

COUNCIL

Report from the Chair of Council

Meeting: 26 February 2020

Status: For noting

Lead responsibility and paper author: Gareth Hadley (Chair)

Introduction

1. This report covers my principal activities since the Council meeting held on **13 November 2019**.

Stakeholders

2. **Association of British Dispensing Opticians:** I attended the annual FBDO graduation ceremony at Canterbury Cathedral (**20 November 2019**), as did the Chief Executive and Registrar. Subsequently (**27 November 2019**), the Chief Executive and Registrar and I met the Clive Marchant and Tony Garrett, respectively ABDO President and Chief Executive, for our regular discussion of current issues.
3. **Federation of Manufacturing Opticians:** I attended the FMO's annual lunch (**6 December 2019**). This afforded me the opportunity to have discussions with a wide range of stakeholders.
4. **100% Optical:** I attended the trade exhibition (**25 January 2020**).
5. Colleagues report stakeholder engagement since the last Council meeting as follows:
 - 5.1. Mike Galvin attended a Governance Forum organised by our internal auditor Mazars and participated in a detailed discussion about IT security;
 - 5.2. at the invitation of their Professional Services Director dispensing optician David Hutchfield, Glenn Tomison, in **December 2019**, and Josie Forte, in **January 2020**, visited Glasses Direct's operations centre in Swindon.

Council and Committees

6. I chaired Nominations Committee (**27 November 2019**). Although the Minutes of the meeting are presented in the private session of today's meeting, we considered one matter – the role description for the Senior Council Member – that is reserved to Council. **Council is asked to approve** the deletion of the responsibility delegated to the SCM for agreeing any IT and other support needs for the Council Chair and members and for the Chair having similar delegated responsibility approving support for the SCM and **to approve** the role description as so amended. (The SCM role description is annexed.) I also chaired part of a further Nominations Committee meeting (**11 February 2020**), the main business of which was to consider arrangements for the appointment a successor to take my place when I demit on **18 February 2021**, for which item Helen Tilley took the chair.

7. Additionally, I attended:
 - 7.1. induction training for recently appointed lay members of the Fitness to Practise Committee (**28 November 2020**);
 - 7.2. a special meeting of Council (which I chaired) (**5 December 2020**) called to consider matters concerning the optometry programme at Portsmouth University;
 - 7.3. Remuneration Committee (**31 January 2020**);
 - 7.4. Audit, Risk and Finance Committee (**10 February 2020**); and
 - 7.5. the Education Strategic Review Dispensing Opticians' Expert Advisory Group (**17 February 2020**). Mike Galvin and Glenn Tomison also attended.
8. I am pleased to report that the Privy Council has reappointed David Parkins a member of Council for a further and final four year term from **15 March 2020** to **14 March 2014**.
9. As Council members will know, Deborah Bowman resigned her appointment to Council with effect from **8 February 2020**. I wrote to Deborah (**10 February 2020**) to express gratitude for the contribution that she made not only during her short period as a lay member of Council but also for the considerably longer period in which she was a valued member of Standards Committee.

Management

10. In addition to my regular conversations with the Chief Executive and Registrar and with members of the Senior Management Team and the Leadership Team, I have had five long bilateral discussions with the Chief Executive and Registrar concerning the work and direction of the Council.

ROLE DESCRIPTION – SENIOR COUNCIL MEMBER (“SCM”)

1. Purpose

The Senior Council member’s role is to:

- 1.1. act as a sounding board for the Chair of Council;
- 1.2. serve as an intermediary for other Council members; and
- 1.3. formally manage the appraisal of the Chair’s performance annually.

2. Responsibilities

The Senior Council member will:

- 2.1. act as sounding board for the Chair of Council in any matter which the Chair may determine appropriate;
- 2.2. act as a trusted intermediary when necessary between the Chair and other Council members;
- 2.3. be available to stakeholders if they have concerns which contact through the normal channels of Chair, Chief Executive and Registrar or the Executive has failed to resolve or for which such contact is inappropriate;
- 2.4. convene and chair (once annually as a minimum) a meeting of Council members without the Chair present to facilitate the annual appraisal of the Chair and on such occasions as are deemed appropriate;
- 2.5. act as a last resort internal contact point for whistleblowers who feel unable to raise concerns through such channels as are set out in the GOC Speaking Up Policy;
- 2.6. report to the Council annually on the fulfilment of the responsibilities of the SCM;
- 2.7. in the absence of the Chair perform the functions of the non-executive Chair of Council as set out in the role description for the Chair;
- 2.8. chair the Remuneration Committee (RemCo);
- ~~2.9. have responsibility for agreeing any IT and other support needs for the Council Chair and members. IT and support needs for the SCM will be agreed by the Council Chair;~~
- ~~2.10.~~2.9. consider stage two appeals with regard to complaints about members (as per the GOC Corporate Complaints policy);
- ~~2.11.~~2.10. be kept informed as required under the GOC Serious Complaints policy; and
- ~~2.12.~~2.11. consider any appeal under the Acceptable Behaviour policy where the Chair of Council has made a decision to cease contact or restrict access.

3. Term of Office

- 3.1. the term of office will be two years with the possibility of renewal for a further two years subject to Council approval. The maximum term of office will be four years; and
- 3.2. appointment or removal from office is a decision reserved for Council.