

*To note*

**2011 Schedule of Meetings**

**Issue**

1. The dates of Council, Board, committee and reference group meetings in 2011.

**Recommendation**

2. To note the 2011 schedule of meetings (paragraphs 7-10 and Annex A).

**Further information**

3. If you require further information about this paper, please contact us by email: [gmc@gmc-uk.org](mailto:gmc@gmc-uk.org) or tel. 0161 9236602.

## **Background**

4. Strategic Aims Seven and Eight of the 2010 Business Plan states that we will continue to use our resources efficiently and effectively and deliver evidence-based policies that demonstrate 'better regulation' principles. In delivering these aims, and in advance of development of the Business Plan, we prepare an annual meeting schedule that enables Council, Boards, Committees and Reference Groups to deliver their programmes of work.

5. We have developed and published long-term outcomes for each strategic aim in the Corporate Strategy and shorter term outcomes for each activity in the 2010 Business Plan. These will inform the annual business planning process for 2011 in the last quarter of 2010. This, in turn, will enable the development of Council's work programme for 2011. In the light of this, and the outcome of the current governance review, which we expect to be complete in Q4, the meetings schedule may need to be adjusted. However, producing a forward schedule provides for effective diary planning as well as for good management of GMC resources.

6. We circulated the proposed schedule of meetings to members on 29 June 2010 and have sought to accommodate any comments received. An updated version will be tabled at the meeting as required.

## **Discussion**

### *Council*

7. The draft schedule of Council meetings is at Annex A. We propose that there should be six Council meetings in 2011. The dates will be utilised for a mixture of formal business meetings, seminars and workshops, subject to the requirements of the forward work programme as it develops.

8. In accordance with established practice, most Council meetings in 2011 are scheduled to take place in London. We plan to hold one meeting in Manchester, and one in Edinburgh, following our established pattern of meeting once a year outside England.

### *Boards, committees and reference groups*

9. The draft schedule of board, committee and reference group meetings, and meetings of the OHPA Joint Co-ordination Group, UK Revalidation Programme Board, and GMC and Academy of Medical Royal Colleges Group is included with the Council meetings dates in Annex A. The frequency of meetings has been determined in accordance with the working arrangements set out in the groups' purpose statements. Where possible, we have sought to allow sufficient time between those meetings and Council meetings, to enable them to influence Council papers where appropriate. This has not always proved possible.

10. As usual, it will be open to chairs and convenors to propose alternative dates, in consultation with other members, and to decide, as the work programmes develop, whether there is a need to hold all of the proposed meetings scheduled. It is proposed that all meetings will be held in London, with the exception of two of the the Registration Reference Group meetings which it is proposed are held in Manchester. Videoconference facilities will be arranged as required.

**Recommendation:** To note the 2011 schedule of meetings.

#### *Next steps*

11. The 2011 schedule will be reviewed immediately any implications arising from the outcome of the current governance review are known, likely to be in Q4, and communicated to members as required.

#### **Resource implications**

12. None arising from this paper.

#### **Equality**

13. We have taken into account dates of school holiday periods and major religious festivals. We have avoided scheduling meetings in early January, late July, August, and late December 2011. However, due to the number of dates required and the fact that half term and summer term holidays vary between schools and different regions, and in each of the four countries, we have not been able to completely avoid these periods. For the most part we have also succeeded in avoiding scheduling meetings on the dates of major religious festivals.