In 2013-14 the OPC considered guidance to registrants on patients' capacity to give consent. This was followed up in 2014-15 with the development of a number of scenario-based case studies to bring this complex legal guidance to

life. The OPC provided input to draft scenarios and agreed they should be published for osteopaths' use.

8. The OPC commenced work on guidance for registrants with blood borne conditions which will be continued in 2015-16.

Continuing Professional Development

9. A substantial part of the work of the OPC continued to be around the development of the new CPD scheme and how it will be used to assure continuing fitness to practise.
10. Early in the year, the OPC considered the overall model proposed for CPD as well as the draft CPD guidelines and draft peer discussion review guidelines. At a later meeting the OPC also considered the draft consultation documents and consultation strategy before recommending these to Council.
11. As well as the work on the development of the new CPD scheme, the OPC also considered a proposal from the Executive for a review of the 'state of CPD'. The aim of this work, which will continue through 2015-16 is to evaluate the breadth and depth of osteopathic CPD to provide a better understanding of current CPD and to provide a baseline for the evaluation of the new CPD scheme.

Standards development

12. Work commenced during 2014-15 looking at professional values in osteopathy. Working with Professor Bill Fulford and Professor Stephen Tyreman, a seminar was held exploring professional values. This work, which was reported to the OPC, will inform the review of the *Osteopathic Practice Standards*.
13. Another piece of standards development work has been in relation to the professional duty of candour. A joint statement was agreed between the regulators on candour and this was shared with the OPC. Work is continuing into 2015-16 on how this can be reflected in and around the *Osteopathic Practice Standards*.
14. The OPC also considered the work on values and other aspects of our standards to inform initial thinking on the scope of the anticipated review of the *Osteopathic Practice Standards* to take place over the next two years.

Research

15. The OPC considered three research activities during the course of the year:
 - a. Progress with Professor Gerry McGivern's research on the effectiveness of regulation.

- b. An analysis of data by NCOR from the project on the common classification of complaints, claims and concerns raised about osteopaths.
- c. Feedback from complainants and registrants who have been involved in the fitness to practise process.

Membership

16. During the period April 2014 to March 2014 the Osteopathic Practice Committee membership comprised:

Name	Member details	Dates of membership	Meetings attended
Jonathan Hearsey (Chair from July 2014)	Council registrant member	All year	2/3
Julie Stone (Chair until July 2014)	Council lay member	All year	3/3
Dr Jane Fox	External lay member	All year	3/3
Kenneth McLean	Council registrant member	From July 2014	2/2
Manoj Mehta	External registrant member	All year	2/3
Haidar Ramadan	Council registrant member	Until July 2014	1/1
Alison White	Council lay member	All year	3/3
Jenny White	Council lay member	All year	3/3

Cost of Osteopathic Practice Committee-related work

17. It is estimated the costs of running the Osteopathic Practice Committee and its related activities, excluding staff time, is approximately £107k. This is calculated as follows:

Activity	Cost £
Committee member: fees and expenses	3,389
Research into effectiveness of regulation	71,778
Continuing fitness to practise framework	28,947
Values seminar	1,165
Osteopathic Practice Standards	71
Publications and subscriptions	1,512
Total	106,862

Remuneration and Appointments Committee Annual Report

1. The Remuneration and Appointments Committee met on three occasions in the year in July 2014, November 2014 and March 2015.

Staff pay

2. The Remuneration Committee approved an across the board increase for GOsC staff of 2%, taking into consideration: the inflationary trend over the previous 12 months; affordability; and pay trends in the identified market. The Committee also approved the continuation of the Performance Related Pay Progression Scheme while keeping within the overall provision for increased pay.

Staff survey

3. The Committee reviewed the results of the staff survey and the proposed approach to address the key themes with Senior Management Team, Human Resources Manager and staff. The themes explored included: workload; IT and other resources; learning and development; and information sharing as well as looking at new ways to increase staff engagement.

Members' allowances and expenses 2014-15

4. The Committee reviewed allowances and expenses for Council and Committee members, taking into account annual fees paid to Council members and non-executive daily attendance fee. The Committee gave preliminary feedback to the Executive on the remuneration of Council members in the context of the likely reconstitution of Council and recommended to Council that there was no need to make any increases for the forthcoming year.

Council

5. The Committee reviewed and approved the timetable anticipated for the appointments to the reconstituted Council, the process for reappointment of Chair of Council and the proposed approach for the collection of feedback and appraisal.

Appointments

6. The Committee considered appointment processes for the following positions:
 - a. Panel Chairs and Chair of Professional Conduct Committee.
 - b. Chair of Audit Committee.
 - c. Re-appointment of members of: Investigating Committee, Education and Registration Standards Committee, Professional Conduct Committee, Osteopathic Practice Committee and Council members.

- The Committee considered the difficulties candidates were having with a competency-based application process and explored a number of approaches to assess against the competencies.

Training and development for non-executives

- The Committee reviewed the current approach to non-executive performance and development review scheme and considered changes for improvement.

Committee membership

- Membership of the Committee during the year was as follows

Name	Member details	Dates of membership	Meetings attended
Alison White (Chair)	Council lay member	All year	3/3
Kim Lavelly	Council lay member	All year	3/3
Nick Hounsfield	Council registrant member	All year	3/3
Haidar Ramadan	Council registrant member	All year	3/3
Ian Muir	External lay member	All year	3/3

Cost of Remuneration and Appointments Committee-related work

- It is estimated the costs of running the Remuneration and Appointments Committee and its related activities, excluding staff time, is approximately £22k. This is calculated as follows set out below along with the employment costs of the GOsC.

Committee-related	Cost £
Committee member: fees and expenses	2,324
Governance appointments	13,073
Training and other costs	6,471
Total	21,868
Employment	Cost £
Wages and salaries	966,697
Social security costs	101,693
Other pension costs	82,473
Recruitment	54,720
Training and development	19,305
Other employment costs	9,218
Total	1,234,106