

To consider

Joint Co-ordination Group: Final Report

Issue

1. The final report of the Joint Co-ordination Group on progress towards the merger of PMETB with the GMC.

Recommendation

2. To endorse the assurance provided by the Joint Co-ordination Group that the project to merge PMETB with the GMC is on track (paragraphs 6-28).

Further information

3. If you require further information about this paper, please contact us by email: gmc@gmc-uk.org or tel. 0161 923 6602

Background

4. Strategic Aim Three of the Business Plan 2010 states that we will provide an integrated approach to the regulation of medical education and training through all stages of a doctor's career. A key activity under this aim is to complete all work necessary to deliver the merger of PMETB with the GMC.

5. This paper provides a report on progress and includes a statement of assurance by the Joint Co-ordination Group, following its most recent meeting on 15 March 2010. This will be the last report to Council prior to the merger on 1 April 2010.

Discussion

Overview of progress

6. We have continued to work very closely with PMETB colleagues across all areas of the merger project. Progress has been such that it has, once again, not been necessary for the Joint Implementation Group - which was established to resolve any differences of view between the two organisations - to meet since the last report to Council.

DH(E) funding

7. The Full Business Case (FBC) for the merger was approved by the DH(E) in October 2009. It includes the provision of £7.1 million of DH(E) funding to achieve co-location by 1 April 2010; integration of PMETB and GMC IS and other infrastructure work over the next two years (2010-2012); and gap funding for a three-year period (2010-2013).

8. Following discussion with DH(E) over the last six months, we have agreed the terms under which funds will progressively be paid to the GMC. The contract setting out the terms of the agreement was signed by both the GMC and DH(E) at the end of February 2010. The contract also protects the GMC in respect of any currently unforeseen liabilities that might subsequently arise by means of an indemnity provision. The Joint Steering Group with DH(E) will continue to meet following the merger in order to monitor spending against the contract, and it will receive periodic reports on progress against planned activity and expenditure. Appropriate budget management arrangements have been put in place to manage and report on the DH(E) funding.

Legislation

9. The Section 60 Order, abolishing PMETB and transferring statutory functions to the GMC, was made by the Privy Council on 10 February 2010. Subordinate legislation (procedural rules) was then approved by Council on 11 February 2010 and by the Privy Council on 2 March 2010.

10. The Transfer Order that will formally transfer assets and liabilities from PMETB to the GMC was approved by Council on 8 March 2010. At the time of preparation of this paper Privy Council approval of the Transfer Order was imminent (we will update members at the Council meeting).

Governance: oversight of former PMETB activities

11. Paper 5b proposes the delegation of powers to the Postgraduate Board to ensure the effective operational performance of postgraduate medical education and training functions from 1 April 2010.

Accommodation

12. We remain on track to co-locate PMETB staff to our London office in March 2010. A detailed 'cut-over' plan to manage the physical move of staff and equipment, as well as the IS migration, has been agreed. Under the plan, PMETB operations will close at Hercules House at 17.00 on 26 March 2010. PMETB colleagues will join us on 30 March 2010. Induction, IS and other preparatory work will be completed during this period (see paragraphs 16-18). Former PMETB operations will then resume, as GMC operations, at 08.00 on 1 April 2010.

Finance

13. The finance teams from both organisations are working to integrate PMETB systems into the GMC's systems. User Acceptance Testing is scheduled to be completed over the next two weeks.

14. A co-ordinated and consolidated budget for PMETB activities post-merger has been developed and will be considered by the Resources Committee on 20 April 2010.

15. The Audit and Risk Committee has agreed the timetable for the closure of PMETB Accounts. One of the GMC management accountants is working on site to assist with this activity, and the GMC's external auditors are undertaking a due diligence exercise. We are in discussion with the external auditors regarding the content of the Letter of Representation (a letter to PMETB auditors confirming that information provided during the audit process is true and that appropriate controls operated during the year), reflecting the fact that PMETB was independent of the GMC during the period in question.

Information systems

16. We continue to work closely with IS colleagues at PMETB to plan the transition of PMETB staff and systems onto the GMC's core infrastructure. As part of this plan, the PMETB Survey team and their IS systems successfully relocated to the GMC offices on 8 February 2010 to enable piloting of the National Trainee and Trainer Surveys Pilot (with the Northern Ireland Deanery) to begin ahead of the launch nationwide in April 2010.

17. System and user acceptance testing is underway to ensure that the various systems (Certification and Appeals database, Certification Online application system and Sage Finance) are fully operational by 08.00 on 1 April 2010.

18. Detailed planning for the next phase of IS development will begin shortly and will form part of the post-merger benefit realisation phase (discussed at paragraphs 26-27). During this phase, key aspects of PMETB work, including work undertaken by the Certification, Appeals and Quality teams, will be integrated into the existing GMC Siebel system through the ongoing Strategic Applications Project.

Human resources

19. Individual contract offers were sent out to PMETB staff on 29 January 2010 and were then followed by one to one meetings, where staff were given the opportunity to discuss the offers and ask questions. All contracts have now been returned, with three members of staff opting to remain on PMETB terms and conditions.

20. All PMETB staff have now attended an induction training day. On 1 March 2010 we held a Joint Open Forum, which provided an opportunity for PMETB staff to meet their new line managers and colleagues, to discuss working arrangements and priorities from 1 April 2010, and to be welcomed to the GMC by Peter Rubin and Niall Dickson.

21. DH(E) have previously confirmed that PMETB staff can remain on the NHS pension scheme following transfer to the GMC. At the time of preparation of this paper we were expecting DH(E) officials to sign an Order accordingly. We will update members at the Council meeting.

Business integration

22. The current focus of the business integration teams is on undertaking user acceptance tests of core systems, approving key documentation and web materials and ensuring that appropriate contact arrangements are in place from 1 April 2010 and during the cut-over period.

Communication

23. The PMETB and GMC communications teams are working closely together on the integration of operational activity in preparation for the merger. This activity includes brand transition for PMETB publications; the merger of website content; data migration; and the transfer of PMETB's contact information to the GMC's relationship management system.

24. External communication to support the merger is underway. We are sending a 'who's who' list of GMC contacts post merger to key interests groups including the chief executives of the Royal Colleges, Postgraduate Deans and PMETB suppliers. A joint media announcement with the DH(E) is also being prepared.

Post-merger planning

25. Item 4 for this meeting reports on the consultation on the draft report of the Education and Training Regulation Policy Review led by Lord Patel which closed on 9 March 2010.

Benefit realisation planning

26. Detailed planning of the post-merger benefit realisation phase of the project is in progress.

27. At its most recent meeting, the JCG discussed the process for monitoring this phase of the project and, among other things, agreed that the Postgraduate Board should receive regular reports on the benefits realisation phase and should in turn report to Council. The Board will discuss the emerging plan on 7 April 2010.

Assurance and risk management

28. We continue to make very good progress against the Phase 2 project plan. On the basis of the progress review, the JCG is able to give assurance that delivery of the objectives of the merger of PMETB with the GMC is on track.

Recommendation: To endorse the assurance provided by the Joint Co-ordination Group that the project to merge PMETB with the GMC is on track.

Next steps

29. Phase 4 of the project – the completion of a post implementation review and evaluation will take place in autumn 2011.

Resource implications

30. There are no direct resource implications arising from this report.

Equality

31. An Equality Impact Assessment was conducted as part of the process of agreeing the draft Section 60 Order.