



Council
18 July 2017
Committee Annual Reports 2016-17

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. Policy Advisory Committee c. Remuneration and Appointments Committee
Financial and resourcing implications	None
Equality and diversity implications	None
Communications implications	None
Annex	A. Annual Report of the Audit Committee 2016-17 B. Annual Report of the Policy Advisory Committee 2016-17 C. Annual Report of the Remuneration and Appointments Committee 2016-17
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Annual Report of the Audit Committee 2016-17

1. The Audit Committee met on three occasions in the year in June 2016, November 2016 and March 2017.

Financial Audit, auditor evaluation, Annual Report

2. During the year under report the Audit Committee considered the Audit Findings Document for financial year 2015-16. The document set out the key issues affecting the financial results of the GOsC including 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 third time, an auditor evaluation framework for evaluating the performance of the external financial auditors. Audit Committee met with the external auditors in private and questioned the Executive and the external auditors before noting the evaluation document.

External financial audit – audit tender process

4. Following a discussion with Grant Thornton, which outlined their intent to increase the audit fee significantly, the Executive decided to start a tender process for new external financial auditors.
5. The tender documents were presented to Audit Committee for comments before being sent to a number of audit firms and being made available on the GOsC website.
6. Four audit tender responses were received from; Buzzacott, Crowe Clark Whitehill, haysmacintyre and Mazars LLP. The Audit tender panel consisted of Chris Shapcott, Chair of Audit Committee; Tim Walker, Chief Executive and Registrar and Matthew Redford, Head of Registration and Resources.
7. Following the audit tender interviews, members of Audit Committee agreed to recommend to Council that Crowe Clark Whitehill be appointed as the new external financial auditors for the GOsC beginning with the audit of the financial year 2016-17 for a period of two years, which may be extended subject to performance.

Statement of internal financial controls

8. Audit Committee received a revised statement of internal financial controls. The Audit Committee found the statement useful and noted the content.

Transition to charity accounting

9. In the year, the Audit Committee received a paper outlining changes necessary to transition to charity accounting which would be required if the GOsC's

application to become a registered charity was accepted within the financial year 2016-17. Audit Committee noted the necessary changes that would be needed.

10. It should be noted that the GOsC became a registered charity on 25 April 2017, meaning the audit and the financial accounts for 2016-17 were not affected.

Risk Register

11. 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.
12. This year the Committee has asked questions directly to each member of the Senior Management Team as part of the regular discussion about the Risk Register.

Whistleblowing

13. The Committee commented on the GOsC whistleblowing policy and provided some suggestions to the content and wording of the policy.

Register of Policies and Publication Scheme

14. The Committee received the Register of Policies, a governance document recording all key policies of the GOsC and the Publication Scheme, a document detailing the information that is routinely made available to the public. The Committee posed questions directly to the Executive before noting the policies.

Budget Strategy 2017-18

15. The Committee commented on the 2017-18 budget strategy paper which led to the development of the budget approved by Council.

Performance Measurement

16. The Committee received the fourth completed performance measurement matrix and offered comments about how it may be improved for the future.

PSA Performance Review and consultation

17. The Audit Committee discussed the PSA Performance Report for the period covering 2015-16. The Committee noted that the GOsC had met all standards for the sixth year in succession.

Striking the Balance report

18. The Committee received a paper during the year to consider the recommendations of the report from the Committee on Standards in Public Life.

Members agreed with the Executive that it might be useful to test where the GOsC thought it was with best practice and recommendations outlined in Striking the Balance.

Internal audit

19. The Committee received internal audit reports which provided updates of progress against the planned internal audit options. The completed internal audits were (1) Performance against customer service standards and (2) IT security/Business continuity. The reports included work carried out by GOsC staff as well as work carried out by an internal audit team at Crowe Clark Whitehill.
20. Audit Committee also advised that during the next year, it would like to focus internal audit activity on ensuring the recommendations and considerations arising from the IT security/business continuity audit were put into place where appropriate.

Monitoring report

21. The Committee received a report at each meeting from the Executive on any fraud notifications, critical incidents, data breaches and corporate complaints. In the year under report the Executive reported to the Committee one corporate complaint, seven data breaches (of varying severity), no critical incidents and no incidents of fraud or attempted fraud.

Forward work plan

22. At each meeting, the Committee received a report from the Executive which set out what items were likely to appear on future Audit Committee agendas. Audit Committee was able to comment upon the proposed future agendas.

Membership

23. During the period 2016-2017 the Audit Committee membership comprised:

Name	Member details	Dates of membership	Meetings attended
Chris Shapcott (Chair)	External lay member	All year	3/3
Martin Owen	External lay member	All year	3/3
Denis Shaughnessy	Council lay member	All year	3/3
Jorge Esteves	Council registrant member	All year	1/2 *

*Jorge Esteves left Council at the end of December 2016.

Cost of the Audit Committee

24. It is estimated that the cost of the Audit Committee and its related activities, excluding staff time, is approximately £30k. This is calculated as follows:

Activity	Cost £
Committee members: fees and expenses	4,258
Financial audit	18,900
Other audit fees	7,000
Total	30,158

Opinion of the Audit Committee

25. 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 implement improvements where identified.
26. Further, Council can take assurance that the controls upon which the organisation relies to manage risk are suitably designed, consistently applied and proportionate.
27. During the course of the year, the Committee has undertaken a wide range of activity as described in the report above. It is the view of the Committee that its 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, the external financial auditor appointments process and the internal audit work around IT security/Business continuity.

Annual Report of the Policy Advisory Committee 2016-17

Introduction

1. The role of the Policy Advisory Committee (the Committee) is to contribute to the development of Council policy across the breadth of its work including in education, professional standards, registration and fitness to practise.
2. 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 Sections 11 to 16 of the Osteopaths Act 1993).

Membership

3. The Committee consists of five members of Council and four external appointed members. In 2016-17 there was also one co-opted member. The members of the Committee are listed at paragraph 37 below.
4. In addition, the member organisations of the Osteopathic Development Group are invited to send an observer with speaking rights to each meeting. Observers may not take part in any part of the meeting where the business is that reserved to the Statutory Education Committee.
5. The Policy Advisory Committee met three times during the period under review – in June 2016, October 2016, and March 2017. 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'

6. During the course of the year, as part of our active approach to advising the Council about the recognition of qualifications, qualification change notifications and ensuring standards, the Committee considered in relation to all osteopathic educational institutions (OEIs) the following:

Activity	June 2016	October 2016	March 2017
Agreement to RQ specifications (including new RQs, renewal of RQs and monitoring visits)		Two OEIs	
Appointment of Education Visitors	One OEI		

Activity	June 2016	October 2016	March 2017
Consideration of Education Visitor RQ report (including new RQs, renewal of RQs and monitoring visits)		Two OEIs	One OEI
RQ change notifications and consideration of reports and evidence submitted in relation to general and specific conditions	One OEI	One OEI	
Consideration of annual report analysis (including external examiner reports and internal annual monitoring reports and information about student fitness to practise.)	Six OEIs	Two OEIs	Eight OEIs
Course closure reports	Two OEIs	Two OEIs	

Course Closures

7. The final update on the course closure for Oxford Brookes University was presented to the Committee at the meeting in June, and the last cohort of students graduated in summer 2016. The Committee thanked staff and students for their commitment to the provision of high quality patient care and osteopathic education throughout the period of the course closure.
8. Leeds Metropolitan University is continuing with its planned course closure and the Committee will continue to monitor the maintenance of standards in this institution through regular reporting and updates on the closure plan.

University of St Mark and St John (MARJON) – Initial Recognition of Recognised Qualification (RQ)

9. The initial recognition of RQ was agreed for recommendation to Council after a full and detailed discussion at the meeting in March. Members were given assurances that based on discussions and analysis of the QAA Report the institution could meet the requirements to run the Master of Osteopathy full and part-time courses.

Quality Assurance Review

10. In March the Committee considered and agreed the scope of the Quality Assurance Review to inform the continuous improvement of the GOsC's

approach to the quality assurance of osteopathic education. A number of suggestions for strengthening the approach were made including:

- a. The timing and flexibility of RQ visits
- b. Contribution of observations to the RQ process
- c. Joining up the elements of the process – monitoring, annual reporting and five yearly visits.

11. The Committee also discussed the Teaching Excellence Framework (TEF) and its impact on the OEIs and how the framework could be useful in terms of annual returns indicating how institutions manage their provision.

Removal of Recognised Qualification (RQ) expiry dates

12. The removal of Recognised Qualification expiry dates was considered by the Committee in June, a proposal which would allow for more flexibility on the timings of visits to OEIs. The idea was supported as an early stage proposal but there was some concern about the impact on the cycle of reviews, quality of work and risk. It was agreed that negotiation between the GOsC and the OEIs, taking into account the needs of the organisation, as to when a review might take place could allow flexibility in the timespan of reviews.

Registration assessments

13. The Committee received an update in October on training, appraisal and recruitment of visitors and assessors, and other mechanisms to ensure that the GOsC maintain and enhance the effectiveness of the registration process. The update highlighted the following:
 - a. Since April 2016 a total of 26 assessments had taken place
 - b. The focus on communication and feedback and how this can be improved
 - c. The introduction of a quarterly registration assessor newsletter in September 2016
 - d. The introduction of a case bank of best practice
 - e. Future training with topics including EU directives, registration criteria and standards setting.

Registration Assessment Review

14. At the March meeting the Committee considered the planning and initial thinking associated with a review of elements of the registration assessment process including mutual recognition of qualifications/regulated professionals.
15. The Committee agreed that the fees paid to Assessors should be commensurate to the work undertaken and that the review was timely.

16. The Committee was advised that there was further work to be completed relating to mutual recognition but it was confirmed that there were policies in place in New Zealand and Australia for accelerated pathways for UK graduates.

Review of the Osteopathic Practice Standards

17. The Committee were given detailed reports in June, October 2016 and March 2017, on the progress the review of the current *Osteopathic Practice Standards*, published in 2012. The review timetable remains on track with publication expected in spring 2018 and be effective from September 2019.
18. It has been stressed during discussions that the review project should not be regarded as new initiative but an opportunity to enhance clarity and remove areas of ambiguity which currently exist and which were highlighted in the feedback analysis.
19. During the year the review has prompted significant and in-depth discussion by the Committee including:
 - a. The distinction between 'guidance' and 'resources'
 - b. The inclusion of Osteopathic principles and philosophy in the standards.
 - c. The timeline between the OPS and the implementation of the CPD scheme.
20. There has been one meeting of the OPS Stakeholder Reference Group, chaired by Jane Fox. The meeting has had a high degree of engagement from the stakeholders.

Continuing professional development (CPD)

21. The Committee was given detailed progress reports on the new CPD Scheme at their meetings in June, October 2016 and March 2017. The scheme, designed to focus on themes of engagement, support and community, with significant importance placed on peer review through local/regional groups, the OEIs or other stakeholder groups, is on track to come into effect in autumn 2018.
22. Recruitment of early adopters of the new CPD scheme has been successful and the evaluation of the scheme by the early adopters has proved invaluable in giving a clear picture and map of how the CPD scheme is evolving and areas for consideration such as registrants working in isolation and the lack of opportunity to discuss and practise CPD with colleagues.
23. A number of successful webinars have been undertaken to discuss the scheme as well as regional sessions around the UK.
24. The Committee also considered and commented on the Legislation Consultation which had been agreed with the Department of Health including the timetable for the changes.

Common classification system for recording and monitoring concerns about osteopathic practice

25. At the meeting of June 2016 the analysis of data collected annually between 2013 and 2015 by the GOsC and providers of professional indemnity insurance in relation to complaints and claims about osteopaths was discussed.
26. The primary purpose of the exercise was to find the reasons why patients make complaints and to focus on and improve areas of poor practice, such as registrants' soft-skills. Also discussed was a review of the collaborative action undertaken by the GOsC, the Institute of Osteopathy (iO) and principal providers of osteopathic indemnity insurance.

Health and Disability and Student Fitness to Practise Guidance

27. Consultations have taken place on Student Fitness to Practise Guidance and the Health and Disability Guidance. Useful feedback had been received on both including from the PSA on the Student Fitness to Practise Guidance. The Committee agreed to the publication of both documents.

Values, standards and regulation

28. The Committee considered and supported the initiative and approach being taken by the GOsC in exploring the relationship between values and the implementation of standards. The work being undertaken in partnership with the General Dental Council (GDC) will contribute to understanding the impact of the development of learning resources on registrant behaviour and patient feedback/outcomes.

Research into boundaries

29. The Committee considered and supported a proposal for the development of research into boundaries which would look at the challenges the profession faces within an environment with uses touch. The research would focus on communications and how patient and practitioner understanding could be better supported. The work will be conducted in collaboration with the General Chiropractic Council.

Voluntary Removal Policy

30. A draft Voluntary Removal Policy was agreed for Council's approval for consultation at the meeting in June. The policy formalised the decision making process the Registrar undertakes when an osteopath requests to be removed from the Register. The policy sets out how the process differed depending on whether the osteopath has current fitness to practise proceedings at the point when they make an application for removal and clarified the principles the Registrar takes into account in making decisions.

Complaints and Hearings Guidance for Registrants

31. The Committee considered draft Complaints and Hearings Guidance for Registrants at the meeting in October. The guidance was developed as part of a range of support tools to assist osteopaths under investigation in fitness to practise procedures.

Rule 8 Practice Note

32. The Committee discussed and agreed in March, the modified draft Rule 8 Practice Note which provides a framework for decision making focusing on the GOsC's overarching objective to protect the public and would assist the fitness to practise committees to dispose of appropriate cases proportionately. The Chair alone would decide if a case would be appropriate to be dealt with under Rule 8. Also the suitability criteria would be removed and failure to practise without insurance would be disposed of through the new more streamlined approach.

Indicative Sanctions Guidance

33. The approach, rationale and timeframe for updating the Indicative Sanctions Guidance were considered by the Committee in October and March. The guidance is an essential document used in fitness to practise committees when making decisions on what sanctions to impose and required updating as there had been some significant developments in regulation.
34. A number of pre-consultation engagements were planned with stakeholders including the fitness to practise committees, and the Fitness to Practise Forum.

Fitness to Practice data Analysis

35. The details and findings from the analysis of data about individuals involved in fitness to practice proceedings was considered by the Committee in March. Key observations from the small sample group for research were:
 - a. An over-representation of male osteopaths at both investigation stage and PCC findings.
 - b. The majority of those investigated or subject to sanction were middle to late career registrants.
 - c. There was a slight over-representation of more mature graduates.
 - d. More research should be undertaken to learn whether individuals subject to complaints are sole practitioners and the nature of their practice.

Policy Advisory Committee – first year evaluation

36. Members were invited to give their feedback and reflection on the first year of the Policy Advisory Committee. The feedback formed the basis of a report to Council which took place in May. Initial findings were that the Committee had

been effective and that the participation of the observers with speaking rights was a welcome addition to the work of the Committee.

Membership

37. During the period April 2016 to March 2017 the Policy Advisory Committee membership comprised:

Name	Member details	Meetings attended
John Chaffey	Council registrant member	3/3
Dr Jane Fox	External lay member	3/3
Dr Bill Gunnyeon (Chair)	Council lay member	3/3
Professor Bernadette Griffin	External lay member	3/3
Dr Joan Martin	Council lay member	3/3
Kenneth McLean	Council registrant member	3/3
Robert McCoy	External registrant member	3/3
Manoj Mehta	Co-opted registrant member	3/3
Liam Stapleton	External lay member	2/3
Alison White	Council lay member	2/3

38. Members' allowances and expenses for the Committee in 2016-17 were £12,875.

39. Thanks are given to the following members of the Committee whose terms came to an end at 31 March 2017:

- Jane Fox
- Bernardette Griffin
- Kenneth McLean
- Rob McCoy
- Manoj Mehta
- Liam Stapleton

Annual Report of the Remuneration and Appointments Committee 2016-17

1. The Committee met on two occasions in June and March. The meeting in November was cancelled due to a lack of business and an update provided to members via email.

Staff pay

2. The Committee approved an across the board increase for GOsC staff of 2.5%, 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 noted the issues raised by staff and the actions taken for improvement.

Members' allowances and expenses 2016-17

4. The Committee reviewed allowances and expenses for non-executives in 2017-18 and agreed not to recommend any changes for the forthcoming year.
5. The Committee reviewed reading fees for Investigating Committee members and recommended a £12.50 per case and a screening fee of £12.50 per case for Investigating Committee (IC) members.
6. The Committee also considered whether there should be an additional payment made to Chairs of the three fitness to practise committees for their additional duties as Chair. The Committee agreed not to recommend any changes at that time but commissioned further work to inform future discussion.

Appointments

7. The Committee considered appointment processes for the following:
 - a. Council
 - b. Policy Advisory Committee
 - c. Investigating Committee
 - d. Professional Conduct Committee
 - e. Remuneration and Appointments Committee

- f. Education Visitors/Registration Assessors)
 - g. Legal Assessors.
8. The Committee considered re-appointment processes for members of:
- a. Investigating Committee
 - b. Professional Conduct Committee.
9. The Committee reviewed the Council and Committee member competencies, the information pack and application forms, appointment of the panel, advertising and promotion strategy, approach to attracting a diverse range of candidates, format of the recruitment open day event, sifting arrangements and approach to candidate assessment.
10. The Committee agreed to undertake a survey of past applicants and attendees at the open days to inform any changes to the application process and how we attract candidates, as well as the strategy for the next appointments' process in 2019.

Appointments diversity analysis 2016-17

11. The Committee reviewed the diversity profile of applicants and noted that it had improved in relation to gender balance and younger appointees but not in relation to ethnicity.

Committee membership

12. 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	2/2
Sarah Botterill	Council lay member	All year	2/2
Deborah Smith	Council registrant member	All year	2/2
Haidar Ramadan	Council registrant member	All year	2/2
Ian Muir	External lay member	All year	2/2

Cost of Remuneration and Appointments Committee-related work

13. It is estimated the costs of running the Remuneration and Appointments Committee and its related activities, excluding staff time, is approximately £22k in 2016-17 compared to £24k in 2015-16. This is calculated as follows set out below along with the employment costs of the GOsC.

Committee-related	Costs 2016-17 £	Costs 2015-16 £
Committee members: fees and expenses	709	3,131
Governance appointments	21,054	20,626
Total	21,763	23,757
Employment costs		
Wages and salaries	1,146,523	1,005,087
Social security costs	117,105	105,868
Other pension costs	102,723	85,011
Recruitment	23,492	26,320
Learning and development	29,187	16,458
Other employment costs	16,066	10,313
Total	1,435,096	1,249,056