

COUNCIL

Council and Committee scheduling 2017/18

Meeting: 11 May 2016

Status: for decision

Lead responsibility: Nicola Ebdon (Head of Governance)

Paper author: Lisa Harmshaw (Governance Manager)

Purpose

1. This paper is provided for Council to consider and agree in principle the schedule of Council and Committee meeting dates for 2017/18.

Recommendations

2. Council is asked to:
 - 2.1 **consider** and **agree** the schedule of Council and Committee meeting dates in 2017/18 (annex one) in principle; and
 - 2.2 **delegate authority** to the Chief Executive and Registrar to finalise the schedule following consideration by members.

Strategic Objective

3. Establishing Council and statutory and non-statutory advisory committee's meeting dates for the year ahead is an important part of our governance and falls under our work programme to manage Council and Committee meetings, to ensure that decisions are robust, well-informed and transparent and made in line with our legislative and governance framework. This work falls into the strategic objective of better service delivery – delivering high quality services to the public and the profession.

Risks

4. Appropriate and timely forward planning is essential in ensuring Council and its committees can meet their obligations. A failure to do so could result in a failure to govern the organisation in compliance with the legislative framework (including the Charities Act, Opticians Act, Committee Constitution Rules etc). This is captured in the Governance Risk register, risk A1.11 which includes a governance risk of not meeting our legal responsibilities in relation to our governing legislation and an external risk of suffering reputational damage as a result. Ensuring meeting dates are set well in advance significantly increases member attendance and mitigates our risks.

Background

5. In 2016 four quarterly Council meetings (February, May, July and November) were scheduled approximately six weeks after the quarter end to allow time to prepare management accounts. The July Council meeting is scheduled for four weeks after the quarter end, in order to avoid the August summer holidays. Council also held one teleconference to approve the 2016/17 Business Plan in March 2016 which needed to be made outside of the quarterly schedule. In addition Council scheduled two days in June to consider Council evaluation and a corporate performance, two days in May and November for Council member development and one day at the start of October to consider strategic planning. In addition, the Council schedule includes one day in February for the induction of new Council and Committee members. Whilst only new Council and committee members will attend the induction session itself, it is hoped that by linking the induction to a Council meeting it will provide Council members with an opportunity to meet with new members outside of formal meetings.
6. All advisory committee meetings in 2016 were scheduled for twice a year following a review of the committee work plans, with the exception of the Audit and Risk (ARC) and Education Committees which are scheduled quarterly due to the volume of work to be undertaken. An additional ARC meeting has also been arranged for 12 July 2016 to consider the Annual Report and Accounts and meet with the external auditors, as SMT are keen to try and provide the final annual report and accounts for approval by Council in July 2016.
7. The advisory committee meetings are scheduled to be held in advance of each quarterly Council meeting, to ensure Council is updated on the outcome of these meetings in a timely manner. Feedback has indicated that this system is working and both Council and its committees feel more engaged as a result.

Analysis

Council meetings, evaluation, performance, strategy, training and induction

8. It is felt that the current schedule of Council meetings, evaluation, performance, development, induction and strategy days remains appropriate, therefore a similar schedule for 2017/18 is proposed (annex one). These dates have been considered by the all the members of Council and so can be agreed.

Statutory Advisory Committee meetings

9. In general it is felt that the current schedule of Committee meetings remains appropriate, therefore a similar schedule for 2017/18 is proposed (annex one).
10. This year we swapped the Standards and Companies Committee meetings from the first and third quarters, to the second and fourth (or as close to as possible). This has worked well and we propose to continue this again for

2017/18. This enables members to engage in consideration of the business plan and also means that the spread of twice yearly committee meetings is more even and will help the Executive in supporting the committees.

11. Due to the proposed changes in some committee chairs and members during 2017/17 and the delay to finalising the business plan, these dates have not yet been considered by the Chairs and members of each of the committees. Therefore they will need to be checked with committee Chairs and members who will be members in 2017/18, before they can be finalised. We intend to do this at the same time as the committees consider their work plans for 2016/17 which will happen over the next quarter – to ensure that the current schedule of meetings will be sufficient to undertake the agreed work to ensure timely input into the business plan.
12. Now that Case Examiners have been established, the Investigation Committee will continue to schedule meetings as and when required. Therefore these are not included in the list at annex one. There are currently no IC dates set for 2017/18.
13. The proposed Hearing dates for 2017 are shown at annex two. There are no dates scheduled yet for 2018, however the Hearings Manager has confirmed that it is the intention to hold a hearing on every working day during 2018.

Impacts

14. The following implications have been identified:
 - 14.1 Reserves – none;
 - 14.2 Budget – Budget to manage these meetings has been provided for in the 2016/17 budget and will be planned for in the 2017/18 budget;
 - 14.3 Legislation – the Opticians Act specifies that Council must meet in Public and that the Council must have the statutory committees;
 - 14.4 Resources – resources to manage these meetings has been provided for in the 2016/17 business plan and will be planned for in the 2017/18 business plan;
 - 14.5 Equality, diversity and inclusion (EDI) – consideration has been given to avoiding the main religious festivals and school holidays. We have based this on our most up to date diversity data;
 - 14.6 Human Rights Act – none; and
 - 14.7 Sustainability – none.

Devolved Nations

15. There are no implications arising from this paper. Where possible we have noted the relevant school and bank holidays applicable to each of the devolved nations.

Communications

16. Once these dates have been approved they will be made available on the GOC website and intranet.

Timeline for future work

17. The proposed dates will be sent to committee members for consideration and will then be published and circulated to Council and Committee members.

Attachments

- Annex one – Schedule of proposed Council and statutory and non-statutory advisory committee meeting dates for 2017/18
- Annex two – Schedule of proposed hearing dates for 2017/18

Proposed Council and Committee Meeting dates for 2017/18

2016/17 (these dates have already been confirmed with members)

Tue 10 May	12:00-17:00	Council Strategy Day (was development)	
Wed 11 May	10:00-16:00	Council (confidential & public meetings)	
23 May	School holiday (S)		
Thurs 26 May	11:00-14:00	Education Committee (additional)	July Council
30 May – 3 June	School holidays (half term, (E, W & NI)		
7 June	Ramadan starts		
Tues 21 June	10:00-16:00	Council Evaluation day	
Wed 22 June	10:00-16:00	Council Performance Review day	
tbc	11:30-15:00	Remuneration Committee	July Council
Thurs 23 June	11:30-15:00	Standards Committee	July Council
Mon 27 June	11:30-15:00	Companies Committee	July Council
1 Jul – 16 Aug	School holidays (summer, S)		
Mon 4 July	11:30-15:00	Audit & Risk Committee	July Council
Wed 6 July	11:00-14:30	Education Committee	July Council
7 July	Ramadan ends		
7-9 July	Eid-al-Fitr		
Tues 12 July	10:00-11:30	Audit & Risk Committee (annual report)	July Council
Wed 27 July	10:00-16:00	Council (confidential & public meetings)	
25 Jul – 2 Sept	School holidays (summer, (E, W & NI)		
1 Aug	Bank holiday (S)		
28 Aug	Bank holiday (E, W & NI)		
11-14 Sept	Eid al Adha		
19 Sept	School holiday (S)		
Fri 23 Sept	10:30-15:30	Registration Committee	Nov Council
3 Oct	Islamic New Year		
3-4 Oct	Rosh Hashanah		
Wed 5 Oct	10:00-16:00	Council Strategic planning day	
Mon 10 Oct	11:30-15:00	Audit & Risk Committee	Nov Council
Tue 11 Oct	11:00-14:30	Education Committee	Nov Council
11-12 Oct	Yom Kippur		
Wed 12 Oct	11:30-14:00	Remuneration Committee	Nov Council
17-24 Oct	School holidays (half term, S)		

24-28 Oct	School holidays (half term, (E, W & NI))		
30 Oct	Diwali		
Tue 15 Nov	12:00-17:00	Council development	
Wed 16 Nov	10:00-16:00	Council (confidential & public meetings)	
Wed 23 Nov	11:30-15:00	Nominations Committee	Feb Council
30 Nov	Bank holiday (S)		
22 Dec – 2 Jan	School holidays (Christmas, (E, W & NI))		
23 Dec – 9 Jan	School holidays (Christmas, S)		
24 Dec-1 Jan	Hannukah		
Tue 10 Jan	11:30-15:00	Standards Committee	Feb Council
Mon 16 Jan	11:30-14:30	Audit & Risk Committee	Feb Council
Wed 18 Jan	11:30-15:00	Companies Committee	Feb Council
Mon 23 Jan	11:00-14:30	Education Committee	Feb Council
13-17 Feb	School holidays (half term, (E, S, W & NI))		
Tue 21 Feb	12:00-17:00	Member Induction	
Wed 22 Feb	10:00-16:00	Council (confidential & public meetings)	
Wed 8 Mar	10:30-15:30	Registration Committee	Nov Council
17 Mar	Bank holiday (NI)		

2017/18 (these dates need to be confirmed with members)

3-14 April	School holidays (Easter, E, S, W & NI)		
10-18 April	Passover		
17 April	Bank Holiday (E, S, W & NI)		
Wed 19 April	11:00-14:30	Education Committee	May Council
Mon 24 April	11:30-14:30	Audit & Risk Committee	May Council
Fri 21 April	11:30-15:00	Nominations Committee	May Council
1 May	Bank Holiday		
4 May	School holiday (S)		
Tues 9 May	12:00-17:00	Council development	
Wed 10 May	10:00-16:00	Council (confidential & public meetings)	
22 May	School holiday (S)		
27 May	Ramadan starts		
29 May	Bank Holiday		
Mon 12 June	11:30-14:00	Remuneration Committee	July Council

Tues 13 June	10:00-16:00	Council Evaluation day	
Wed 14 June	10:00-16:00	Council Performance Review day	
Thurs 22 June	11:30-15:00	Standards Committee	July Council
25 June	Ramadan ends		
Mon 26 June	11:30-15:00	Companies Committee	July Council
26-30 June	Eid al Fitr		
3 Jul-15 Aug	School holidays (summer, S)		
Mon 10 July	11:30-14:30	Audit & Risk Committee	July Council
12 July	Bank holiday (NI)		
Wed 13 July	11:00-14:30	Education Committee	July Council
22 July – 2 Sept	School holidays (Summer, (E, W & NI)		
Wed 26 July	10:00-16:00	Council (confidential & public meetings)	
7 August	Bank holiday (S)		
28 August	Bank Holiday (E, W & NI)		
31 Aug-1 Sept	Eid al Adha		
18 Sept	School holiday (S)		
20-21 Sept	Islamic New Year		
21-22 Sept	Rosh Hashannah		
Fri 22 Sept	10:30-15:30	Registration Committee	Nov Council
30 Sept	Yom Kippur		
Wed 4 Oct	10:00-16:00	Council Strategic planning day	
Mon 9 Oct	11:30-14:00	Remuneration Committee	Nov Council
Wed 11 Oct	11:00-14:30	Education Committee	Nov Council
16-20 Oct	School holidays (half term, S)		
Mon 16 Oct	11:30-14:30	Audit & Risk Committee	Nov Council
19 Oct	Diwali		
23-27 Oct	School holidays (half term, (E, W & NI)		
Tues 14 Nov	12:00-17:00	Council development	
Wed 15 Nov	10:00-16:00	Council (confidential & public meetings)	
30 Nov	Bank holiday (S)		
Fri 1 Dec	11:30-15:00	Nominations Committee	Feb Council
12-20 Dec	Hannukah		
22 Dec-2 Jan	School holidays (Christmas, (E, W & NI)		
25 Dec-8 Jan	School holidays (Christmas, S)		

Wed 17 Jan	11:30-15:00	Companies Committee	Feb Council
Mon 22 Jan	11:30-14:30	Audit & Risk Committee	Feb Council
Wed 24 Jan	11:30-15:00	Standards Committee	Feb Council
Wed 31 Jan	11:00-14:30	Education Committee	Feb Council
12-16 Feb	School holidays (half term, (E, S, W & NI))		
Tues 27 Feb	12:00-17:00	Member induction	
Wed 28 Feb	10:00-16:00	Council (confidential & public meetings)	
17 Mar	Bank Holiday (NI)		
Wed 21 Mar	10:30-15:30	Registration Committee	May Council
30 Mar-13 Apr	School holidays (Easter, (E, W & NI))		
30 Mar-16 Apr	School holidays (Easter, S)		

Fitness to Practise Committee Hearing Dates 2017

**Fitness to Practise Committee
Hearing Dates
2017**

<u>Dates</u>	<u>No of Days</u>
4-6, 9-13, 16-20, 23-27, 30-31 January	20
1-3, 6-10, 13-17, 20-24, 27-28 February	20
1-3, 6-10, 13-17, 20-24, 27-31 March	23
3-7, 10-13, 18-21, 24-28 April	17
2-5, 8-12, 15-19, 22-26, 30-31 May	22
1-2, 5-9, 12-16, 19-23, 26-30 June	22
3-7, 10-14, 17-21, 24-28, 31 July	21
1-4, 7-11, 14-18, 21-25, 29-31 August	22
1, 4-8, 11-15, 18-22, 25, 28-29 September	19
2-6, 9-13, 16-20, 23-27, 30-31 October	22
1-3, 6-10, 13-17, 20-24, 27-30 November	22
1, 4-8, 11-15, 18-22 December	16

26 Sep – Chair meeting

27 Sep – Panel training day

It is the intention to hold a hearing on every working day during 2018.