



## Remuneration and Appointments Committee

Minutes of the Remuneration and Appointments Committee held on 25 November 2015

*Unconfirmed*

Chair: Alison White

Present: Kim Lavelly (by telephone)  
Ian Muir  
Haidar Ramadan  
Nick Hounsfield

In attendance: Tim Walker, Chief Executive and Registrar  
Amanda Chadwick, Human Resources Manager

### **Item 1: Apologies**

1. There were no apologies.

### **Item 2: Minutes and matters arising from meeting of 2 July 2015**

2. The minutes of the meeting of 2 July 2015 were approved.
3. The Chief Executive advised the Committee that the reconstitution of Council Order comes into force on 18 December 2015.

### **Item 3: Appointments in 2016-17**

4. The Committee noted the update on known appointments that will need to be made in 2016-17 as well as related issues. The Committee recognised that there will be a large amount of recruitment required for appointment from March 2017 and discussed the possibility of spreading this out so that it does not have such a huge impact on workload at any one time.
5. The Committee noted the statutory requirement for appointment to Council, which requires us to appoint at least one person living or working in England, Northern Ireland, Scotland and Wales which was highlighted by the limited number of applications received from Wales.
6. It was noted that a number of independent members of committees have applied for Council member roles and should they be appointed further recruitment will be needed to replace those positions.

7. The Committee discussed running a training day for appointment panel members who will be facilitating the appointment process in order to prepare for the large recruitment drive in 2016-17.

**Agreed:** the Committee agreed to look at staggering the recruitment for appointments due on 31 March 2017 so that it does not impact on workload. The Committee agreed to provide a training day for panel members who will facilitate future appointments processes.

#### **Item 4: Appointments update**

8. The Committee noted the updates on appointment activity and considered how the recruitment open day event might be improved if it is repeated next year.
9. There were a relatively small number of registrant applications from the recent appointments process and not enough of a high quality. The Committee discussed strategies to help registrants to improve the quality of their applications and these included:
  - a. Running another open day in autumn 2016 but taking into account the learning from the previous process where some attendees did not put into practice the advice given when completing application forms.
  - b. Including more one-to-one sessions providing guidance on how to write a CV, answering competency based questions, the importance of keeping to the specified word limit, the kind of things we are looking for when you are asked why you have applied for the role.
  - c. Writing an article for *the Osteopath* magazine in the style of a chief examiners report and saying things along the lines of 'if you persistently fail to answer the question you will not be shortlisted'.
  - d. The Chair of Council to make her self available to speak to candidates over the phone to provide individual feedback and advice.
  - e. Requesting detailed feedback from registrants who have been through the process.
  - f. Continuing to work in partnership with the Institute of Osteopathy.
  - g. Reviewing the fitness to practise competencies to make them less complicated and easier for candidates to understand, by firstly, speaking to chairs of fitness to practise committees, revising the information and bring this back to the Committee for review.

**Agreed:** the Committee has agreed to implement the range of measures identified above for future recruitment.

**Item 5: Induction for new Council**

10. The Committee considered the following to be included in the induction for the new Council:
- a. Sending out information in advance that will be discussed therefore ensuring that learning is consolidated.
  - b. Implementing a buddy system so that new members get an opportunity to get to know and pick the brains of a more experienced member.
  - c. Introducing the information over a longer period of time so that there is not an information overload on the first day. For example, provide an overview of health regulation, governance, responsibilities of Council, equality and diversity and data protection. Then introduce other subject areas one at a time, such as: scrutinising reports on fitness to practise; sitting in on a Council meeting; appraisal process.
  - d. Running a separate session for registrants on a Saturday morning in the Council Chamber and show them an example of a paper and go through it pointing out key areas to focus on and when and how to offer input.
  - e. Providing a glossary of terms, which can currently be found in the governance handbook.
  - f. Using group work rather than just lecture-based methods.
  - g. Making the training behavioural rather than technical.

**Agreed:** the Committee agreed that the range of issues identified above would be incorporated into the induction planned by the Chair and Chief Executive.

**Item 6: Human Resources update**

11. The Committee noted the update on human resources issues and agreed to keep the issue of staff turnover under review.

**Item 9: Any other business**

12. None.

**Date of the next meeting:** 14.00 on 17 March 2016.