

General Medical Council

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6c - Report of Working Group: Review of Standing Orders - Annex A

Governance Handbook

1. This Handbook comprises Chapters 1-9 setting out the main sections of the Governance Handbook, and is supplemented by annexes setting out working procedures.

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Chapter 1: Role of GMC and Relevant Legislation

1. The GMC is the regulatory body for the medical profession in the UK, and was first established under the Medical Act 1858. Our current powers and duties are contained in the Medical Act 1983 (as amended) and in statutory rules and regulations. The GMC is a body corporate, and is registered as a charity with the Charity Commission and the Office of the Scottish Charity Regulator.
2. Our purpose is to protect, promote and maintain the health and safety of the public by ensuring proper standards in the practice of medicine. We have four main statutory functions:
 - a. Keeping up-to-date registers of qualified doctors.
 - b. Fostering good medical practice.
 - c. Promoting high standards of medical education.
 - d. Dealing firmly and fairly with doctors whose fitness to practise is in doubt.
3. Council is the governing body of the GMC. It comprises 24 members, 12 of whom are medical members and 12 of whom are lay members. Members of Council are appointed by the Appointments Commission, the independent body responsible for making a range of public appointments in line with a process which is open, fair, impartial, and based solely on merit.
4. We work with the Council for Healthcare Regulatory Excellence (CHRE), the independent body accountable to Parliament which scrutinises and oversees the work of the nine health professional regulators in the UK.
5. We collaborate closely with other health and social care regulators throughout the UK and internationally, and have a range of memoranda of understanding in place with relevant organisations. *[insert link to list of MoUs]*

UK primary legislation

6. The Medical Act 1983 covers our statutory purpose, our governance, and our responsibilities in relation to the medical education and registration of doctors and to guidance to doctors on professional conduct, performance and ethics. The Act sets out our powers and responsibilities for dealing with doctors whose fitness to practise is or may be impaired.

7. Some detail is set out in statutory rules and regulations. This includes rules governing the fitness to practise procedures, how fitness to practise panels are constituted, how the registration fees regime operates, and how appeals against registration decisions are handled.

8. We have a Chief Executive who is accountable to Council for the operation of the GMC. The Chief Executive is also the Registrar, in which role s/he has various functions specifically assigned in legislation.

European legislation

9. We also have to comply with relevant European law. The principal European legislation is Directive 2005/36/EC on the recognition of professional qualifications. This sets out our obligations for recognising the medical qualifications held by doctors from within the European Economic Area (EEA).

Governance

10. The 1983 Act sets out our basic governance framework. This includes:

- a. The way in which we are accountable to Parliament and our duty to report on the work that we undertake and are planning to undertake.
- b. The composition of Council.
- c. The arrangements for the appointment of members.
- d. The registration of members' interests.
- e. Information about and the powers, duties and proceedings of Council and the different committees through which Council carries out much of its work.

11. Although the 1983 Act provides the basic framework, much of the detail is described in separate statutory instruments in the form of rules and regulations. Like the 1983 Act, they have the force of law.

12. Our Constitution Order deals with the size and composition of Council and the terms of office of Council members. The General Medical Council (Constitution) Order 2008 sets out the current arrangements.

Standing Orders and Schedule of Authority

13. The 1983 Act provides that Council may make provision by standing orders for meetings and proceedings and the discharge of functions by Council and any committees, and for the functions of officers of Council.

5. The *Good Governance Code's* seven principles have informed our development and review of our governance framework and were used by external advisers to benchmark the framework as it now stands. The principles are summarised below¹:

a. *Principle 1: Board leadership* - Every organisation should be led and controlled by an effective Board of trustees which collectively ensures delivery of its objects, sets its strategic direction and upholds its values. The Board should be accountable and maintain an effective segregation between strategic and operational matters.

b. *Principle 2: The Board in control* - The trustees as a Board should collectively be responsible and accountable for ensuring and monitoring that the organisation is performing well, is solvent, and complies with all its obligations. The Board is duly accountable for compliance and internal control and for prudent risk management.

c. *Principle 3: The high performance Board* - The Board should have clear responsibilities and functions, and should compose and organise itself to discharge them effectively. This should be underpinned by clearly defined responsibilities for Board members; a supportive organisational design; and effective inputs and defined standards.

d. *Principle 4: Board review and renewal* - The Board should periodically appraise its own, its supporting committees' and the organisation's effectiveness, and take any necessary steps to ensure that they continue to effectively discharge their functions.

e. *Principle 5: Board delegation* - The Board should set out the functions of sub-committees, officers, the chief executive, other staff and agents in clear delegated authorities, and should monitor their performance.

f. *Principle 6: Board and trustee integrity* - The Board and individual trustees should act according to high ethical standards, and ensure that conflicts of interest are properly dealt with.

g. *Principle 7: Board openness* - The Board should be open, responsive and accountable to its users, beneficiaries, members, partners and others with an interest in its work.

6. We also take account of the principles articulated in the *Good Governance Standard for Public Services* produced by the Independent Commission on Good Governance in Public Services (Office of Public Management and the Chartered Institute of Public Finance and Accountancy, 2004), which include clarity of purpose and a focus on outcomes; effective performance in clearly defined functions and roles; promoting values across the whole organisation; taking informed, transparent decisions and managing risk; developing the capability and capacity of the governing body to be effective; and engaging stakeholders and making accountability real.

¹ References to 'Board' in this Code relate to our Council.

Delegation

7. Council should set out the functions of each component of the governance structure, the Chief Executive, and other staff in clear delegated authorities, and should monitor their performance.
8. The supporting principles are:
 - a. Clarity of roles: The roles and responsibilities of the Chair, Chief Executive and any other honorary officers, and of each component of the governance structure should be defined.
 - b. Effective delegation: Council should ensure that delegations are clear and appropriate, with explicit limits relating to budgetary and other matters, and should satisfy itself that appropriate training and quality assurance mechanisms are in place.
 - c. Purpose statements: Council should clearly state the purpose, and the expected duties and activities, for Boards, Committees and Reference Groups.
 - d. Monitoring: The Audit and Risk Committee should review all delegated authorities no less frequently than once in every four-year term of Council.

Chapter 3: The Role of Council

Purpose

1. Council is our governing body. Council is responsible for the overall control of the GMC. Council ensures that we are properly managed, and that we fulfil our statutory and charitable purposes.

Overarching principles

2. Council endorses the principles identified by the Department of Health (England) in *Implementing the White Paper Trust Assurance and Safety: Enhancing Confidence in Healthcare Professional Regulators* (June 2008) as being those which should underpin the work of councils of professional regulators. In line with these principles:

- a. Council upholds our purpose as established by Parliament, determines our values and keeps both our purpose and our values in mind at all times, with mechanisms in place for annual review.
- b. Council is forward and outward looking, focusing on the future, assessing the environment, engaging with the outside world, and setting strategy.
- c. Council determines our desired outcomes and outputs in respect of our purpose and values.
- d. For each desired outcome Council decides the level of detail to which it wishes to set policy – any greater level of detail of policy formulation is then a matter for the determination of the chief executive and staff.
- e. Council does not become involved with operational matters, since the means by which our outcomes and outputs are achieved is normally a matter for the Chief Executive and staff.
- f. The Chief Executive is accountable to Council for the achievement of our outcomes and outputs.

g. In assessing the extent to which the outcomes have been achieved, Council has a framework of pre-determined criteria against which performance is reported both internally and externally.

h. Council engages with its key interest groups including patients, the public, registrants, employers, educators and the devolved administrations, and be confident that it understands their views and priorities.

i. Members of Council are appointed against agreed competences. In addition they are committed to ensuring that they have the capacity, knowledge and skill to understand the priorities of each of these key interest groups.

j. Information received and considered by Council supports one of three goals – to allow informed decision making, to fulfil control and monitoring processes, or to enable Council to co-operate with CHRE and to be accountable to Parliament.

k. Council governs itself effectively, with clear role descriptions for itself, its Chair, and its members, with agreed methods of working and self-discipline to ensure that time is used efficiently.

l. The Council ensures that issues of equality and diversity are considered as part of all its work.

3. Council fulfils its role by:

a. Setting a strategy for the GMC that fulfils our purpose and which promotes an integrated regulatory framework that unifies our four interlocking functions.

b. Ensuring that in developing policy there is widespread and effective engagement with all interest groups in order to promote confidence in, and support for, our activities, and that policies are suited to the local context in all four UK countries.

c. Agreeing the annual business plans and budget and ensuring that appropriate systems are in place to monitor and account for progress against the business plan, expenditure against the budget, and the management of risk within the organisation.

d. Ensuring that appropriate audit and monitoring systems are in place, and holding the executive to account for the operation and performance of our functions and processes.

e. Ensuring that we report openly and fully on our performance, and account to Parliament and the Charity Commission and the Office of the Scottish Charity Regulator, in accordance with the reporting requirements of the Medical Act 1983 [*insert link – paragraph 52A*], the Charities Act 2006, and the Charities and Trustee Investment (Scotland) Act 2005.

f. Ensuring that the GMC as a body corporate is a responsible employer, with employment policies in place that reflect best practice.

g. Ensuring that in all our work we promote fairness and equality and value diversity.

4. Council is responsible for agreeing the Corporate Strategy for such period as it may decide. A business plan, and a budget drafted with the agreement of the Resources Committee, are submitted to Council for approval, normally at its last meeting in the calendar year prior to that for which the business plan and budget will have effect.

5. Council thus determines our strategy and priorities and agrees our business plan. Through its decisions at Council meetings, Council makes policy, which should always be consistent with Council's strategy. The role of Boards, Committees and Reference Groups is to support Council so that it can take a strategic overview of policy and of its delivery.

Financial management

6. Council is responsible for agreeing the Annual Report and Accounts, and, as Trustees, for ensuring that these comply with the Charities (Accounts and Reports) Regulations 2008 and the Statement of Recommended Practice for Accounting and Reporting by Charities.

7. The Council has overall responsibility for our financial management. The role of the Resources Committee is to guide Council on the appropriate human resource, Information Systems, property and financial strategies such that Council can fulfil its statutory functions and remain at all times in sound financial health.

8. Any Board, Committee, Reference Group or working group seeking to agree to any commitment that would involve material expenditure that is not included in the annual budget should seek prior approval from the Resources Committee.

9. Arrangements for our detailed financial management are set out in Financial Regulations [\[insert link\]](#).

Reference Groups

6. The four main Reference Groups are as follows, one for each of our main statutory functions:

- a. Education and Training Reference Group.
- b. Fitness to Practise Reference Group.
- c. Registration Reference Group.
- d. Standards and Ethics Reference Group.

7. There are also two other Reference Groups covering underpinning aspects of our work:

- a. Equality and Diversity Reference Group.
- b. Research Reference Group.

8. These Reference Groups provide an effective means of ensuring early and continuing member involvement in developing proposals in all areas of our work, in a relatively informal and flexible way. They are joint groups of members and staff, normally without external membership. They have some scheduled face to face meetings but also use a range of more 'virtual' working methods, for example e-mail and telephone conference.

Working groups

9. Working groups are also an important feature of our overall approach and may be set up by Council from time to time to take forward specific issues or programmes of work, with clear terms of reference. The Secretariat maintains a list of those working groups in existence at any particular time.

- g. Provide feedback and guidance to Council members as part of the process for signing off their appraisals.
- h. Play the part required of him/her in handling any complaints or concerns about Council members in line with agreed procedures.
- i. Establish and maintains a close working relationship with the Chief Executive, directors and other staff, as appropriate.

Governance

- 5. The Chair's role is to:
 - a. Ensure that Council monitors our performance in line with legal and regulatory compliance requirements.
 - b. Promote and uphold the public interest in all that we undertake.
 - c. Ensure that Council focuses on governance rather than management.
 - d. Ensure that the GMC's Code of Conduct and other relevant provisions are adhered to by all Council members.

External relationships

- 6. The Chair's role is to:
 - a. Represent the GMC at meetings with Ministers and with Assembly and Parliament members throughout the UK.
 - b. Account for the GMC's performance, when called upon to do so, to House of Commons Committees or to public inquiries.
 - c. Represent the GMC in meetings with leaders of patient and consumer organisations, leaders of the medical profession, educational leaders and employers, senior figures in other regulatory and public authorities, and other interest groups.
 - d. Engage with the media on Council's behalf.
 - e. Develop partnership working with the Chair of the Council for Healthcare Regulatory Excellence and chairs of other healthcare professional regulators.
 - f. Represent the GMC with regulatory authorities in other countries, including the International Association of Medical Regulatory Authorities.

Internal relationships

7. The Chair's role is to:
 - a. Act as an internal ambassador for Council, to staff and to GMC associates.
 - b. Work closely with the Chief Executive and directors; and provides a sounding board for discussion of emerging issues.
 - c. Lead, in consultation with the Remuneration Committee, the assessment of the Chief Executive's performance.

Working practices

8. The role requires extensive day-to-day communication with members, the Chief Executive and staff, particularly by email.
9. Much of the Chair's work is in London, but there are meetings and other commitments throughout the UK. There are occasional invitations to international conferences.

Chapter 6: Role of Council Members

1. Council members must be committed to the public interest and to our statutory purpose.
2. The role of Council members is to:
 - a. Provide strategic direction for the GMC by:
 - i. Contributing to the development and review of our corporate strategy, business plans and budgets and to the development of the framework for reviewing our policy and operational performance.
 - ii. Contributing to the development of policy and to the making of major policy decisions.
 - b. Ensure and review the effectiveness of the GMC in fulfilling our statutory purpose by:
 - i. Promoting our work externally, promoting public and professional confidence and support for us and our work.
 - ii. Evaluating the effectiveness of the Council in fulfilling its statutory purpose.
 - c. Exercise oversight of our activities by ensuring that they are aligned with the strategic direction by:
 - i. Holding the executive to account for the management of our day-to-day operations, ensuring that resources are used properly.
 - ii. Ensuring that decisions are made in accordance with our charitable purpose and members' duties as trustees.

3. In order to do this effectively Council members:
 - a. Subscribe to the Nolan principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership; and adhere to the GMC Members' Code of Conduct at Chapter 7 of this Governance Handbook.
 - b. Subscribe to and uphold the principles of corporate responsibility and majority decision-making.
 - c. Understand our functions and its statutory framework.
 - d. Understand who our key interests are and what their priorities are.
 - e. Understand the nature and objectives of independent professional regulation.
 - f. Make themselves available for the required amount of time.
 - g. Take an active part in Council and other meetings; and work effectively with the executive.
 - h. Participate as necessary in induction, training and appraisal procedures.

Chapter 7: Members' Code of Conduct

1. For us to command the confidence of all of our key interests, it is necessary that Council as the governing body should adopt and comply with appropriate standards of conduct. Upon appointment, all Council members are required to confirm their commitment to the Members' Code of Conduct.

Principles

2. In performing their duties, members uphold the seven principles identified by the Nolan Committee in its first report on standards in public life in May 1995 (the Nolan principles):

- a. **Selflessness:** holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.
- b. **Integrity:** holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.
- c. **Objectivity:** in carrying out public business, including making public appointments, awarding contracts, or recommending individuals for awards or benefits, holders of public office should make choices on merit.
- d. **Accountability:** holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- e. **Openness:** holders of public office should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- f. **Honesty:** holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

- g. Leadership: holders of public office should promote and support these principles by leadership and example.

Corporate responsibilities

3. We are the regulator for doctors in the UK, with responsibility for protecting, promoting and maintaining the health and safety of the public by ensuring proper standards in the practice of medicine, as set out in the Medical Act 1983 as amended. Council members have a duty to ensure that our functions are effectively discharged in the interests of public protection.

4. Members, as trustees of a corporate body employing staff, also have a duty to ensure that the GMC complies with relevant employment, equalities, health and safety, data protection and freedom of information legislation.

5. Members have corporate responsibility for ensuring that Council complies with any statutory or administrative requirements for the use of its funds.

6. As trustees of a charity registered in England and Wales and in Scotland, members have corporate responsibility for ensuring that Council complies with charity law and the requirements of the Charity Commission and the Office of the Scottish Charity Regulator.

7. The Council is accountable to the public through Parliament and the Privy Council.

Duties of individuals

8. Members have a duty to make themselves available for service on the Council and those of its Boards, Committees, Reference Groups and working groups to which they may be appointed.

9. Members have a duty to ensure that they have a clear understanding of their responsibilities as trustees of a registered charity and that they meet the legal requirements for eligibility to serve as a charity trustee as specified in section 72 of the Charities Act 1993.

10. Members have a duty to notify the Privy Council and the Chief Executive if, following appointment, they become or may be about to become liable to be removed from office in any of the circumstances provided in paragraph 6 of the GMC Constitution Order 2008.

11. Members have a duty to ensure that all their decisions and actions as trustees are taken in the best interests of the charity and the public interest, putting its interests before any personal or professional interests, and that they:

h. Contribute to our objective to protect the public.

i. Are within our obligations under the Medical Act 1983 as amended and other legislation.

j. Take into account the views and needs of key interest groups.

12. Members have a duty to ensure that they have a clear understanding of the scope of the schedule of authority and, having given that authority, ensure that it is not undermined.

13. Members accept collective responsibility for enabling Council to achieve its objectives and for decisions taken by Council. Members are expected to contribute to discussion and debate freely to enable a robust decision to be made. Once Council has taken a decision, members must support the communication and implementation of that decision

14. Members have a duty to be as open as possible with key interests about the decisions and actions of the GMC, restricting information only when the principles of confidentiality or the law require it.

15. Members have a duty to distinguish clearly, when speaking or writing, between views held by themselves personally or based on any other organisational affiliations they may have and those of the GMC. Any communication with the media about our work, including publication of views via the internet or by other means, should be discussed with the Communications Directorate before a statement is published. In communicating with the media or making any statement, members do so on the basis of collective responsibility and in support of our purpose and policies.

16. Members may be approached by individuals or organisations that wish to lobby them on our work, including policy matters and operational decisions on particular cases. Members may take account of the views of others and undertake to make them known to the GMC if appropriate, but should avoid taking any action or making any commitment which might indicate their acceptance of the lobbyist's position. Any queries or correspondence about operational decisions involving cases of individual doctors are to be referred to the executive for any response.

17. Members have a duty to lead by example, always demonstrating respect and dignity for others [\[link to GMC's diversity and dignity at work policy including issues such as discrimination/ harassment\]](#); valuing diversity and conducting themselves in a non-discriminatory manner at all times. Working together effectively means, for Council members and staff, observing the following working principles:

a. Trust between colleagues - being honest and open; acting with integrity and respect for each other.

b. Good communication - sharing information and listening to others.

c. Ideas and creativity - offering ideas and being open to ideas proposed by others.

d. Individual responsibility - accepting responsibility for achieving goals and for the quality of our work.

- e. Problem solving, finding solutions - working to find creative solutions to problems.
 - f. Openness to learning and feedback - seeking to improve ourselves and how we work.
 - g. Collaboration with others - working constructively with colleagues to a common purpose.
18. Members have a duty to be committed to the continuing demonstration of the competences required for the effective performance of their role on Council and on any of its Boards, Committees, Reference Groups and working groups.
19. Members have a duty to participate in the appraisal process and actively commit to achieving any personal development objectives identified during the appraisal process.
20. Members have a duty to complete and maintain their entry in the Council Members' Register of Interests, declaring any professional, business, or personal interests which may, or might be perceived to, conflict with their responsibilities as Council members in accordance with Council's guidance.
21. Members have a duty to avoid placing themselves under obligation to any individual or organisation which might affect their ability to act impartially and objectively as Council members. This includes observing our guidance on conflicts of interest and on gifts, hospitality and fees for speaking engagements and making any declarations as required by this guidance
22. Members have a duty to raise any concerns about possible wrongdoing within the GMC, as set out in our Public Information Disclosure Policy, with the Chief Executive if it concerns a member of staff, with the Chair of Council if it concerns the Chief Executive or another member, or with the Chairs of the Audit and Risk, Remuneration, and Resources Committees if it concerns the Chair of Council.
23. Members have a duty to raise any concerns about compliance with this code with the Chair of Council and the Chief Executive at the earliest opportunity.
24. Members have a duty to raise any concerns about compliance with charity or other legislation with the Chair of Council and the Chief Executive at the earliest opportunity. In the event that concerns still remain, members should report the matter to the Chair of the Audit and Risk Committee, who will report to the Audit and Risk Committee which may refer the matter to Council if required and, if appropriate, to the Charity Commission and the Office of the Scottish Charity Regulator.

Chapter 8: The Role of the Executive

1. The executive takes forward the operational work of the organisation in line with our statutory purpose, and according to the strategic aims, business plan, policies and schedule of delegated authority agreed by Council.
2. The executive team is led by the Chief Executive. The deputy Chief Executive and Directors are accountable to the Chief Executive for the areas of responsibility assigned to them.
3. The Chief Executive is responsible for the performance of the executive and is accountable to Council for it, making regular performance reports to Council. On a day-to-day basis the Chief Executive is in regular contact with the Chair of Council, working in partnership with him/her to ensure the effective conduct of business.
4. The Chief Executive is responsible for our overall operation, organisation and management, for the budgeting and management of our financial resources, and for ensuring that proper systems of staff appointment, training, allocation of work, delegation of duties and accountability, performance, appraisal, remuneration and discipline are in place.
5. The Chief Executive is also responsible for ensuring that policy development and implementation are properly carried out by the executive, with clear, impartial and well-founded advice and recommendations being offered to Council as required.

Glossary

4. Unless expressly stated otherwise:
- a. Statutory provisions referred to in the Schedule are those set out in the Act and are denoted as, for example, "s1" for Section 1 and "Sch 1" for Schedule 1;
 - b. Rules referred to in the Schedule are those set out in the Fitness to Practise Rules.
5. The following defined terms are used throughout the Schedule of Authority.

Term	Definition
Act	Medical Act 1983 (as amended)
Address Inquiry	An inquiry by the Registrar requesting confirmation of a change to the RMP's registered address
APS	Approved practice setting
AR	Assistant Registrar
ARF	Annual retention fee
CEs	Case Examiners
Constitution of Panels Rules 2004	General Medical Council (Constitution of Panels and Investigation Committee) Rules 2004 (as amended)
Disqualifying Regs 2004	General Medical Council (Fitness to Practise) (Disqualifying Decisions and Determinations by Regulatory Bodies) Procedure Rules 2004
DR	Deputy Registrar
FCR Regs 2007	General Medical Council (Form and Content of the Register) Regulations 2007
Fees Regs 2009	General Medical Council Registration Fees Regulations 2009
FTP	Fitness to Practise
FTPP	Fitness to Practise Panel
FTP Rules	General Medical Council (Fitness to Practise) Rules 2004
GSMP Regs	General and Specialist Medical Practice (Education, Training and Qualifications) Order 2003
IC	Investigation Committee
Investigated RMP	A registered medical practitioner whose Fitness to Practise is being investigated
IO	Interim Order
IOP	Interim Orders Panel
LA Regs 2004	General Medical Council (Legal Assessors) Rules 2004
Qualifications Directive	Directive 2005/36/EC of the European Parliament and Council on the recognition of professional qualifications

Term	Definition
RAE Regs 2004	General Medical Council (Restoration following Administrative Erasure) Regulations 2004
RAP	Registration Appeals Panel
RAP Rules 2004	General Medical Council (Registration Appeals Panel) Rules 2004
RD Rules	Registrations Decisions Arrangement of Procedures
RMP	Registered medical practitioner
RP	Registration Panel
VE	Voluntary erasure
VE Regs	General Medical Council (Voluntary Erasure and Restoration following Voluntary Erasure) Regulations 2004

Schedule of Authority

Function	Description of Function	Function assigned to?	Function delegated to?
GOVERNANCE FUNCTIONS			
Registrar of members' interests	To maintain a system for the declaration, registration and publication of members' private interests	Council – Schedule 1 Part 1 para 1C	Registrar
Performance of functions	To do such things and enter into such transactions as are incidental or conducive to the performance of its functions, including the borrowing of money	Council - Sch 1 Pt 1 para 9	Chief Executive [DN in accordance with Financial Regulations]
Provision and publication of information	To publish/provide information to RMPs and the public about Council and the exercise of functions	Council – Sch 1 Pt 1 para 9B	Registrar
Requesting information	To request relevant information from RMPs for the purposes of compiling statistics regarding medical practice and practitioners	Council - Sch 1 Pt 1 para 10	Registrar
Provision of facilities for testing knowledge of English	To provide facilities for testing the knowledge of English of applicants for registration under s21B and s21C	Council –Sch 1 Pt 1 para 11	Registrar
Standing Orders	To make standing orders re: meetings, proceedings, and the discharge of the functions of Council and its committees; the composition of its committees and the functions of its officers; the appointment of a Treasurer; and the provisional	Council – Sch 1 Pt 1 paras 15 and 16(1A)	Not applicable other than in relation to provisional suspension of members from office which is delegated to the Chair of the Remuneration Committee (or Chair of the

Function	Description of Function	Function assigned to?	Function delegated to?
	suspension of members from office pending decisions on suspension/removal by the Privy Council		Resources Committee in the event of a complaint against the Chair of the Remuneration Committee)
Appointment of Registrar and deputy/assistant registrars and delegation of functions	<p>a. To appoint (i) a Registrar and direct/delegate functions to him/her; and (ii) deputy/assistant registrars</p> <p>b. To authorise deputy/assistant registrars to act for the Registrar in any mater</p>	a.(i) Council – Sch 1 Pt 1 paras 16(3) and (4)	a (ii) and b Registrar
Remuneration	To decide a. remuneration and b. expenses of members	Council – Sch 1 Pt 1 - para 17	b. Resources Committee (DN. Discuss role of Remuneration Committee)
Accounts and appointment of auditors	a. To keep and publish accounts; b. to appoint auditors; and c. to publish and send a copy of the accounts and auditors report to the Privy Council	Council – Sch 1 Pt 1 para 18	<p>a and c. Registrar</p> <p>b. Chair of the Audit and Risk Committee in relation to appointment (and dismissal) of the external provider of internal audit services [Note: Provision in Audit and Risk Committee's Terms of Reference for the appointment to be referred to the Chair of the Council in the event of any unresolved disagreement between the Chief Executive and the Chair of the Audit and Risk</p>

Function	Description of Function	Function assigned to?	Function delegated to?
Committees	To constitute committees and delegate functions to the committees, boards and reference groups	Council – Sch 1 Pt 1 para 25	Committee. Audit and Risk Committee to make recommendations for Council in relation to the appointment, and dismissal of external auditors
Remuneration and expenses of members	To decide levels of remuneration and expenses payable to members of committees, boards and reference groups	Council – Sch 1 Pt 1 para 25(5)	Not applicable
Branch Councils ¹	To decide on the constitution and delegation of functions to Branch Councils ; to furnish sums to Branch Council for expenses and to approve such expenses; and to decide remuneration and expenses of members of Branch Councils	Council – Sch 1 Pt 1 - paras 26(3), 27 and 29	[DN, Resources Committee and Remuneration Committee subject to discussion] Not applicable
Brokering membership of Boards, Committees and Reference Groups	Determining proposed membership of Boards, Committees and Reference Groups when brokering discussion does not resolve	Council	Chair of the Council

¹ The practice of having Branch Councils has been discontinued. We have advised DH(E) that we would like to remove this from the Act through a future section 60 Order

Function	Description of Function	Function assigned to?	Function delegated to?
Appointments to Boards, Committees Reference Groups and working groups	To approve the proposed membership of Boards, Committees, Reference Groups and working groups	Council	Not applicable
Election of Chairs and Convenors	Each Board, Committee and Reference Group is responsible for electing its own Chair or Convenor	Council	Boards, Committees and Reference Groups
Election of Chairs of working groups	Each working group is responsible for electing its own Chair	Council	Working Group
Process of co-option of external members to the three Boards	The three Boards to have responsibility for process of co-option of external members to the three Boards. Council to retain responsibility for approving final list of external organisations nominated by the Boards (but not for approving individuals nominated)	Council	Undergraduate Board, Postgraduate Board and Continued Practice Board
Co-option of members to the Audit and Risk Committee		Council	<i>[DN. Need to add reference in Audit and Risk Committee 's ToR to responsibility for making recommendations on nominations]</i>
Appointing auditors for the Pension Scheme	Appoint an independent firm of auditors	Council	Board of Trustees of the Staff Pension Scheme
Dealing with	To assume the Chair's responsibilities	Council	Chair of the Remuneration

Function	Description of Function	Function assigned to?	Function delegated to?
complaints about the Chair of the Council	under the procedure for dealing with complaints against members when the complaint is about the Chair.		Committee
Notification to Privy Council of members' non attendance and issue of possible removal from office		Any Council member or GMC staff [Paragraph 6(1) of Constitution Order)Order provides that any Council member or GMC staff may notify the Privy Council that it may need to exercise its functions in relation to removal of members from office]	Chair of the Council, or Chair of the Remuneration Committee in the event of an issue in relation to the Chair of Council
Minutes of Council meetings	To approve Minutes of Council meetings	Council	Not applicable
Urgent decisions required between Council meetings (and including in the event of declaration of an emergency under the Civil Contingencies Act 2004)	To authorise the Chair, having consulted the Chief Executive and other members wherever possible, to authorise on behalf of the Council urgent action of a kind which would normally be dealt with at a meeting. Any action taken will be reported at the next Council meeting and recorded in the minutes.	Council	Chair of the Council
Trustees Annual Report and Accounts	a. Signing the letter of representation and b. signing the trustees report on behalf of the trustees following approval by Council	Council	a. Chair of Resources Committee; b. Chair of the Council

Function	Description of Function	Function assigned to?	Function delegated to?
Affixing the Corporate Seal	Affixing the Corporate Seal to instruments, documents and deeds as required.	Council	<p>a. The Resources Committee is authorised to direct the affixing of the seal by the Registrar to instruments in connection with the investments of the Council and to documents relating to the acquisition or disposal of premises as directed by the Committee.</p> <p>b. The Chief Executive and any Council member to whom Council has delegated authority in relation to witnessing and affixing the seal to any other instruments, documents and deeds.</p>
Communication decisions	To make decisions on handling media and other communications issues	Chief Executive (within guidelines set by the Council) ²	Not applicable
Appointment, suspension and dismissal of staff	Appointment and dismissal of staff Level 1 and below	Chief Executive	Not applicable.
Appointment, suspension and dismissal of the Chief Executive	To decide on the appointment, suspension and dismissal of the Chief Executive	Council	Appointment: Chair of Council, in conjunction with a panel comprising Chair of the Remuneration Committee.

² Collective responsibility, openness and transparency should be the hallmark of GMC communications. Because of the fast moving media environment, communications decisions should be delegated to GMC staff working within guidelines set by the Council (DN). This will be reviewed as part of the development of the Communications Strategy

Function	Description of Function	Function assigned to?	Function delegated to?
			<p>Chair of the Resources Committee and an independent assessor.</p> <p>Suspension and dismissal: Chair of Council in consultation with the chairs of the Remuneration and Resources Committees.</p> <p>Appeal against suspension and dismissal: chair of the Audit and Risk Committee.</p>
Litigation against and initiated by the GMC	Decisions on how to handle legal claims against or initiated by the GMC	Chief Executive	
Responsibility for the management of the GMC's funds and authority to authorise expenditure against financial limits	Decisions on the management of GMC funds and expenditure	Chief Executive	<p>Authorisation of expenditure according to the following limits:</p> <p>Chief Executive: no limit within the constraints of the annual budget and business plan approved by Council</p> <p>Deputy Chief Executive: £500,000 for legal costs, and no limit within the constraints of the annual budget and business plan approved by Council when acting as Deputy CE in the CE's absence.</p> <p>Directors: up to £100,000</p>

Function	Description of Function	Function assigned to?	Function delegated to?
			Heads of Section: up to £30,000 Other designated members of staff: up to £15,000
Sanctions	Decisions on the representations before a fitness to practise panel on sanction	Chief Executive	
CHRE referrals to the High Court under section 29	To decide on the instructions to be given to solicitors for any case which is referred by CHRE	Chief Executive	
REGISTRATION FUNCTIONS			
To keep and maintain the Register	To keep a Register of RMPs, including causing the Register to be published from time to time and issuing proof of registration.	Registrar – s2, s34	
To make regulations governing the: i. form and keeping of the Register; ii. charging of fees in connection with entries in the Register.	To make regulations governing the: i. form and keeping of the Register; ii. charging of fees in connection with entries in the Register.	Council i. s31 (subject to approval of the Privy Council) ii. s32(1)	Not applicable
To: i. maintain and amend the Register, including charging and collection of fees; ii. amend the register to reflect decisions	To: i. maintain and amend the Register, including charging and collection of fees; ii. amend the register to reflect decisions	Registrar i. s30 and 30A, Sch 3 paragraph 6 and 7, FCR Regs 2007, Fees Regs 2009 ii. Sch 4 para 12	

Function	Description of Function	Function assigned to?	Function delegated to?
	<p>taken by the FTTP.</p> <p>To issue certificates of registration</p> <p>To keep and maintain a Register of general practitioners and specialists.</p> <p>To carry out functions specified in the Qualifications Directive which include:</p> <ul style="list-style-type: none"> • issuing certificates relating to RMPs; • receiving or providing information to other competent authorities; • obtaining confirmation and verifying validity of qualifications. <p>To consider registration of qualifications obtained or held by a RMP while registered.</p>	<p>Registrar – Sch 3 paragraph 5</p> <p>Registrar – GSMP Regs 2003</p> <p>Council – s49B and Sch 4A</p>	
<p>Erasure of names from the Register</p>	<p>To make regulations:</p> <ol style="list-style-type: none"> i. providing for VE of RMPs from the Register; ii. authorising the Registrar to remove from the Register RMPs who fail to pay the ARF; iii. for information to be provided for the purpose of deciding whether a person's FTP is impaired (save for persons visiting from relevant European States). 	<p>Registrar – s16 and s26.</p> <p>Council</p> <ol style="list-style-type: none"> i. s31A (subject to approval of the Privy Council) ii. s32(2) iii. S44B(2) (subject to approval of the Privy Council). We understand that no regulations have been made pursuant to 	<p>Not applicable</p>

Function	Description of Function	Function assigned to? section 44B(2)(a).	Function delegated to?
	<p>To erase the name of a RMP from the Register:</p> <ul style="list-style-type: none"> i. for non payment of the ARF; ii. for failing to respond to an Address Inquiry; iii. on receipt of an application from a RMP for VE; iv. where an entry has been fraudulently procured or incorrectly made; v. where a RMP was subject to a disqualifying decision at the time of registration which remains in force; vi. where it is shown that the RMP's FTP was impaired on the grounds of physical or mental health at the time of registration and he had not informed the registrar; vii. where a person has failed to provide information for determining whether a person's FTP is impaired. <p>To determine applications for VE where FTP concerns arise or where the applicant is an Investigated RMP.</p> <p>To determine applications for VE where FTP concerns arise or where the applicant is an Investigated RMP and CEs fail to agree as to the disposal of that application.</p>	<p>Registrar</p> <ul style="list-style-type: none"> i. GMC Fees Regs 2009 ii. s30(5) iii. VE Regs 2004 iv. S39 v. S44(3) (save where referred to a pursuant to the Disqualifying Regs 2004) vi. S44B(1) vii. S44B(4)(b) <p>CEs - VE Regs 2004</p> <p>IC - VE Regs 2004</p>	

Function	Description of Function	Function assigned to?	Function delegated to?
Restoration of names to the medical register	<p>Notification of a decision to erase a person's name for fraud or error.</p> <p>To make regulations authorising the Registrar to restore to the Register a RMP who:</p> <ul style="list-style-type: none"> i. failed to pay the ARF; ii. failed to respond to an Address Inquiry; iii. voluntarily removed their name from the Register. 	<p>Registrar - s39(2), Sch 3A para 3</p> <p>Council</p> <ul style="list-style-type: none"> i. s31(8) (subject to approval of the Privy Council) ii. s31(8) (subject to approval of the Privy Council) iii. s31A (subject to approval of the Privy Council) 	Not applicable
Arrangements for granting registration to medical	<p>To restore to the Register RMPs who:</p> <ul style="list-style-type: none"> i. failed to pay the ARF; ii. failed to respond to an Address Inquiry; iii. voluntarily removed their name from the Register. <p>To determine applications for restoration following VE where FTP concerns arise.</p> <p>To determine applications for VE where FTP concerns arise and CEs fail to agree as to the disposal of that application.</p>	<p>Registrar</p> <ul style="list-style-type: none"> i. RAE Regs 2004 ii. RAE Regs 2004 iii. VE Regs 2004 <p>CEs - VE Regs 2004</p> <p>IC - VE Regs 2004</p>	<ul style="list-style-type: none"> i. Not applicable ii. Not applicable iii. Not applicable
Arrangements for granting registration to medical	<p>The arrangements for dealing with Applications for registration can be considered under two broad categories:</p> <ul style="list-style-type: none"> i. Where on satisfying the criteria set out in the relevant section of the Act the Registrar is required to admit such 	<p>Registrar (see Description of Function)</p> <ul style="list-style-type: none"> • For provisional registration 	

Function	Description of Function	Function assigned to?	Function delegated to?
	<p>persons to the register (s3, s15, s15A, s14A, s18 and s19A).</p>	<p>of UK medical graduates and those who are EEA nationals or are entitled to be treated as such with qualifications from European States - s15, s15A and s16;</p> <ul style="list-style-type: none"> • For full registration of UK medical graduates and those who are EEA nationals or are entitled to be treated as such with qualifications from European States - s3, s14A; • For full registration of EEA nationals or those entitled to be treated as such with an international qualification accepted by a relevant European State - s19A; • For visiting medical practitioners from relevant European States – S18 and Sch 2A. 	
	<p>ii. Where on satisfying the Registrar on the detailed criteria set out in the Act the Council has a discretion as to whether the register such persons</p>	<p>Council and Registrar (see Description of Function)</p> <ul style="list-style-type: none"> • To determine applications for full registration by virtue 	<p>The Professional and Linguistic Assessments Board, which is overseen by the Registration Reference Group, conducts</p>

Function	Description of Function	Function assigned to?	Function delegated to?
	<p>(s19, s21, s21B(1), s21C, s27A, s27B). The Council's discretion in this respect has been delegated to the Registrar in relation to individual applications for registration.</p>	<p>of an acceptable overseas qualification – s19 and s21B(1);</p> <ul style="list-style-type: none"> • To determine applications for provisional registration by virtue of an acceptable overseas qualification - s21 and s21C; • To consider the temporary registration: <ul style="list-style-type: none"> ○ in the event of an emergency - s18A. (Note: this function is assigned to the Registrar only); ○ of a visiting eminent specialist - s27A; ○ for the purposes of providing medical services exclusively to persons who are not UK nationals - s27B. 	<p>tests to inform the Registrar's decision as to whether doctors who qualified overseas have the necessary knowledge and skills, and (through the international English language testing scheme or IELTS) the knowledge of English to be admitted to the medical register and thus entitled to practise medicine in the UK</p>
<p>To refuse to register applicants failing to supply information about their FTP.</p>		<p>Registrar – s44B(4)(a) – <u>Note:</u> as no regulations have been made under section 44B(2)(a) this power is in effect not exercised.</p>	

Function	Description of Function	Function assigned to?	Function delegated to?
Registration Appeals	To hear appeals of appealable registration decisions.	RAP - s34B, Sch 3A, RAP Rules 2005	Not applicable
	To make rules governing the procedure and rules of evidence applicable to proceedings before a RAP.	Council - Sch 3B (subject to approval of the Privy Council)	Not applicable
	To hear appeals where the Registrar determines that he is not satisfied that an applicant is entitled to a qualification claimed.	Council – Sch 3 para 4 Note: In practice this function is exercised by a RAP pursuant to Sch 3A.	Not applicable
Approved Practice Settings	To consider whether to waive the requirement to work in an APS.	Registrar S44D(1) and (2)	
	To determine what constitutes an APS, monitor compliance with the requirement to practice in an APS and publish guidance.	Council - s44D(3)-(11) (Regulations made pursuant to s44D(8) are subject to approval of the Privy Council)	Registrar for the decision as to whether those criteria are met. Council retains the power to determine the criteria for an APS.
EDUCATION FUNCTIONS			
To promote high standards of medical education	To maintain and amend, as required, a list of bodies and combinations of bodies entitled to hold examinations for the purpose of granting one or more primary UK qualifications.	Council - s4	Not applicable.
	To promote high standards of medical education and coordinate all stages of medical education including: i. to determine the extent of knowledge	Council - s5	Undergraduate Board has delegated powers under sections 5(2), 5(2A), 5(3) of the Medical Act 1983 as amended

Function	Description of Function	Function assigned to?	Function delegated to?
	<p>and skill required for the granting of a primary UK qualification;</p> <p>ii. to ensure that the instruction given is sufficient to meet that standard.</p>		<p>Postgraduate Board has delegated powers under sections 5(2)c, 5(2A), of the Medical Act 1983 as amended insofar as they apply to Foundation Year 1</p>
	<p>To monitor and require information from bodies granting primary UK qualifications.</p>	<p>Council - s6 and s7</p>	<p>Undergraduate Board. In addition, Inspectors/Visitors may be appointed to report to the Undergraduate Board (s6, s7).</p>
	<p>To determine what constitutes an acceptable programme for provisionally registered doctors and whether or not to recognise such programmes.</p>	<p>Council - s10A</p>	<p>Postgraduate Board in relation to powers in s10A(2), (4) and (7)</p>
	<p>To direct that alternative educational experience is sufficient in certain cases as an equivalent to an acceptable programme for provisionally registered RMPs.</p>	<p>Council – s14</p>	<p>Not applicable.</p>
<p>STANDARDS FUNCTIONS</p>			
<p>To foster good medical practice</p>	<p>To provide advice to members of the medical profession on:</p> <ul style="list-style-type: none"> • standards of professional conduct • standards of professional performance • medical ethics 	<p>Council - s35</p>	<p>Not applicable.</p>
<p>FITNESS TO PRACTISE FUNCTIONS</p>			
<p>Establishing a</p>	<p>To investigate allegations of impaired FTP</p>	<p>IC – S35C</p>	<p>Registrar</p>

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Function	Description of Function	Function assigned to?	Function delegated to?
<p>framework for investigation of FTP concerns</p>	<p>and decide whether:</p> <ul style="list-style-type: none"> the allegations should be considered by a FTTP; a warning should be imposed; a referral to an IOP is appropriate. 		<p>The FTP Rules (made by Council pursuant to the function considered below) effectively delegate these functions to the Registrar. The FTP Rules do, however, assign certain functions to the IC and these are considered below.</p>
	<p>To make Rules delegating the powers of the IC to the Registrar or any other officer.</p>	<p>Council – s35CC and Sch 4 Paragraph 1 (subject to approval of the Privy Council)</p>	<p>Not applicable</p>
	<p>To make Rules:</p> <ul style="list-style-type: none"> regarding the reference of cases to the IC, IOP and FTTP; the procedure to be followed and rules of evidence to be observed. 	<p>Council – S43 and Sch 4 paragraph 1 (subject to approval of the Privy Council)</p>	<p>Not applicable</p>
	<p>To make rules:</p> <ul style="list-style-type: none"> authorising the giving of directions by the IC, FTTP and such other specified persons requiring an assessment of the standard of a RMP's professional performance; specifying circumstances in which an assessment may be carried out; regarding the constitution and procedure of the Assessment Team. 	<p>Council – Sch 4 paragraph 5A</p>	<p>Not applicable</p>
<p>Investigating</p>	<p>To:</p>	<p>Registrar</p>	

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Function	Description of Function	Function assigned to?	Function delegated to?
	<ul style="list-style-type: none"> i. triage allegations to assess whether they amount to FTP concerns under s35C(2); ii. consider referral to an IOP; iii. carry out investigations; iv. direct assessments of an Investigated RMP's performance or health; v. consider failure to submit to or comply with an assessment. 	<ul style="list-style-type: none"> i. Rule 4 ii. Rule 6 iii. Rule 4 and 7 and Rule 13A iv. Rule 7, 13A and Sch 1 and 2 v. Rule 7 	
	<p>To consider and refer:</p> <ul style="list-style-type: none"> • an allegation of a conviction resulting in the imposition of a custodial sentence; • save where delegated to CEs, an allegation of a conviction not included above, caution or determination. 	<p>Registrar - Rule 5</p>	
	<p>To consider and dispose of allegations as they see fit by:</p> <ul style="list-style-type: none"> i. no further action ii. issuing a warning iii. referral to IC (where requested by an RMP or if CEs consider it appropriate) iv. referral to a FTP panel v. agreeing undertakings 	<p>CEs</p> <ul style="list-style-type: none"> i. Rule 8 ii. Rule 8 and 11 iii. Rule 8 and 11(3) iv. Rule 8 v. Rule 8 and 10 	<p>Not applicable</p>
	<p>Where the CEs fail to agree on the disposal of the case the IC may consider</p>	<p>Investigation Committee – Rule 9</p>	<p>Not applicable</p>

Function	Description of Function	Function assigned to?	Function delegated to?
	and dispose of allegation as they see fit by: <ul style="list-style-type: none"> • no further action; • issuing a warning; • refer for an oral hearing; • referral to a FTP panel; • agreeing undertakings. 		
	To consider an allegation at an oral hearing and : <ul style="list-style-type: none"> • take no further action; • issue a warning; • refer to a FTTP. 	Investigation Committee – Rule 11(6)	Not applicable
	To review investigation stage decisions.	Registrar – Rule 12	
	On receipt of a restoration application, to carry out investigations and obtain information and/or direct the applicant to undergo a performance or health assessment.	Registrar – Rule 23	
	To consider applications for: <ol style="list-style-type: none"> i. cancellation of a hearing ii. postponement or adjournment prior to the commencement of the hearing 	Investigation Committee – <ol style="list-style-type: none"> i. Rule 28 ii. Rule 29 	Not applicable
Interim Orders	To: <ol style="list-style-type: none"> i. consider whether an IO is necessary for protection of the public, in the public 	Interim orders panel and FTTP – s41A <ol style="list-style-type: none"> i. 	i. Not applicable

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Function	Description of Function	Function assigned to?	Function delegated to?
	<p>interest or in the interests of the RMP;</p> <p>ii. impose, review and/or revoke an order of conditions or suspension as they see fit;</p> <p>iii. apply to the relevant court for an extension of an IO.</p>	<p>ii. Interim orders panel and FTTP – s41A</p> <p>Council – s41A</p>	<p>ii. Not applicable</p> <p>iii. Registrar</p>
<p>Determining Fitness to Practise</p>	<p>To make findings in relation to an Investigated RMP's FTP at new and review hearings and, if the FTTP think fit, to impose an appropriate sanction (including, in new cases, an immediate sanction).</p> <p>To consider whether to order an assessment of an RMP's health or professional performance.</p> <p>To consider whether to restore a former RMP's name to the Register in circumstances where that person's name was erased for FTP reasons.</p> <p>To consider applications for VE made in the course of a hearing before the FTTP.</p> <p>To determine applications for restoration following VE where the matter is referred to a FTTP by CEs or the IC.</p>	<p>FTTP – S35D and S38</p> <p>FTTP – Rule 17(4)</p> <p>FTTP – S41</p> <p>FTTP – VE Regs 2004</p> <p>IC – VE Regs 2004</p>	<p>Not applicable</p> <p>Not applicable</p> <p>Not applicable</p> <p>Not applicable</p> <p>Not applicable</p>
<p>Post Determination</p>	<p>To consider directions made by a FTTP and to:</p> <ul style="list-style-type: none"> obtain such reports as are required; 	<p>Registrar – Rule 19</p>	

Function	Description of Function	Function assigned to?	Function delegated to?
	<ul style="list-style-type: none"> invite the RMP to undergo an assessment of their performance or health. <p>To refer a case for early review by a FTTP.</p>	Registrar – Rule 21	
Procedure	<p>In cases where undertakings were agreed by a FTTP:</p> <ul style="list-style-type: none"> to carry out investigations and obtain reports or direct an assessment of the RMP's performance or health; to consider whether undertakings should be varied or cease to apply; to refer the case to a FTTP for a review. <p>Service of notification of decisions of the IC, FTTP and IOP.</p>	Registrar - Rule 37A	
Disclosure and publication of	<p>To consider applications to extend the time for bringing a s40 appeal in relation to a:</p> <ul style="list-style-type: none"> decision of the FTTP under s35E(1); decision to erase a person's name for fraud or error under s39(2). <p>To require:</p> <ul style="list-style-type: none"> disclosure of information from third 	<p>Registrar - S35C(5), (7), (8), 35E(1), s39(2), s41(10) and s41A(5)</p> <p>Registrar – Sch 4 paragraph 9</p>	Registrar

Function	Description of Function	Function assigned to?	Function delegated to?
	<p>parties;</p> <p>ii. employers details from the Investigated RMP;</p> <p>iii. to obtain court orders to require disclosure of information from third parties.</p> <p>To notify specified public bodies and employers (including those with whom an Investigated RMP has arrangements to provide services) of an investigation into the Investigated RMP's FTP.</p> <p>To publish or disclose, if considered in the public interest, information regarding the FTP of one or more RMPs.</p> <p>To publish specified decisions of the FTTP and IOP, warnings imposed by the FTTP and IC and undertakings agreed by the IC (confidential health information may be excluded).</p>	<p>Council – s35A(1)</p> <p>ii. Council - S35A(2)</p> <p>iii. Council – S35A(6A)</p> <p>Council – S35B(1)</p> <p>Council – S35B(2)</p> <p>Council – s35B(4)</p>	<p>Registrar</p> <p>Registrar</p> <p>Registrar</p> <p>Registrar</p> <p>Registrar</p>
<p>Panels, assessors and advisers</p>	<p>To appoint panels of:</p> <ul style="list-style-type: none"> • medical and lay performance assessors for the purpose of carrying out performance assessments; • medical examiners for the purpose of carrying out health assessments; • specialist health advisers to advise on issues relating to an RMP's health; 	<p>Registrar – Rule 3 and 14</p>	

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Function	Description of Function	Function assigned to?	Function delegated to?
	<ul style="list-style-type: none"> specialist performance advisers to advise on issues relating to an RMP's performance. <p>To:</p> <ul style="list-style-type: none"> carry out assessments of an RMP's professional performance; require the production of any records arising out of or relating to the RMP's practice. 	<p>The Assessment Team – Sch 4 Para 5A</p>	<p>Not applicable</p>
	<p>To:</p> <ol style="list-style-type: none"> appoint and pay legal assessors for the purposes of advising the IC, IOP, FTTP or RAP; Responsibility for dealing with any concerns that might arise, including legal assessors' eligibility or suitability to continue to advise panels, and termination of appointment make Rules as to the function of legal assessors. 	<p>Council</p> <ol style="list-style-type: none"> Sch 4 paragraph 7, Sch 3A para 4(7) Sch 4 paragraph 7 (subject to approval of the Privy Council), GMC(LA) Rules 2004 	<p>i. Registrar.</p>
	<p>To make rules constituting:</p> <ol style="list-style-type: none"> IOPs; RPs; 	<p>Council (subject to approval of the Privy Council)</p> <ol style="list-style-type: none"> Sch 1 para 19A Sch 1 para 19B 	<p>Not applicable</p>

Function	Description of Function	Function assigned to?	Function delegated to?
	iii. RAPs; iv. ICs; v. FTTPs.	iii. Sch 1 para 19C iv. Sch 1 para 19D v. Sch 1 para 19E	
	i. To appoint and maintain a list of panellists and chairmen for IOPs, RPs, RAPs, ICs and FTTPs. Also responsibility for dealing with any concerns that might arise, including panellists' eligibility or suitability to continue to sit on panels, and termination of appointment	Council – i. <i>Constitution of Panels Rules</i>	Registrar

Draft as of 15.10.09

GMC Financial Regulations

Section A - Introduction

Section B - Financial Management

Section C - Financial Planning

Section D - Risk Management and Control of Resources

Section E - Financial Systems and Procedures

Section F - External Arrangements

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Section A - Introduction

Purpose

1. These Financial Regulations provide the framework for managing the GMC's financial affairs; their purpose is to ensure that high standards of financial integrity are maintained at all times. They also form an important element of the GMC's overall corporate governance arrangements.
2. The Financial Regulations are supported by a range of detailed and periodically updated policies, procedures and instructions on specific financial issues. Where any instances of conflict or ambiguity arise, the Financial Regulations take precedence.
3. In exceptional circumstances, it may be necessary to waive the requirements of Financial Regulations temporarily. This can be done *only by the Chair of the Council, in consultation with the Chair of the Resources Committee [to be confirmed]*.
4. It is not possible to cover every eventuality or circumstance within these regulations. Consequently, the principles of sound financial management, as set out in Financial Regulations, should be applied in all circumstances, even where a particular circumstance is not specifically referred to. Where there is any doubt, guidance should be sought from the Assistant Director, Finance and Procurement.
5. Financial Regulations apply to all staff and members of the GMC, and to associates and all other third parties acting on behalf of the GMC. Failure to comply with Financial Regulations, or instructions issued under them, may result in disciplinary action. It is the responsibility of Directors, Assistant Directors and Heads of Section to ensure that staff are aware of their responsibilities under Financial Regulations, and that they comply with them.

Section B - Financial Management

6. Financial management covers all financial accountabilities in relation to the running of the GMC, including the policy framework, the medium term financial forecast and the annual budget. The GMC is a registered charity and is subject to the financial reporting requirements set out in the Charities Act 1993, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006.

Council and committees

7. The powers and duties of the GMC are defined in the Medical Act 1983 as amended. The Council (as the Trustees of the GMC) has overall responsibility for the financial management of the GMC. A comprehensive description of the role of Council, and the committees, boards and reference groups, is set out in the Governance Handbook.

8. The role of the Resources Committee is to guide the Council on the appropriate human resource, information systems, property and financial strategies such that the GMC can fulfil its statutory functions and remain at all times in sound financial health.

9. The Council has established an Audit and Risk Committee, to monitor the integrity of the financial statements, to review the internal control and risk management systems and to monitor and review the internal and external audit services.

10. The main responsibility of internal audit is to provide the GMC, the Chief Executive and senior management with assurances on the adequacy of the internal control and risk management systems. The internal audit service is independent of GMC operational activities and has direct access to the Chief Executive and the Chair of the Audit and Risk Committee.

11. The primary role of external audit is to report on the GMC's financial statements and to carry out such examination of the statements and underlying records and control systems as are necessary to reach their opinion on the statements.

Executive

12. The responsibilities of the Chief Executive and Registrar are set out in the Governance Handbook. These responsibilities include overall responsibility for budgeting and the management of the GMC's financial resources.

13. The Director of Registration and Resources' responsibilities in relation to financial management are:

- a. The proper administration of the GMC's financial affairs.

- b. Setting and monitoring compliance with financial management standards.
- c. The provision of financial advice.
- d. Advising on the corporate financial position and on the key financial controls necessary to secure sound financial management.
- e. Preparing the medium term financial forecast, annual budget, and annual accounts.
- f. Providing financial management information.
- g. Advising on treasury management.
- h. Providing advice on the safeguarding of assets, including insurance arrangements.

14. The Director of Registration and Resources may delegate financial responsibilities to the Assistant Director, Finance and Procurement, who should be a member of one of the six CCAB bodies, or another body of accountants established in the UK and approved by the Secretary of State.

15. Directors, Assistant Directors and Heads of Section must consult with the Director of Registration and Resources, and seek approval from the Chief Executive, on any matter liable to affect the GMC's finances materially, before any commitments are incurred.

Other financial accountabilities

16. Budget monitoring – the Director of Registration and Resources is responsible for providing appropriate financial information to enable budget managers to monitor effectively their budgets. Budget managers are responsible for controlling income and expenditure against their budget and for monitoring service delivery and performance against targets. Budget managers should take any remedial action necessary to avoid overspending against budget. The Director of Registration and Resources is responsible for providing regular reports of budgetary performance and variances to Council, the Resources Committee and the executive.

17. Virement – the transfer of financial allocations between directorates or main budget heads can only be made with the approval of the Resources Committee. Transfers within main budget heads can be made with the approval of the relevant director and the Director of Registration and Resources.

18. Accounting policies – the Director of Registration and Resources is responsible for selecting appropriate accounting policies and for ensuring that they are applied consistently.

19. Accounting records and returns – the Director of Registration and Resources is responsible for determining the accounting procedures to be followed and accounting records to be maintained.

20. Annual statement of accounts – the Director of Registration and Resources is responsible for ensuring that the annual statement of accounts is prepared in accordance with the Medical Act 1983, the Charities Act 1993 and the Statement of Recommended Practice: Accounting and Reporting by Charities (revised March 2005). The Council is responsible for approving the annual report and accounts.

Section C - Financial Planning

Policy framework

21. The Council is responsible for agreeing the Corporate Strategy. An annual business plan, and an annual budget drafted with the agreement of the Resources Committee, are submitted to Council for approval.

Medium Term Financial Forecast

22. The Director of Registration and Resources is responsible for preparing a medium term financial forecast that is consistent with the corporate strategy. The medium term financial forecast covers a three year period and estimates the likely expenditure, income and reserves over that period.

Budgeting

23. The Director of Registration and Resources is responsible for ensuring that a revenue budget and capital programme is prepared prior to the start of each year.

24. As part of the budget planning process, budget managers should prepare draft plans and estimated costs for the activities of their directorates and submit them to the Director of Registration and Resources. It is the responsibility of directors to ensure that their draft budgets reflect the aims and objectives set out in the annual business plan. Draft budget proposals are scrutinised by the Chief Executive and directors, before being presented to the Resources Committee.

25. The Resources Committee considers the draft budget proposals, and recommends an annual budget to Council, on the advice of the Director of Registration and Resources. The approved budget sets out the allocations to directorates and projects, the proposed annual retention fee and the impact on reserves. The annual budget comes into effect only when endorsed by Council.

Budget monitoring and control

26. The Director of Registration and Resources is responsible for providing appropriate financial information to enable budgets to be monitored effectively. Variances against budget must be reported to Council, the Resources Committee and the executive on a regular basis.

Dele

27. It is the responsibility of budget managers to control income and expenditure within their area and to monitor performance, taking account of the financial information provided by the Director of Registration and Resources. Forecasts of income and expenditure should be prepared on a quarterly basis. Budget managers should take any remedial action necessary to avoid actual expenditure exceeding budget. In exceptional circumstances, the Resources Committee may approve an additional budget allocation within the year.

Maintenance of reserves

28. It is the responsibility of the Director of Registration and Resources to advise the Resources Committee on prudent levels of reserves for the GMC.

Section D - Risk Management and Control of Resources

Risk management

29. Responsibility for risk management, and the ownership of risks, resides with Council. The GMC's approach to risk management is set out in the Risk Management Framework approved by Council.

30. Responsibility for overseeing the risk management arrangements is delegated to the Audit and Risk Committee. The Committee reviews the risk management framework and obtains assurance from the internal auditors that the arrangements in place are effective.

31. Mission critical risks are identified in the Major Risk Register, where the likelihood of the risk occurring is high and the impact is significant. A lead officer is identified for each risk on the Major Risk Register.

32. Operational risks are identified in local risk registers and managed within the operational plans of each directorate.

Internal control

33. Internal control refers to the systems of control devised by management to help ensure the Council's objectives are achieved in a manner that promotes the economic, efficient and effective use of resources and that the GMC's assets and financial interests are safeguarded.

34. The Head of Consultancy and Review Service is responsible for advising on effective systems of internal control. These arrangements need to ensure compliance with all relevant statutes and regulations, and other relevant statements of best practice. They should ensure that GMC funds are properly safeguarded and used economically, efficiently and effectively.

35. It is the responsibility of directors to establish sound arrangements for planning, appraising, authorising and controlling their operations in order to achieve continuous improvement, economy, efficiency and effectiveness and for achieving financial performance targets.

Audit requirements

36. External auditors and internal auditors have authority to:
- a. Access all assets, records, documents and correspondence relating to any financial and other transactions.
 - b. Require and receive such explanations as are necessary concerning any matter under examination.
 - c. Access records belonging to third parties, such as contractors when required.

Fraud and corruption

37. The Director of Registration and Resources is responsible for the development and maintenance of an anti-fraud policy.

38. Staff should report any suspected fraud in accordance with the GMC Public Information Disclosure (whistle-blowing) Policy.

Declaration of interests

39. Staff should disclose immediately to the Director of Registration and Resources any personal interest in, or benefit arising from, a transaction or financial arrangement involving the GMC, including any interest in a business trading with the GMC. Declarations will be recorded and retained by the Director of Registration and Resources.

40. Guidance for members on the disclosure of interests is set out in the Governance Handbook.

Asset management

41. The Director of Registration and Resources is responsible for maintaining a fixed asset register.

42. Directors should ensure that records and assets within their areas of responsibility are properly maintained and securely held. They should also ensure that contingency plans for the security of assets and the continuity of business in the event of disaster or system failure are in place.

43. Disposal of assets should be in accordance with procedures laid down by the Director of Registration and Resources.

Treasury management

44. The Resources Committee is responsible for approving the GMC's Treasury Management Policy.
45. All funds held by the GMC are controlled by the Director of Registration and Resources, who will undertake all borrowing, investments or financing in accordance with the treasury management policy approved by the Resources Committee. The Director of Registration and Resources will report performance to the Resources Committee at regular intervals.
46. Budget managers are not permitted to borrow or invest funds on behalf of the GMC.

Staffing

47. The Chief Executive is responsible for ensuring that proper systems of staff appointment, training, allocation of work, delegation of duties and accountability, performance, appraisal, remuneration and discipline are in place.
48. Directors are responsible for controlling staff numbers by developing budget proposals that are sufficient to cover estimated staffing levels in the year, and adjusting staffing as necessary to a level that can be funded within the approved budget.

Section E - Financial Systems and Procedures

General

49. The Director of Registration and Resources is responsible for the operation of the GMC's accounting systems, the form of accounts and the supporting financial records, and for ensuring that systems are registered in accordance with data protection legislation.
50. The Director of Registration and Resources is responsible for providing financial training to all relevant staff.
51. Directors are responsible for the proper operation of financial procedures within their areas of responsibility, and for ensuring that staff are aware of their responsibilities under data protection and freedom of information legislation.
52. Arrangements relating to the procurement of goods and services are set out in the GMC's Procurement Policy and Procurement Manual.

Income and expenditure

53. The Director of Registration and Resources is responsible for maintaining a scheme of financial delegation that identifies staff authorised to act on the GMC's behalf in respect of raising orders, making payments, and collecting income, together with the limits of their authority.

Dele

54. Directors are responsible for ensuring that the scheme of financial delegation is operating effectively in their area.

55. The Chair of the Resources Committee will approve the bank mandate authorising bank signatories and their limits.

56. Outstanding debts can only be written off in exceptional circumstances, and only by the Director of Registration and Resources, *who will report to the Resources Committee. Debt write offs of more than £25k will be referred to the Resources Committee for approval [to be confirmed].*

Staff, members and associates

57. The Director of Registration and Resources is responsible for all payments of salaries, allowances and expenses to staff, members and associates.

Taxation

58. The Director of Registration and Resources is responsible for advising the GMC, in the light of guidance issued by appropriate bodies and relevant legislation as it applies, on all taxation issues that affect it.

59. The Director of Registration and Resources is responsible for maintaining the GMC's tax records, making all tax payments, receiving tax credits and submitting tax returns by their due date as appropriate.

Trading

60. The Director of Registration and Resources will advise the GMC on the establishment and operation of trading units.

61. No company or commercial enterprise that exploits any activity carried out by, or exploits any rights belonging to, the GMC may be established by staff, Council members or associates without the prior written approval of the Chair of the Resources Committee and the Chief Executive.

Section F - External Arrangements

Partnerships and joint projects

62. Any partnerships or joint projects should be subject to the same high standards of conduct and financial administration that apply to all other GMC activities.

63. The Director of Registration and Resources should ensure that the accounting arrangements to be adopted for partnerships and joint projects are satisfactory, and that the financial risks have been fully appraised before agreements are entered into.

64. Partnerships and joint projects should be subject to the same level of audit review as other GMC activities.

Dele

External funding

65. The Director of Registration and Resources is responsible for ensuring that all funding is received and properly recorded in the GMC's accounts.

Work for third parties

66. The Resources Committee is responsible for approving the contractual arrangements for any work to be performed for third parties or external bodies.

Dele

Annex A1: Council: Working Arrangements

Meetings

1. Council meets as necessary for the transaction of its business, according to a schedule agreed by Council, but also as may be required as set out in paragraphs 2 and 3.
2. A special meeting may be called at the request of the Chair of Council (the Chair). 14 days notice is normally given of such a meeting.
3. A special meeting must be called within 21 days if eight members so request in writing to the Chief Executive.
4. Council meetings are open to the public except where, in the opinion of the Chair and with the agreement of Council, issues of personal, commercial, legal, or other confidentiality matters arise.
5. If any matter arises of a confidential nature during the transaction of non-confidential business the Chair may require members of the public to withdraw while the matter is dealt with.

Quorum and attendance

6. The quorum for any Council meeting is defined in the General Medical Council (Constitution) Order 2008, and is 14 members.
7. The GMC Constitution Order 2008 provides for a member to be removed from office by the Privy Council if that member's level of attendance at Council meetings falls below minimum levels of attendance set in Standing Orders, and whether or not there were reasonable causes for the member's absences.
8. Council members have a duty to attend meetings of Council and of any other GMC Board, Committee, Reference Group or working group to which they have been appointed.
9. In the event that any member is unable to attend a Council meeting they have a duty to notify the Council Secretariat, and confirm the reason for their non-attendance.
10. Members' commitment to the work of the GMC is demonstrated in a variety of ways not restricted to attendance at formal meetings. However, a member who fails to attend, without good cause, three consecutive meetings of the Council and 75% of the total of all of his/her commitments to Boards, Committees and Reference Groups in any one period of twelve months may be regarded as having made an insufficient contribution to the work of Council. In these circumstances, the Chair may decide to notify the Privy Council, which determines the question of the member's removal

from office. Good cause in such circumstances is determined by the Chair of Council.

11. The chief medical officers of the four health departments are, by virtue of their office, entitled to attend meetings of Council; and have the right to address Council at the invitation of the Chair.

12. The Chair may invite any person to attend the whole or part of a Council meeting to present a report or to give advice.

Agendas

13. The Chair and Chief Executive prepare and agree the agenda for each Council meeting.

14. The Council Secretariat maintains a schedule of the proposed forward agenda planning programme, which will be made available on the members' website.

15. Notice confirming the agenda for a Council meeting is sent to members not less than three weeks before the meeting to which it relates.

16. Any member wishing to raise a matter, other than a matter appearing on the agenda, at a Council meeting is required to notify the Chair and Chief Executive not less than 14 days before the meeting.

17. No business other than that which has been included in the agenda, or of which notice is given under paragraphs 3 or 16, is discussed at any Council meeting, with the exception of urgent business, which may be discussed with the consent of the Chair.

18. The agenda and supporting papers for Council meetings are sent to members not less than seven days before the meeting. Papers are circulated within seven days before the meeting only if they:

- a. Relate to a special meeting.
- b. Relate to urgent business.
- c. Contain information that was not reasonably available at the time of first circulation.

19. Agendas, papers and minutes of Council meetings are published on our website no fewer than two days before the meeting.

Rules of debate

20. Any member wishing to speak indicates this to the Chair and waits to be called by the Chair. All contributions are directed to the Chair. Members give way to the Chair on request.

Amendments

21. Any amendment to a recommendation are in one of the following forms:

- a. To add words.
- b. To delete words.
- c. To delete words and substitute others.

22. All amendments are to be proposed and seconded.

Decision making and voting

23. Members have a duty to support all Council decisions on the basis of collective responsibility.

24. In discussion of agenda items the intention is to reach agreement by consensus. If a general consensus emerges, then the Chair may curtail discussion and seek agreement to the proposal. Where a consensus decision is reached the Chair asks Council to confirm this orally and this is minuted.

25. Voting occurs only when consensual agreement cannot be reached.

26. Voting at Council meetings is by show of hands. The Medical Act 1983 as amended provides that if the votes are equal the person who chairs the meeting has a casting vote in addition to his/her vote as a member of the Council.

27. The Chief Executive declares the numbers of votes and any abstentions, which are recorded in the minutes of the meeting.

Points of order

28. The decision of the Chair on any point of order or question of procedure is conclusive for all purposes.

Minutes

29. Minutes of Council meetings are taken and are retained as a record of members' attendance, key points made, decisions taken and any declared conflicts of interest. On an exceptional basis, any member who dissents from a decision is entitled to require such dissent to be formally recorded in the minutes of the meeting.

Draft minutes of Council meetings are produced, approved by the Chair and then circulated to members normally within 14 days of a meeting taking place. Minutes are laid before Council at the next meeting for final approval. The Chair signs the minutes of each meeting once they have been approved. In addition to the minutes, the Council Secretariat maintains a list of action points and monitors their completion.

30. The GMC is a public body for the purposes of the Freedom of Information Act 2000. This provides a general right of access to information, subject to specified exemptions.

Urgent action between meetings

31. The Chair may, having consulted the Chief Executive and other members wherever possible, between meetings authorise on behalf of the Council urgent action of a kind which would normally be dealt with at a meeting. Any action thus taken is reported at the next Council meeting and recorded in the minutes.

Annex A2: Corporate Seal

1. The corporate seal is kept in the secure custody of the Chief Executive.
2. The Resources Committee is authorised to direct the affixing of the seal by the Chief Executive to instruments in connection with the investments of the Council and to documents relating to the acquisition or disposal of premises as directed by the Committee.
3. Except as provided in paragraph 2 above, the seal may be affixed only as directed by order, or under the authority, of Council. The seal must be affixed in the presence of, and witnessed by, the Chief Executive and the Council member to whom Council has delegated authority.
4. Any order for affixing the seal states why it is being used, and is recorded in the minutes of Council or of the Resources Committee.

Annex B1: Arrangements for the Appointment of Council Members to Boards, Committees and Groups

Boards, Committees and Reference Groups

1. Boards, Committees and Reference Groups are populated by a process of self-nomination, subject to the final approval of membership of each Board, Committee and Reference Group by Council. Total membership numbers are agreed by Council as part of this approval rather than being fixed in advance..
2. As far as possible, members are allocated in order of their stated preferences. Where more than one Board, Committee or Reference Group falls to be populated at the same time, regard is had to members' first preferences and then to their other preferences in order.
3. No member of the Audit and Risk Committee may be a member of the Resources Committee. The Chair of Council is *ex officio* a member of each Board, Committee and Reference Group, except the Audit and Risk Committee, and if present forms one of the quorum.
4. If there is insufficient first preference interest to populate any Board, Committee or Reference Group, or if there is substantial over-subscription, then members are:
 - a. Given the opportunity to reconsider their preferences following a discussion with the Chief Executive and/or Chair of Council; and/or
 - b. Given the opportunity to volunteer to sit on another Board, Committee or group in order to populate an under-subscribed one.
5. In the event that brokering discussion fails to resolve any issues, the Chair of Council determines the final membership proposals for consideration by Council.
6. Membership, including chair and convenor-ship, of all of the Boards, Committees and Reference Groups are reviewed twice in each four year term of office, at the beginning and at the mid-way point.
7. The appointment of members following any casual vacancies that may occur is undertaken by inviting expressions of interest from members. In the event of over-subscription for the number of available places, the procedures set out in paragraphs 4 and 5 are followed.
8. The appointment of the chairs of the Council's Boards, and Committees, of the convenors of its Reference Groups, and of the chairs of its working groups, is undertaken on the basis that the members of each group may nominate themselves for the role of chair or convenor, and if there is more than one such nomination an election will be held among the members of the Board, Committee or Reference Group in question. Where required, such an election will be held by ballot, by postal

and/or electronic means, using the Single Transferable Vote, also commonly known as the Alternative Vote.

Working Groups

9. Supporting the development of policy proposals, the GMC also makes use of a number of working groups addressing particular issues from time to time. These working groups typically include Council members with relevant interests and/or expertise, GMC staff and a range of external members appropriate to the issue being addressed, and they work in various ways depending on the nature, timing and duration of the work being undertaken.

10. It is expected that the involvement of Council members in such groups will be on the basis of self-nomination in discussion with the Chair of Council, the Chief Executive and/or executive lead staff. In the event that such a process results in more members wishing to serve on a particular working group than the requirements of effective working would permit, then the procedures outlined in paragraphs 4 and 5 are followed.

11. The person appointed to chair any working group should not be the chair or convenor of the group to which it reports.

Appointment of external members

12. The chairs of the Boards may, with the agreement of the Council members of the Board in question, invite external organisations in accordance with Council's agreed policy, to nominate individuals to serve on the Boards for any period not exceeding four years, who will be known as co-opted members. They are bound by the same duty of confidentiality as Council members

13. The Audit and Risk Committee will nominate two people to serve as co-opted members on the Committee for any period not exceeding four years, and will seek Council's approval to the appointments.

14. Co-opted members of the Boards and Committees will receive meeting papers and take part in the discussion. In the event that a vote needs to be taken, only Council members of the Boards and Committees will be entitled to vote. In the case of papers, the executive will advise on any particular papers, or parts of papers, which need to be treated in confidence.

15. The terms of office of co-opted members may be renewed for any further period of up to four years, provided that no co-opted member will serve for more than a total of eight years in any period of twenty years.

Observers

16. The chairs and convenors of each of the Boards, Committees, Reference Groups and working groups may invite individuals from external organisations to attend meetings as observers.

17. People invited to attend as observers may receive meeting papers. They may also take part in the discussion but will not vote on decisions. They are bound by the same duty of confidentiality as other members of the group.

Reference Community

18. Reference Community members are appointed through an open process and against agreed competencies. Reference Community members are appointed as individuals and not as representatives of any organisation or group.

19. Reference Community members have a duty to respect the confidentiality of the information with which they are provided.

Annex B2: Working Requirements for Boards, Committees and Reference Groups

Chairing in the absence of the chair or convenor

1. When the appointed chair or convenor of a Board, Committee or Reference Group is absent from a meeting, or has had to withdraw owing to a conflict of interest, the meeting is chaired by another Council member of the Board, Committee, or Reference Group appointed by agreement of the Board, Committee or Reference Group in question.

Minutes and notes

2. Minutes are taken of Boards and Committees and notes are made of Reference Group meetings. As soon as the Board, Committee or Reference Group chair or convenor has agreed the draft minutes or notes of a meeting, they are circulated to all group members for comment. They are tabled for formal approval at the next meeting. The secretaries of the Boards, Committees and Reference Groups also keep a list of action points and monitor their completion.

Reporting

3. Each Board, Committee and Reference Group reports annually to Council, except the Audit and Risk Committee which reports twice a year.

Working arrangements

4. Each Board, Committee and Reference Group is invited to consider and agree its own working arrangements, taking into account good governance practice and what is required to achieve its purpose.

Decision making and voting

5. In discussion of agenda items the intention is to reach agreement by consensus. If a general consensus emerges, then the chair or convenor may curtail discussion and seek agreement to the proposal. Where a consensus decision is reached the chair asks the Board, Committee or Reference Group to confirm this orally and this is minuted or noted.

6. It is expected that Boards, Committees and Reference Groups will conduct their business on the basis of seeking consensual agreement in all but the rarest of cases.

7. In the event that such agreement cannot be reached, and that it is necessary for a particular matter (for example in relation to a power delegated to a Board by Council) to result in a specific decision, voting is used. Voting at meetings is by show of hands. If the votes are equal the person who chairs or convenes the meeting has a casting vote in addition to his/her vote as a member of the board, committee or reference group.

8. The secretary to the meeting declares the numbers of votes and any abstentions, which are recorded in the minutes or notes of the meeting.

Quorum and attendance

9. The quorum for meetings of each of the three Boards, and the Resources Committee, is four members. The quorum for meetings of the Audit and Risk Committee and the Remuneration Committee is two members.

10. Council and co-opted members are expected to attend meetings of any Board, Committee or Reference Group to which they have been appointed or nominated.

11. In the event that any member is unable to attend a Board, Committee or Reference Group meeting they have a duty to notify the relevant Secretariat, and advise the reason for their non attendance.

Publication of papers

12. Agendas, papers and minutes of the Boards will be available on the external website.

13. The GMC is a public body for the purposes of the Freedom of Information Act 2000. This provides a general right of access to information, subject to specified exemptions.

Annex B3a: Role Description for Board Chairs

1. The core role of the chair of a Board is to ensure that the Board remains focused on its business, acts within the statement of its purpose (including any authorities specifically delegated to it), and properly accounts for the conduct of its business in line with its purpose and duties.
2. The chair's role is to:
 - a. Provide non-executive leadership to the work of the Board.
 - b. Ensure that the Board fulfils the purpose set for it and is responsive to direction from Council.
 - c. Ensure that the Board works collectively, while recognising that external members may be there to represent other organisations.
 - d. Work with the Chair of Council, the chairs of the other Boards, conveners of Reference Groups, and chairs of working groups, to ensure that business is handled effectively, with appropriate levels of consultation and input.
 - e. Establish and maintain an effective working relationship with the Chief Executive, directors, executive leads, Board secretariat, and other staff, as appropriate, taking forward business as required between meetings and liaising as required with other Board members to ensure this.
 - f. Chair Board meetings effectively, ensuring that required decisions are taken.
 - g. Approve draft minutes for circulation to the Board.
 - h. Ensure, in the light of Council's priorities for the Board, and in liaison with the Board secretariat, an annual work programme for the Board, including formal meetings as appropriate.
 - i. Ensure that the work and activities of the Board are regularly reported to Council as required.
3. As good governance practice, all chairs of Boards have an explicit right of access to the Chair of Council and to the Chief Executive.
4. There may be occasions on which, within the powers delegated by Council to the Board, decisions need to be taken by the chair outside a meeting of the Board. If so, the Chair reports the decision to the Board at the earliest opportunity, and the decision is formally reported at the next Board meeting.

Possible additional roles

5. Chairs, once elected, may have opportunities to develop their role further. This depends on a number of factors, including whether the chair is in a position to take on an extended role, duly authorised by Council or the Board.

6. Examples could include the chair's representing the Board on our behalf in matters falling within the Board's purpose, in meetings with our key interests (patients and the public; doctors; the NHS and other healthcare providers; medical schools and medical Royal Colleges); other regulatory and public authorities; and other groups as required.

Annex B3b: Role Description for Committee Chairs

1. The core role of the chair of a Committee is to ensure that the Committee remains focused on its business, acts within its terms of reference, and properly accounts for the conduct of its business in line with its purpose and duties.
2. The chair's role is to:
 - a. Provide non-executive leadership to the work of the Committee.
 - b. Ensure that the Committee fulfils the purpose set for it and is responsive to direction from Council.
 - c. Ensure that the Committee works collectively.
 - d. Work with the Chair of Council, the chairs of the Boards, convenors of Reference Groups, and chairs of working groups, to ensure that business is handled effectively, with appropriate levels of consultation and input.
 - e. Establish and maintain an effective working relationship with the Chief Executive, directors, executive leads, secretariat, and other staff, as appropriate, taking forward business as required between meetings and liaising as required with other Committee members to ensure this.
 - f. Chair Committee meetings effectively, ensuring that required decisions are taken.
 - g. Approve draft minutes for circulation to the Committee.
 - h. Ensure, in the light of Council's priorities, and in liaison with the secretariat, an annual work programme for the Committee, including formal meetings as appropriate.
 - i. Ensure that the work and activities of the Committee are regularly reported to Council as required.
3. As good governance practice, all chairs of Committees have an explicit right of access to the Chair of Council and to the Chief Executive.
4. There may be occasions on which, within the powers delegated by Council to the Committee, decisions need to be taken outside a meeting of the Committee. If so, the chair reports the decision to the Committee at the earliest opportunity and the agreed decision is formally reported at the next Committee meeting.

Annex B3c: Role Description for Convenors of Reference Groups

1. The core role of the convenor of a Reference Group is to ensure that the Reference Group remains focused on its business, acts within the statement of its purpose, and properly accounts for the conduct of its business in line with its purpose and duties.
2. The convenor's role is to:
 - a. Provide non-executive leadership to the work of the Reference Group.
 - b. Ensure that the Reference Group fulfils the purpose set for it and is responsive to direction from Council.
 - c. Ensure that the Reference Group works collectively.
 - d. Work with the Chair of Council, the chairs of the Boards and Committees, and chairs of working groups, to ensure that business is handled effectively, with appropriate levels of consultation and input.
 - e. Establish and maintain an effective working relationship with the Chief Executive, directors, executive leads, secretariat, and other staff, as appropriate, taking forward business as required between meetings and liaising as required with other Reference Group members to ensure this.
 - f. Convene Reference Group meetings effectively, ensuring that required business is conducted.
 - g. Approve draft notes for circulation to the Reference Group.
 - h. Jointly with the executive leads, ensure, in the light of Council's priorities and delegations, and in liaison with the secretariat, an annual work programme for the Reference Group, including formal meetings as appropriate.
 - i. Ensure that the work and activities of the Reference Group are regularly reported to Council as required.
3. As good governance practice, all convenors of Reference Groups have an explicit right of access to the Chair of Council and to the Chief Executive.
4. There may be occasions on which, within the powers delegated by Council to the Reference Group, decisions need to be taken outside a meeting of the Reference Group. If so, the convenor reports the decision to the Reference Group at the earliest opportunity, and the agreed decision is formally reported at the next Reference Group meeting.

Statement of Purpose of the Continued Practice Board

Purpose

1. The purpose of the Continued Practice Board is to enhance our ability to protect, promote and maintain the health and safety of the public by co-ordinating our four regulatory functions as they apply to the continued practice of established doctors not in training programmes (whether pre or post CCT) ensuring that they remain up to date and fit to practise.

Duties and activities

2. Advise Council on matters relating to the continued practice of doctors (including revalidation) in the light of Council's statutory purpose to protect, promote and maintain the health and safety of the public by ensuring proper standards in the practice of medicine.
3. Advise on how the provisions of *Good Medical Practice* can best be implemented in the context of the continued practice of doctors.
4. Engage widely and effectively with our key interest groups, patients and the public, doctors, the NHS and other healthcare providers, and medical schools and medical Royal Colleges, to ensure we are able to best develop and promote a strategic approach to continued practice of doctors.
5. Take forward joint development work in a number of areas including revalidation and certification, and quality assurance, working with the Postgraduate and Undergraduate Boards.
6. Liaise closely with the UK Revalidation Programme Board over the implementation of licensing and revalidation for doctors.
7. Contribute to embed equality and diversity considerations across all areas of business, recognising the risk of issues emerging as a result of the implementation of revalidation.

Working arrangements

8. The Board will meet formally, usually up to four times a year.
9. To assist the Board, individuals from external organisations with expert knowledge on specific issues will be invited where appropriate to attend meetings.
10. Formal decision-making will be supported by papers setting out options and recommendations.
11. Papers for each meeting will normally be sent electronically to Board members at least seven days in advance of Board meetings. Copy papers will be posted to members requiring a hard copy.
12. The Board Secretary will minute each meeting and aim to circulate the minutes to members for comments within two weeks of the meeting. The Board will approve minutes at the next Board meeting. Minutes will record the conclusions of the Board on the issues considered.
13. Board agenda, minutes and papers will be published on the GMC's website.
14. The Board will report progress to Council at least annually.

Statement of Purpose of the Postgraduate Board

Purpose

1. The purpose of the Postgraduate Board is to enhance our ability to protect, promote and maintain the health and safety of the public by co-ordinating our four regulatory functions as they apply while a doctor continues in postgraduate medical education. (Until the merger with PMETB is concluded, responsibility for postgraduate medical education and training rests with PMETB, with which the Postgraduate Board will liaise closely. The Postgraduate Board is responsible for matters relating to fitness to practise, registration, and standards and ethics.) This will include the application of *Good Medical Practice* and other standards and ethics guidance in the context of postgraduate medical education and research, and all matters to do with fitness to practise, registration and licensing as they relate to postgraduate trainees.

Duties and activities

2. Advise Council on matters relating to postgraduate medical education and training (including the Foundation Programme) in the light of Council's statutory purpose to protect, promote and maintain the health and safety of the public by ensuring proper standards in the practice of medicine.

3. Exercise the powers delegated by Council in relation to sections 5(2)(c), 5(2A), 10A(2), (4) and (7) of the Medical Act 1983, as they apply to FY1.

4. Advise on how the provisions of *Good Medical Practice* and other standards and ethics guidance can best be implemented in the context of postgraduate medical education and research, including all matters to do with fitness to practise, registration and licensing as they apply to postgraduate medical education, up to the completion of the Foundation Programme.

5. Engage widely and effectively with our key interest groups, patients and the public, doctors, the NHS and other healthcare providers, and medical schools and medical Royal Colleges, to ensure we are able to best develop and promote a strategic approach to postgraduate education and training across all countries of the UK.

6. Work towards establishing a single continuum for all stages of medical education and training, in order to realise and optimise the benefits envisaged by the merger of PMETB with the GMC.
7. Contribute to embedding equality and diversity considerations across all areas of the Board's work, and, in particular, postgraduate medical education and training.

Working arrangements

8. The Board meets formally, usually up to four times a year.
9. Formal decision-making is supported by papers setting out options and recommendations.
10. Papers for each meeting are normally sent electronically to Board members at least seven days in advance of Board meetings. Copy papers are posted to members requiring a hard copy.
11. The Board Secretary minutes each meeting and aims to circulate the minutes, as cleared by the Board chair, to members for comments within two weeks of the meeting. The Board approves minutes at the next Board meeting. Minutes record the conclusions of the Board on the issues considered.
12. Board agendas, minutes and papers are published on the GMC's website.
13. The Board reports progress to Council at least annually.

Statement of Purpose of the Undergraduate Board

Purpose

1. The purpose of the Undergraduate Board is to enhance our ability to protect, promote and maintain the health and safety of the public by co-ordinating our four regulatory functions as they apply up to the completion of the undergraduate curriculum. This will include the standards and outcomes for undergraduate medical education and their quality assurance, the application of *Good Medical Practice* and other standards and ethics guidance in the context of undergraduate medical education, the initial registration of doctors, and issues relating to student fitness to practise.

Duties and activities

2. Advise Council on matters relating to undergraduate medical education and training in the light of Council's statutory purpose to protect, promote and maintain the health and safety of the public by ensuring proper standards in the practice of medicine.

3. Exercise the powers delegated by Council in relation to sections 5(2)(a) and (b), 5(2A) and 5(3), and sections 6 and 7 of the Medical Act 1983 as they apply to undergraduate medical education.

4. Advise on how the provisions of *Good Medical Practice* and other standards and ethics guidance can best be implemented in the context of undergraduate medical education and research, including all matters to do with fitness to practise, registration and licensing as they apply to undergraduate medical education.

5. Engage widely and effectively with our key interest groups, patients and the public, doctors, the NHS and other healthcare providers, and medical schools and medical Royal Colleges, to ensure we are able to best develop and promote a strategic approach to undergraduate education and training across all countries of the UK.

6. Work towards establishing a single continuum for all stages of medical education and training, in order to realise and optimise the benefits envisaged by the merger of PMETB with the GMC.

7. Contribute to embedding equality and diversity considerations across all areas of the Board's work and in particular, undergraduate medical education and training.

Working arrangements

8. The Board meets formally, usually up to four times a year.

9. Formal decision-making is supported by papers setting out options and recommendations.

10. Papers for each meeting are normally sent electronically to Board members at least seven days in advance of Board meetings. Copy papers are posted to members requiring a hard copy.

11. The Board Secretary minutes each meeting and aims to circulate the minutes, as cleared by the Board chair, to members for comments within two weeks of the meeting. The Board approves minutes at the next Board meeting. Minutes record the conclusions of the Board on the issues considered.

12. Board agendas, minutes and papers are published on the GMC's website.

13. The Board reports progress to Council at least annually.

Statement of Purpose of the Audit and Risk Committee

Purpose

1. The purpose of the Audit and Risk Committee is to monitor the integrity of our financial statements, to review our internal control and risk management systems and to monitor and review our internal and external audit services.
2. In fulfilling its purpose, the Committee is specifically authorised by Council to:
 - a. Investigate any activity within its terms of reference. Any investigation will normally be initiated in consultation with the Chief Executive.
 - b. Seek any information it may reasonably require from any member, employee or associate. All members, employees and associates are directed to co-operate with any reasonable request made by the Committee.
 - c. Obtain outside legal or other independent professional advice and to secure the attendance of people with relevant experience and expertise if it considers this necessary. The Committee may not incur direct expenditure in this respect in excess of its allocated budget without prior approval of the Director of Resources or Chief Executive or ultimately the chair of the Resources Committee.

Duties and activities

Financial Reporting

3. Review, and challenge where necessary, the actions and judgements of management in relation to the preparation of the annual financial statements and related formal statements, before submission to and approval by Council.
4. Consider other topics, as defined by Council.

Internal Control and Risk Management

5. Monitor the integrity of the system of internal controls. In particular, to review management's and the internal auditors' reports on the effectiveness of the system of internal control.
6. Assess the scope and effectiveness of the systems established by management to identify, assess, manage and monitor significant risks.
7. Review the governance statements in the annual report and accounts relating to audit and risk management.
8. Review the arrangements in place by which staff may raise concerns about possible improprieties.

Internal Audit

9. The appointment or dismissal of the Head of Internal Audit and the external provider of internal audit services should be ratified by the chair of the Audit and Risk Committee, and referred to the Chair of Council, in the event of any unresolved disagreement between the Chief Executive and the chair of the Committee in the matter.
10. Ensure internal audit has direct access to the Chair of Council and the Committee and is accountable to the Committee.
11. Review the internal audit programme and ensure that the function is adequately resourced and has appropriate standing within the organisation.
12. Consider and monitor management's response to any major internal audit recommendations.
13. Monitor and assess the role and effectiveness of the internal audit function.

External Audit

14. Consider and make recommendations to Council on the appointment, reappointment and removal of the external auditors.
15. Approve the terms of engagement and remuneration to be paid to the external auditor in respect of audit services provided.
16. Assess the qualification, expertise, resources, effectiveness and independence of the external auditors annually.
17. Discuss in advance with the external auditor the nature and scope of the audit.
18. Review with the external auditors their findings, the content of the management letter and management's responses and the audit representation letter.

19. Ensure the provision of non-audit services does not impair the external auditors' independence or objectivity.

20. Ensure the provision of non-audit services does not impair the internal auditors' independence or objectivity.

Working arrangements

21. Meetings are held at least three times a year. At the discretion of the Chair of the Committee, additional meetings can be convened, if required.

22. The external auditors or internal auditors may request a meeting if they consider that one is necessary.

23. There is at least one meeting a year, or a part of a meeting, where the Audit and Risk Committee meets the external auditors and internal auditors without management. Such meetings can be convened at the request of the Chair of the Committee.

24. No one other than the members of the Audit and Risk Committee (including the co-opted members) is entitled to attend Committee meetings. The Committee has extended a standing invitation to the Chief Executive, the Deputy Chief Executive, the Director of Registration and Resources, the Assistant Director Finance and Procurement, and the Head of Consultancy and Review Service, to attend meetings of the Committee. Others may attend meetings at the invitation of the Committee.

25. The Head of Consultancy and Review Service supports the Committee. The Committee also has secretariat support.

26. The Committee secretary minutes each meeting, and aims to circulate the minutes to members, as cleared by the chair, for comments within two weeks of the meeting. Minutes are made available to all Council members.

27. Where the Committee is not satisfied with any aspects of the proposed financial reporting it reports its views to Council.

28. The Committee prepares a report, for inclusion in the annual report and accounts, on its role and responsibilities and the actions it has taken to discharge those responsibilities. The report includes any unresolved disagreements between Council and the Committee.

29. The chair of the Committee, or another designated member of the Committee, if the chair is not available, is present at Council meetings to answer questions on the report and the Committee's activities.

Statement of Purpose of the Remuneration Committee

Purpose

1. The purpose of the Remuneration Committee is to advise Council on:
 - a. Remuneration and terms of service for Council members, including the Chair.
 - b. The process for appraisal of Council members and the Chair.
 - c. The provision of individual and collective training and development for Council members.
2. The Remuneration Committee will determine:
 - a. The appointment process for the Chief Executive.
 - b. Remuneration, benefits, and terms of service for the Chief Executive, Deputy Chief Executive, and Directors.

Duties and activities

3. The Committee is responsible for reviewing and advising Council on the remuneration arrangements and levels for Council members, including the Chair.
4. The Committee sets all aspects of salary or honoraria, the provision of any other benefits, and any other arrangements or contractual terms and offers advice in respect of the following roles:
 - a. The Chief Executive.
 - b. The Deputy Chief Executive.
 - c. Directors.
 - d. Any other such officers and posts as determined by the Resources Committee.

5. In respect of the appointment of the Chief Executive, the Committee is responsible for designing the recruitment process and for conducting it in accordance with Council's agreed delegation.

Working Arrangements

6. In formulating its views, the Committee may commission appropriate external advice where required.

7. Meetings are held three times a year. At the discretion of the Chair of the Committee, additional meetings can be convened, if required.

8. Formal decision-making is supported by papers setting out options and recommendations.

9. Papers for each meeting are normally sent electronically to Committee members at least seven days in advance of meetings. Copy papers are posted to members requiring a hard copy.

10. The Committee Secretary minutes each meeting and aims to circulate the minutes, as cleared by the Committee chair, to members for comments within two weeks of the meeting. The Committee approves minutes at the next Committee meeting. Minutes record the conclusions of the Committee on the issues considered.

11. The Committee reports on its activities to Council at least annually.

Statement of Purpose of the Resources Committee

Purpose

1. The purpose of the Resources Committee is to guide Council on the appropriate Human Resources, Information Systems, property and financial strategies such that the GMC can fulfil its statutory functions and remain at all times in sound financial and operational health.

Duties and activities

2. Ensure that the GMC is adequately resourced to achieve its aims.
3. Secure effective control of expenditure by scrutinising and authorising annual budgets.
4. Determine our reserves policy.
5. Determine the financial regulations which set standards for, and provide guidance on, the administration of our financial affairs.
6. Make recommendations on fees for entry to, retention on and restoration to the Medical Register; and to determine other fees and charges as delegated by Council.
7. Consider the audited accounts and report on them to Council.
8. Oversee our banking and investment arrangements and keep investment policy under review.
9. Determine policy on the remuneration, benefits and terms of service of GMC staff, other than in relation to the Chief Executive, deputy Chief Executive and Directors.
10. Determine the expenses policy for Council members, GMC staff, GMC Associates and others appointed to assist with specific functions.

11. Determine the contractual arrangements for and the fees payable to GMC Associates.
12. Formulate an accommodation strategy and oversee the management of GMC premises.
13. Exercise any of the rights, powers, duties and discretion of the GMC under any staff pension scheme.
14. Approve and oversee the implementation of Human Resources, Information Systems and property strategies.

Working arrangements

15. Meetings are held at least four times a year. At the discretion of the Chair of the Committee, additional meetings can be convened, if required.
16. Formal decision-making is supported by papers setting out options and recommendations.
17. Papers for each meeting are normally sent electronically to Committee members at least seven days in advance of meetings. Copy papers are posted to members requiring a hard copy.
18. The Committee Secretary minutes each meeting and aims to circulate the minutes, as cleared by the Committee chair, to members for comments within two weeks of the meeting. The Committee approves minutes at the next Committee meeting. Minutes record the conclusions of the Committee on the issues considered.
19. The Committee reports progress to Council at least annually.

Statement of Purpose of the Trustees of the GMC Staff Superannuation Scheme

Purpose

1. The purpose of the Trustees of the GMC Staff Superannuation Scheme is set out in the Scheme's Trust Deed and Rules, which sets out in detail the duties of Trustees.
2. The role of the Trustees is to manage and administer the GMC Staff Superannuation Scheme, including:
 - a. Appointing an administrator of the Scheme.
 - b. Ensuring that members are paid the benefits they are due.
 - c. Ensuring that appropriate accounts and records for all Scheme administration are maintained.
 - d. Appointing an auditor to the Scheme.
 - e. Appointing a Scheme actuary.
 - f. Commissioning reports on the financial position of the Scheme.
 - g. Managing the investments of the Scheme.
 - h. Ensuring that the Scheme meets the relevant regulatory requirements.
 - i. Responding to any complaints or queries that require a decision.
 - j. Ensuring that key documents, reports and background information are accessible to scheme members,
 - k. Oversee the effective communication of the benefits, rules and Scheme funding position to Scheme members as well as promoting the benefits of membership of the Scheme.

Duties and activities

3. The Trustees have very specific duties set out in legislation and the Trust Deed and are required to consult with the employer on changes to the Scheme and key policy statements, including:

- a. The statement of funding principles.
- b. The investment strategy.
- c. The employer covenant.

Working arrangements

4. The Trustees are required by the Deed to meet at least once per year, but work on a cycle of 6-8 meetings per year. Professional advisers attend the relevant parts of each meeting and provide advice to the Trustees.

5. The Trustees work closely with the Resources Committee as the representative body of the Scheme sponsor.

6. Sub-groups of the Board of Trustees are agreed from time to time to work on specific issues, such as meeting advisers and fund managers, or reviewing communications with Scheme members.

7. Papers for each meeting are normally sent electronically to Trustees at least seven days in advance of meetings. Copy papers are posted to Trustees requiring a hard copy.

8. Meetings regularly contain an element of training, while individual Trustees have training requirements set out by the Pensions Regulator.

9. The Secretary to the Trustees ensures minutes are taken at each meeting and aims to circulate the minutes to Trustees for comments within two weeks of the meeting. The Trustees approve the minutes at the next Trustee meeting. Minutes record the conclusions of the Trustees on the issues considered.

Statement of Purpose of the Education and Training Reference Group

Purpose

1. The purpose of the Education and Training Reference Group is to identify and take forward improvements in medical education, in particular by supporting Council in meeting its statutory duty to co-ordinate all stages of medical education; to identify and suggest ways of addressing any potential for inconsistency (for example at points where medical students / doctors transfer from one stage to another); and to promote high quality in all aspects of medical education.

Duties and activities

2. Support Council in meeting its statutory duty to co-ordinate all stages of medical education by providing strategic oversight of policy development and implementation.
3. Support Council in ensuring progress against relevant key aims set out in our Business Plan.
4. Identify gaps and/or inconsistencies in emerging policy related to education and training, and report these to the appropriate body in a timely manner.
5. Promote evidence-based policy making in relation to education and training.
6. Support the three Boards in establishing a single continuum for all stages of medical education and training

Working arrangements

7. The Group meets up to four times a year, usually following each cycle of Board meetings. Wherever possible, the Group progresses work electronically or by teleconference etc.

8. Face-to-face meetings consider material in a variety of formats, including relatively formal papers where that is appropriate, but also including, for example, presentations or packs inviting discussion of questions and issues rather than specific recommendations. Where possible, material for discussion at a face-to-face meeting is sent to members one week before the meeting.

9. Notes are taken of face-to-face meetings in broadly the same style as is used for Council meetings, focusing on decisions and actions. The secretary will aim to circulate the draft notes, as cleared by the Group convenor, within two weeks of the meeting to which they relate.

10. Where matters are being discussed outside a face-to-face meeting, for example by exchange of emails or telephone calls/conferences, the secretary will liaise with the Group convenor to agree the most appropriate mechanism for seeking views depending on the issue.

Statement of Purpose of the Equality and Diversity Reference Group

Purpose

1. The purpose of the Equality and Diversity Reference Group (EDRG) is: to help embed equality and diversity as central to the development and review of policies and procedures across the GMC; to advise on the action required to fulfil our commitment to valuing diversity and promoting equality, ensuring that outputs link to our priorities, addressing gaps in areas which may not be driven by statutory requirements; and to help to ensure that processes and procedures are fair, objective, transparent and free from unlawful discrimination.

Duties and activities

2. Contribute to developing and further enhancing our equality and diversity strategy, and to embedding and communicating it.
3. Advise on how most effectively to embed our equality and diversity commitments across the organisation.
4. Test emerging options for enhancing our Equality Impact Assessment process.
5. Help to identify areas of priority focus, for example, quantifiable targets.
6. Support staff in further developing our Equality Scheme.

Working arrangements

7. The Group meets quarterly, but also works electronically and by teleconference, where appropriate.
8. Face-to-face meetings consider material in a variety of formats, including relatively formal papers where that is appropriate, but also including, for example, presentations or packs inviting discussion of questions and issues rather than specific recommendations. Where possible, material for discussion at a face-to-face meeting is sent to members one week before the meeting.

9. Notes are taken of face-to-face meetings in broadly the same style as is used for Council meetings, focusing on decisions and actions. The secretary will aim to circulate the draft notes, as cleared by the Group convenor, within two weeks of the meeting to which they relate.

10. Where matters are being discussed outside a face-to-face meeting, for example by exchange of emails or telephone calls/conferences, the secretary will liaise with the Group convenor to agree the most appropriate mechanism for seeking views depending on the issue.

Statement of Purpose of the Fitness to Practise Reference Group

Purpose

1. The purpose of the Fitness to Practise Reference Group is to provide an opportunity for discussion of key fitness to practise issues and ensure that our Fitness to Practise procedures are fit for purpose, monitoring and reviewing their operation and its statutory framework and making proposals for modification and improvement as necessary.

Duties and activities

2. Review the function of Fitness to Practise.
3. Discuss and advise on operational guidance for staff, as required.
4. Keep performance statistics under review.
5. Advise Council on Fitness to Practise issues as required.

Working arrangements

6. There are four meetings of the Group every year. The Group also works electronically and by teleconference etc.
7. Meetings consider material in a variety of formats, including formal papers where that is appropriate, but also, for example, presentations or packs inviting discussion of issues rather than specific recommendations. Where possible, materials are sent to members one week before a meeting.
8. Notes are taken of face-to-face meetings in broadly the same style as is used for Council meetings, focusing on decisions and actions. The secretary will aim to circulate the draft notes, as cleared by the Group convenor, within two weeks of the meeting to which they relate.

9. Where matters are being discussed outside a face-to-face meeting, for example by exchange of emails or telephone calls/conferences, the secretary will liaise with the Group convenor to agree the most appropriate mechanism for seeking views depending on the issue

Statement of Purpose of the Registration Reference Group

Purpose

1. The purpose of the Registration Reference Group is to support Council and the Registrar in discharging their functions in relation to the registration of doctors and the maintenance of the registers (and, in future, the issuing of licences to practise).

Duties and activities

2. Advise Council on the maintenance of a policy framework securing a single standard for registration which doctors can reach by different routes.
3. Keep under review the statutory framework governing registration (and, in future, licences to practise), making proposals for amendment where necessary.
4. Advise Council on issues to do with the fitness for purpose of the registers, their content and publication, and access to them.
5. Advise Council on the policy framework that the Registrar will apply to determine which qualifications are acceptable overseas qualifications for the purposes of registration.
6. Monitor the guidance from Council which the Registrar must take into account in determining individual applications for registration.
7. Oversee the Professional and Linguistic Assessments Board.

Working arrangements

8. It is likely that there will be approximately four face-to-face meetings of the Reference Group every year. The Reference Group also works electronically and by teleconference etc.
9. Face-to-face meetings consider material in a variety of formats, including relatively formal papers where that is appropriate. They also consider presentations or packs inviting discussion of questions and issues rather than specific

recommendations. Where possible, material for discussion at a face to face meeting is sent to members one week before the meeting.

10. Notes are taken of face-to-face meetings in broadly the same style as is used for Council meetings, focusing on decisions and actions. The secretary will aim to circulate the draft notes, as cleared by the Group Convenor, within two weeks of the meeting to which they relate.

11. Where matters are being discussed outside a face-to-face meeting, for example by exchange of emails or telephone calls/conferences, the secretary will liaise with the Group convenor to agree the most appropriate mechanism for seeking views.

Statement of Purpose of the Professional and Linguistic Assessments Board

Purpose

1. The purpose of the Professional and Linguistic Assessments Board is to develop and review methods of assessing, to the appropriate standard, the knowledge and skills determined by the Registration Reference Group under the Medical Act 1983; to conduct tests in accordance with these methods; and to oversee the development of each examination.

Duties and activities

2. Recommend to the Registration Reference Group the scope of the test.
3. Recommend to the Registration Reference Group appropriate methods of assessment.
4. Recommend to the Registration Reference Group the minimum standard required from candidates in the International English Language Testing System (IELTS) test.
5. Review the efficacy of the test.
6. Develop the policies which relate to candidates.
7. Implement the examination regulations for both parts of the test.
8. Appoint Panel members.
9. Arrange appropriate training for Panel members.
10. Set criteria for the appointment of examiners for the test.
11. Approve Panel decisions.

Working arrangements

12. The PLA Board meets three times a year or more frequently, at the discretion of the chair of the PLA Board.

13. A note is taken of each meeting and circulated to members. The PLA Board reports to the Registration Reference Group at least once a year. To facilitate communication, the convenor of the Education and Training Reference Group or his or her nominee will be an ex-officio member of the Board.

14. The quorum of the PLA Board is four, including the chair or deputy chair.

15. The Registration Reference Group appoints the chair of the PLA Board. The deputy chair is elected by the PLA Board in accordance with the procedures for electing the chairs or convenors of the other Boards, Committees and Reference Groups.

16. The PLA Board's membership should reflect the broad scope of medical practice, including general practice. Members are appointed for a period of three years and may be reappointed, with the exception of the member who is an F2 trainee, who will be appointed for one year, but who may be re-appointed. Members who have been retired from practice in the NHS or armed forces for more than three years are ineligible for further service on the Board.

17. More detailed working arrangements including those relating to panels responsible for each part of the test are set out in a fact-sheet *The PLAB Test: Roles and Responsibilities and Working Arrangements* [\[insert link\]](#).

Procedure for voting on cases of cheating and misconduct in either part of the PLAB test

18. Papers relating to a case of cheating or misconduct at either part of the PLAB test will be tabled at a meeting of the PLA Board.

19. If there is a considerable delay between the report of cheating or misconduct and the next PLA Board meeting, all reasonable efforts will be made to arrange an extra meeting of the PLA Board.

20. When considering a case, members must decide whether the candidate is guilty of cheating or misconduct. In doing so, members must take into account all the evidence and remember that the candidate is entitled to the benefit of any doubt.

21. If the PLA Board decides that the candidate is guilty of cheating or misconduct, the members must next decide whether:

- a. To render the attempt invalid; or
- b. To report the matter to the Registrar so that it can be considered in relation to the candidate's future application for registration.

22. The decisions in paragraph 21 will be valid only if made by a majority of PLA Board members present and voting.

Statement of Purpose of the Research Reference Group

Purpose

1. The purpose of the Research Reference Group is to ensure that our research priorities are being addressed, identifying research needs and opportunities in line with the strategic, business and operational plans and overseeing and co-ordinating the delivery of research activity.

Duties and activities

2. Support Council by providing strategic oversight of research undertaken to support the development of an evidence base to inform policy.

3. Assist Council in identifying and ensuring that our research and development needs are met in line with the strategic and operational plans.

4. Provide advice to Council on the methods by which to meet research and development needs.

5. Advise Council over the identification of potential partner organisations and the development.

6. Support the executive with development of projects as appropriate.

7. Promote evidence-based policy making.

Working arrangements

8. The Group meets as appropriate, in discussion with the convenor, as and when issues arise regarding research findings and development.

9. Wherever possible, the Group progresses work electronically.

10. Face-to-face meetings consider material in a variety of formats, including relatively formal papers where that is appropriate, but also including, for example, presentations or packs inviting discussion of questions and issues rather than specific recommendations. Where possible, material for discussion at a face-to-face meeting is sent to members one week before the meeting.

11. Notes are taken of face-to-face meetings in broadly the same style as is used for Council meetings, focusing on decisions and actions. The secretary will aim to circulate the draft notes, as cleared by the Group convenor, within two weeks of the meeting to which they relate.

12. Where matters are being discussed outside a face-to-face meeting, for example by exchange of emails or telephone calls/conferences, the secretary will liaise with the Group convenor to agree the most appropriate mechanism for seeking views depending on the issue.

Statement of Purpose of the Standards and Ethics Reference Group

Purpose

1. The purpose of the Standards and Ethics Reference Group is to support Council in fostering excellence in medical practice by supporting the formulation of guidance to doctors on the principles of good medical practice and ethics, analysing the issues raised, formulating policy proposals for approval by Council, and facilitating the interpretation and application of our policy in response to specific questions as they arise.

Duties and activities

2. Identify, from fitness to practise decisions and other data, issues about standards and ethics which should be further developed by Council to help prevent poor professional practice.
3. Support the development of materials to facilitate the use of the guidance by employers, the profession and the public, in a range of media and formats.
4. Support the development of the guidance, for example by serving on Working Groups for specific projects.
5. Review and comment on guidance as it is developed.
6. Consider draft responses to government policy and to high-profile consultations.
7. Consider specific issues raised in correspondence to the GMC.
8. Promote good professional practice and support engagement with our four interest groups in the development and implementation of our guidance

Working arrangements

8. There are about four face-to-face meetings of the Reference Group every year. The Reference Group also works electronically and by teleconference etc.

9. Face-to-face meetings consider material in a variety of formats, including relatively formal papers where that is appropriate, but also including, for example, presentations or packs inviting discussion of questions and issues rather than specific recommendations. Where possible, material for discussion at a face-to-face meeting is sent to members one week before the meeting.

10. Notes are taken of face-to-face meetings in broadly the same style as is used for Council meetings, focusing on decisions and actions. The secretary will aim to circulate the draft notes, as cleared by the Group convenor, within two weeks of the meeting to which they relate.

11. Where matters are being discussed outside a face-to-face meeting, for example by exchange of emails or telephone calls/conferences, the secretary will liaise with the Group convenor to agree the most appropriate mechanism for seeking views.

Annex C1: Members' Information

Terms of office

1. The duration of the term of office of each Council member is determined by the Privy Council on appointment. The relevant provisions are set out in Part 2 section (3) of the GMC (Constitution) Order 2008 [\[insert link\]](#). Members are normally appointed for a four year term of office, and are eligible for re-appointment for a further term up to four years. The expectation is that the Appointments Commission will stagger the end dates of members' terms of office during any second term of re-appointment.

2. The term of office of the Chair of Council is determined by Council on appointment. The relevant provisions are set out in Part 3 section (8) of the GMC (Constitution) Order 2008 [\[insert link\]](#). This term is normally four years, but in any event cannot be more than the period between the Chair's date of appointment as chair and the date on which the Chair's appointment as a member is due to expire.

Remuneration and time commitment

3. Members are expected to make themselves available to the GMC for about three to four days a month, including Council and other meetings or commitments.

4. An annual fee is paid to members to cover attendance at Council and other meetings, and all other activities including preparation and travelling time.

5. An additional allowance is paid to the chairs and convenors of the Boards, Committees and Reference Groups, including the Board of Trustees of the GMC's Staff Superannuation Scheme.

Personal details

6. We need to collect personal information in order to contact members about GMC business. Contact details are made available to Council members and to staff in the course of their work.

7. Biographical details may be made available on request by other organisations and individuals.

8. Information about disabilities, dietary requirements, and emergency contacts will not be made available outside the GMC and will be disclosed to staff only if such disclosure is essential for their work.

Annex C2: Member Induction, Appraisal, Education and Training

1. Part 2 Paragraph 4 of the GMC (Constitution) Order 2008 requires the GMC to make provision in Standing Orders about the requirements with regard to education and training of members. Members are expected to participate in induction, appraisal, education and training.
2. Induction arrangements are made available for all Council members following confirmation of appointment. This includes the opportunity to meet the Chair of Council, Chief Executive and other members of the senior management team. Members receive a welcome pack and handbook for members, and other information as required. During induction, members receive advice and guidance on the appraisal system, members' website and IT facilities available, and the policy on remuneration and claiming expenses.

Appraisal

[DN Work is under way to consolidate revised procedures for the appraisal of members and of the Chair of Council for discussion on 9 December 2009. This will be inserted once agreed].

Education and training

3. In addition to individual learning/training needs identified during the appraisal process, arrangements are made for members to receive briefing and training that may be required to assist them undertake their role.

Annex C3: Guidance on the Register of Interests and Conflicts of Interest

1. Council members have a duty to act impartially and objectively, and take steps to avoid any conflict of interest arising as a result of their membership of, or association with, other organisations or individuals. To make this fully transparent, we have established a register of members' interests. As charity trustees, members have a duty to avoid putting themselves in a position where their personal interests conflict with their duty to act in the interests of the charity, unless authorised to do so.
2. Council attaches great importance to a proper balance between transparency and privacy. The aim of the register is not to satisfy curiosity but to support transparency and probity, and to maintain confidence in the regulatory process.
3. With this aim in mind, Council has agreed that the following interests should be declared:
 - a. Posts held in the course of employment or practice.
 - b. Membership of professional bodies, medical Royal Colleges, specialist societies, local medical committees or the medical defence organisations.
 - c. Fellowships of professional bodies, medical Royal Colleges, or specialist societies.
 - d. Any office held in a professional body, medical Royal College, specialist society, or other similar body in the public, private or voluntary sector. Offices include posts such as President, Chair, Chief Executive, Treasurer or Secretary.
 - e. Membership of a committee or Council of a professional association, specialist society, medical Royal College or other similar body.
 - f. Membership of, or posts held in, local authorities, or local or national community organisations.
 - g. A position of authority in a charity or voluntary organisation in the field of health and social care;
 - h. A connection with a professional body, voluntary or other organisation in the field of health and social care;
 - i. Consultancies, directorships, or advisory positions if they relate to a medical, healthcare or pharmaceutical company or organisation, NHS Trust, Health and Social Services Board, Area or Local Health Board, Primary Care Trust or equivalent authority, public body or political party.

j. Directorships, including non-executive directorships held in private companies or public limited companies (with the exception of dormant companies).

k. Ownership, part-ownership or directorship of private companies, business or consultancies.

l. Freemasonry.

m. Majority, controlling or otherwise significant shareholdings, stocks and trusts known to be held by a member or, if the members is aware of them, by anyone in their close family¹ in companies whose business activities may be relevant to, or conflict with, our decisions and activities.

n. Connection to any person or company that has a contractual arrangement for matters affected by our business or is involved in tendering for such a contract.

o. Membership or association with any other organisations or individuals which may have an interest or influence in our work.

4. Members are free to engage in political activities or to maintain links with political organisations provided that such activity does not conflict with the role of Council or compromise their position as a member. Political activity should be included among the interests declared by members.

5. The Chief Executive is responsible for keeping the register of members' interests. The register will be published on our website. Members have a duty to provide relevant information and advise the Council Secretariat of any amendments to their entries in the register as soon as possible following any change in their circumstances. Members will, in any event, be invited to update their entries on a six monthly basis.

Conflicts of Interest

6. It is central to the proper conduct of business that Council should act and be perceived to act impartially and that its members should not be, or risk being perceived to be, improperly influenced in their role by professional, business, social or other relationships.

¹ To include spouse, civil partner, child, parent, brother or sister, whether natural, adoptive or by marriage

Disclosure of interests

7. Members should disclose the existence and nature of any personal or prejudicial interest that they may have in any business being discussed at a Council or other GMC meeting by contacting the Council Secretariat in advance. If the existence of such an interest is not apparent to a member at that time but becomes apparent during the course of the meeting, he or she must disclose it as soon as it becomes apparent.

Personal Interests

8. A member is to be regarded as having a personal interest in any matter if it relates to any interest disclosed by the member in the Register of Members' Interests or if a decision upon the matter might reasonably be regarded as affecting to a greater extent than others, the well-being or financial position of that member, or, to the extent that the member is aware of any relevant interests, of anyone in his/her close family, or any person with whom the member has a business relationship, or:

- a. Any employment or business carried on by such persons.
- b. Any person who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors.
- c. Any corporate body in which such persons have a beneficial interest in a class of securities exceeding the nominal value of £5000.

9. Personal interests are declared for inclusion in the Register of Interests, and the procedure in paragraph 10 is followed when those interests are considered to be prejudicial.

Prejudicial Interest

10. A member with a personal interest in a matter also has a prejudicial interest in that matter if a member of the public with knowledge of the relevant facts would reasonably regard the interest as being so significant that it is likely to prejudice the member's judgement of the public interest.

11. A member with a prejudicial interest in any matter has a duty to:

- a. Withdraw from the meeting while the matter is being considered at that meeting and play no part in any decision or vote on the matter.
- b. Exercise no function of Council in relation to that matter.
- c. Avoid influencing any decision about the matter.

Annex C4: Procedure for Dealing with Complaints against Members

1. This procedure provides the process for dealing with complaints or concerns received against members of the General Medical Council ('members') which raise a question as to whether a member is fit to hold office as a member of Council. This procedure is to be used where information is received about a member which suggests that they may have breached the members' code/s of conduct and that action is required to address this, or which may require a referral to be made to the Privy Council for the purposes of its consideration of any matter arising under articles 6 and 7 of the General Medical Council (Constitution) Order 2008 (including the suspension or removal from membership of the member).
2. A complaint for the purposes of this procedure may be made by any person, including another member, a member of the public or a GMC member of staff. Where information is received which suggests that a member might not be fit to hold office (for example because of the health of that member), the absence of a complaint based on that information will not prevent these procedures being used.
3. The following principles will apply to the application of this procedure:
 - a. Those involved will deal with the issues sensitively and confidentially with a view to resolving the issues as quickly as possible.
 - b. The member will be given the opportunity of responding to any complaint.
 - c. Members involved in the process in any way are expected to give their full cooperation.
 - d. All decisions will be taken with the overriding objective of ensuring that members comply with the members' code of conduct and that they continue to represent the interests of Council.
4. A complaint about a member should be in writing. Adjustments can be made to accommodate anyone who may have difficulty putting their complaint in writing, and addressed to the Chair of the Remuneration Committee or in the event of a complaint against him/her, the Chair of the Resources Committee. A failure to address any complaint to the Chair of the Remuneration Committee will not affect consideration of such complaint under these procedures.
5. A complaint should be submitted within no more than 28 days of the event which gives rise to the complaint, or of the event coming to the complainant's knowledge, unless it is shown to the satisfaction of the Chair of the Remuneration Committee that in the exceptional circumstances it was not possible for the complaint to have been submitted within the time limit.

6. On receipt of the complaint, the Chair of the Remuneration Committee will write to the member with a copy of the complaint and details of the process and timetable for any investigation which will normally be completed within 28 days.

7. If in the light of the principles set out in paragraph 3, the Chair of the Remuneration Committee concludes that complaint does not engage these procedures or can be resolved in some other acceptable way he/she will notify the member and complainant as to why the procedures are not engaged or how the complaint is to be resolved.

8. The Chair of the Remuneration Committee will appoint an Investigating Manager to undertake an investigation in respect of any complaint or information received which the Chair of the Remuneration Committee has determined is to be resolved under these procedures. In most cases, the Assistant Director of Human Resources will be the Investigating Manager.

9. If, at any stage of these procedures, the Chair of the Remuneration Committee is of the view that the matters under consideration are so serious that membership should be provisionally suspended pending any outcome, he/she shall consider and decide this question on the papers, having provided the member with an opportunity to make written representations about it.

10. The Investigating Manager will undertake an investigation with the purpose of establishing the facts and the availability of evidence supporting these facts, and will undertake any investigations considered appropriate, including the obtaining of witness statements or relevant documentation and/or interviewing anyone, whom the Investigating Manager considers to hold information that will be relevant to the complaint.

11. At the conclusion of the investigation, the Investigating Manager will provide the complainant with copies of all supporting documentation and witness statements, including any statements obtained from the member, and give the complainant an opportunity to provide comments within a period of 21 days.

12. At the conclusion of the investigation and subject to providing the complainant with an opportunity to comment, the Investigating Manager will provide the member with copies of all supporting documentation and witness statements, including any statements obtained from the member and any comments from the complainant, and give him/her an opportunity to respond to the complaint and/or comment on the supporting evidence and witness statements within 21 days.

13. On receipt of the complainant's and/or member's comments and/or in the absence of any written comments, the Investigating Manager will provide the Chair of the Remuneration Committee with a report of the investigation together with any supporting evidence and/or documentation obtained during the course of his investigation. The Investigating Manager's report will include his/her recommendations, if any, as to the appropriate disposal of the complaint.

14. On receipt of the Investigating Manager's report, the Chair of the Remuneration Committee will determine, having regard to the Investigating Manager's recommendations, whether:

- a. To dismiss the complaint.
- b. To uphold the complaint, but decide that, in all the circumstances, no further action is required.
- c. To uphold the complaint and to conclude the matter with written advice to the member regarding his or her future conduct.
- d. To uphold the complaint and issue the member with a written warning as to his or her future conduct.
- e. To hold a hearing to determine the complaint.

15. Any written warning issued to a member under paragraph 14(d) above will remain on the members' record for the duration of his/her term of office, and will be notified to the Appointments Commission for the purposes of consideration of re-appointment.

16. The Chair of the Remuneration Committee will notify the parties in writing of his/her decision under paragraph 14 above, together with the reasons for the decision.

17. In circumstances where the member does not accept the decision made under paragraphs 13(c) and (d) the Chair of the Remuneration Committee will refer the matter for consideration to the Chair of Council whose decision will be final.

18. A hearing referred under paragraph 13(e) above will be before the Chair of the Remuneration Committee, who will be supported by the Investigating Manager.

19. The parties to the complaint will be notified in writing of the date of the hearing at least 28 days prior to its commencement.

20. Written notification under paragraph 19 above to a member against whom a complaint has been made will include:

- a. The date, time and venue of the hearing.
- b. The nature of the complaint against him/her, and the facts upon which it is based.
- c. Details of any witnesses who will attend the hearing and any documentation to be referred to at the hearing;

d. The Chair of the Remuneration Committee's right to proceed in his/her absence.

e. The Chair of the Remuneration Committee's power of disposal under these procedures.

21. Any request for a postponement of a hearing of which notice has been given under paragraph 19 above must be made in writing to the Chair of the Remuneration Committee no less than 7 days prior to the commencement of the hearing. The Chair of the Remuneration Committee will inform the applicant of his/her decision in writing.

22. A hearing before the Chair of the Remuneration Committee will be held in private and a summary note will be taken and made available to the complainant and the member and, in the event of a referral, to the Privy Council after the conclusion of the hearing.

23. The order of proceedings will be as follows:

a. The Chair of the Remuneration Committee will hear and consider any preliminary arguments by either the Investigating Manager or the member.

b. The nature of the complaint will be read to the member.

c. The Investigating Manager will present the case against the member and may adduce evidence and/or call witnesses in support.

d. The member may then present his/her case and adduce evidence and/or call witnesses in support of his/her case.

e. The Chair of the Remuneration Committee will then adjourn to consider his/her decision in private and shall announce his/her determination, including what action should be taken.

24. The Chair of the Remuneration Committee may determine:

a. To dismiss the complaint.

b. To uphold the complaint and issue the member with a written warning as to his/her future conduct.

c. To refer his/her determination to the Privy Council for consideration under articles 6 and 7 of the General Medical Council (Constitution) Order 2008.

d. To suspend membership provisionally pending a decision of the Privy Council on removal/suspension under article 7 of the General Medical Council (Constitution) Order 2008.

25. Where the Chair of the Remuneration Committee makes a determination under paragraph 23(c), the Chair of the Remuneration Committee will determine whether to recommend to the Privy Council that the member should be suspended under article 7 of the General Medical Council's (Constitution) Order 2008, pending a decision under article 6 thereof.

26. The member may appeal any decision under paragraph 24 above to the Chair of Council, who will review the matter based on the papers. The decision of the Chair of Council will be final.

Annex C5: Election of the Chair of Council

1. The provisions for the appointment, term of office and cessation of office of the Chair of Council are set out in paragraph 8 of the General Medical Council (Constitution) Order 2008.
2. The Chief Executive makes the arrangements for the timetable and conduct of the election and gives notice to members. Each candidate provides the Chief Executive with written confirmation from two members that they wish to nominate a member for election, and includes a statement by the candidate agreeing to undertake the role, if elected.
3. Where only one valid nomination has been received by the appointed closing date, the nominee is declared elected. Where there is more than one nominee, the Chair is elected by ballot, by postal and/or electronic means, using the Single Transferable Vote, also commonly known as the Alternative Vote. For the purpose of the election the Chief Executive arranges for circulation with each voting paper a list showing the names of those nominated for election as Chair, and the candidates' personal statements, which are limited to no more than 500 words plus a one-page *curriculum vitae*.
4. The Chief Executive may make arrangements for the conduct of any hustings that Council determines should be held, in line with Council's determination as to the format of any such hustings.
5. The Chief Executive arranges for the conduct of the ballot, including arranging for the voting papers to be collected and for the votes to be counted.
6. When the votes have been counted the Chief Executive notifies Council members of the outcome of the election. Detailed voting figures are made available to Council members on request.

Annex C6: Appointments to External Bodies

1. When we are asked to make appointments to external bodies, then the Chair of Council makes the appointment (which may be a Council member or member of staff), following consultation with the Chief Executive and the Chair or Convenor of the board, committee or reference group with the closest interest in the work of the body to which the appointment is to be made. The appointment is reported to Council.
2. Members and staff appointed to external bodies are expected to report on any work undertaken in their role to the Board, Committee or Reference Group in question at intervals appropriate to the nature of the role.
3. The Council Secretariat maintains and updates the record of all such appointments.