Public business

Council meeting 15 September 2011

Council business cycle and 2012 meeting dates

Purpose
To agree a revised Council business cycle and the Council, Audit and Risk Committee and Remuneration Committee meeting dates for 2012

Recommendation
The Council is asked to agree the Council business cycle and the schedule of 2012 Council, Audit and Risk Committee and Remuneration Committee meeting dates at Appendix 1.

1.0 Introduction

1.1 Dates for Council, Audit and Risk Committee and Remuneration Committee meetings have been agreed up to the end of 2011. It is good business planning to set dates for 2012 now so that Council and Committee members can plan their diaries accordingly.

1.2 Certain minor changes have been made to the Council business cycle partly to reflect the reports received from the Council’s non-statutory committees.

2.0 Key considerations

2.1 In November 2010 the Council business cycle was introduced, after agreement at the September 2010 Council meeting. The main changes proposed to this cycle are:

- The business cycle now includes reports or minutes from the Audit and Risk Committee and the Remuneration Committee
A new Executive report has been included, encompassing the Chief Executive & Registrar’s reports and progress reports on the business plan.

Workshops in April and November have been added and well as GPhC dates in all months except August so that there are now frequent opportunities a year for the Council to discuss matters informally.

We are not planning to hold Council meetings outside London in 2012 since we believe that both stakeholders and the GPhC gain more from being involved in stakeholder events around Great Britain rather than holding formal Council meetings outside London. This is also more cost-effective. This will be reviewed in future years if there is stakeholder demand for holding Council meetings outside London. Accordingly, dates of stakeholder events will be notified separately.

Review of the Council’s performance will be incorporated in the business cycle once the Council has decided how it wishes to proceed.

2.2 The dates chosen avoid all public holidays including the Queen’s diamond jubilee holiday, major religious festivals, the Olympics and the Paralympics.

2.3 The Committee dates have been checked with the external members of those Committees.

3.0 Equality and diversity implications

3.1 We have proposed dates that avoid major religious festivals. There are no other equality and diversity implications arising out of this paper.

4.0 Communications implications

4.1 Meeting dates for 2012 will be communicated to the press at an opportune time. There are no other communications implications arising out of this paper.

5.0 Resource implications

5.1 Holding all Council meetings in London will reduce costs without materially affecting the GPhC’s relationship with its stakeholders. There are no other resource implications arising out of this paper.
6.0 Risk implications

6.1 Fixing a schedule of 2012 meeting dates now reduces the risks of the GPhC not meeting its objectives. There are no other risk implications arising out of this paper.

Recommendation

The Council is asked to agree the Council business cycle and the schedule of 2012 Council, Audit and Risk Committee and Remuneration Committee meeting dates at Appendix 1.

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22 August 2011
## 2012 Council meeting dates and cyclical agenda items

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<tr>
<th>Date</th>
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| Thursday 12 January | Council | Budget to be approved April 2012 – March 2013  
Strategic review of risks  
Complaints handling – annual report including how lessons learnt are being implemented  
Performance monitoring report  
Executive report including CE& R report and business plan progress report |
| Thursday 9 February  | Council | Basis of fees consultation to be agreed, including draft fees rules – Sept 2012 – 2013  
Approval, prior to seeking stakeholder views, of all fees not covered by fees rules – Sept 2012 – 2013  
Performance monitoring report  
Executive report including CE& R report |
| Thursday 16 February | Audit and Risk Committee |                                                                              |
| Thursday 15 March | Keep free for GPhC activity |                                                                              |
| Wednesday 11 April Pm/eve | Council workshop | Policy review |
| Thursday 12 April | Council | Annual report of Audit and Risk Committee  
Strategic review of risks |
Performance monitoring report
Executive report including CE& R report and business plan progress report
Appointments Committee report
Unconfirmed minutes of Audit and Risk Committee – for noting

Thursday 19 April
Remuneration Committee

Thursday 17 May
Keep free for GPhC activity

Thursday 29 May
Audit and Risk Committee

Wednesday 13 June
Council

Strategic objectives including review of Council values and governance to be agreed eg 2013 – 16

Thursday 14 June
Council

General annual report April 2011 – March 2012 for approval prior to publishing and laying in Parliament, including:

- fitness to practise report
- statutory accounts
- arrangements to adhere to good practice in relation to equality & diversity

Investigating Committee annual report April 2011 – March 2012

Fees rules which have been published for consultation reviewed. Make fees rules Sept 2012 – 13 and agree revocation of existing fees rules

Final approval of fees not covered by fees rules Sept 2012 – 13

Report of Remuneration Committee decisions (under delegated powers) on employee remuneration – for noting

Performance monitoring report

Executive report including CE& R report and business plan progress report
### Council business cycle and 2012 meeting dates

**Council 15 September 2011**

- Unconfirmed minutes of Audit and Risk Committee – for noting
- Unconfirmed minutes of Remuneration Committee – for noting

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<th>Date</th>
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<td>Thursday 19 July</td>
<td>Keep free for GPhC activity</td>
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<td>Thursday 13 September</td>
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<td>Strategic plan to be approved 2013 – 2016</td>
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<td>Business cycle and Council and committee schedule for 2013</td>
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<td>Remuneration Committee</td>
<td>Executive report including CE&amp; R report and Business plan progress report and CHRE Annual Performance Review for 2011 – 2012 for noting</td>
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<td>Thursday 27 September</td>
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<td>Thursday 11 October</td>
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<td>Thursday 18 October</td>
<td>Council workshop</td>
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<td>Wednesday 14 November</td>
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<td>Budget April 2013 – March 2014 – informal discussion</td>
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<td>Thursday 15 November</td>
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<td>Rolling corporate plan to be approved eg April 2013 – March 2016</td>
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<td>Annual report to Welsh Language Board on how we meet requirements in relation to Welsh Language Act 1993</td>
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<td>Remuneration Committee’s recommendations on remuneration &amp; expenses policy for Council members, non-statutory committee members, statutory committee members, visitors and any associate groups within its remit</td>
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Performance monitoring report

Executive report including CE& R report

Unconfirmed minutes of Audit and Risk Committee – for noting

Unconfirmed minutes of Remuneration Committee – for noting

Thursday 13 December  
Keep free for GPhC activity