



Remuneration and Appointments Committee

Minutes of the Remuneration and Appointments Committee held on 2 July 2015

Unconfirmed

- Chair: Alison White
- Present: Kim Lavelly
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 24 March 2015

2. The minutes of the meeting of 24 March 2015 were approved and there were no matters arising.

Item 3: Appointment of new Council members

3. The Executive advised the Committee that the papers for reconstitution of Council are with the Department of Health and waiting to be signed off.
4. The Committee considered Council member competencies, the Information pack and application forms, approach to the appointment of the panel, advertising and promotion strategy, sifting arrangements to the panel and approach to candidate assessment.

Essential competencies

5. The Committee considered whether any changes were required to Council member competencies and the following changes were put agreed to be added:
 - a. Removing the word 'substantive' from the criteria in relation to the amount of experience required to avoid any diversity implications.
 - b. Adding 'development of strategy' and amending attributes relating to personal development and team working.

Information pack and application forms

6. The Committee considered the content of the draft Information Pack and application forms for candidates and agreed drafting amendments.

Selection panel

7. The Chair of Council excused herself from consideration by the Committee of who should sit on the panel.
8. The Committee considered the point that it is essential in a complete reconstitution that the panel is suitably independent and therefore, with the exception of the Chair, that no current serving member of Council should sit on the Selection panel.
9. The Executive put forward names and biographical information of a number of individuals who might be suitable to serve on the panel, in addition to the Chair of Council, these were:
 - a. An individual with substantial HR and public appointments experience who will also be designated as the 'Independent Panel Member' for the purposes of PSA reporting.
 - b. A senior figure from within the osteopathic profession who is able to demonstrate independence and impartiality, while also commanding confidence.
 - c. An individual from another healthcare professional regulator.
10. The Committee agreed the composition of the Panel.
11. The Chair of Council rejoined the meeting.

Advertising and promotion

12. The Committee noted the advertising and promotional strategy and approach to attracting a diverse range of candidates. The Executive advised the Committee that they would be circulating details of vacancies to osteopathic organisations, advertising in online media in England, Northern Ireland, Scotland and Wales and publicising the positions on the devolved administrations respective public appointments websites as well as holding a recruitment open day on 12 September.

Candidate sift

13. The Committee considered the proposal of delegating the responsibility for sifting arrangements to the panel.

Candidate assessment

14. The Committee considered the idea of incorporating a presentation and group discussion into the assessment process to compliment the competency interview as part of the assessment criteria.
15. The Committee recognised that extending the assessment process beyond a competency interview will impact on the resources required, in terms of the time needed from the panel, which will be six days for interviews, as well as the additional administration support for this approach.
16. The assessment criteria would need to be adjusted to encompass these new elements and assessed fairly, consistently and transparently.

Agreed: the Committee agreed to the changes to the essential competencies and information pack, to the appointment of the members of the selection panel, delegation of sifting arrangements to the panel, the approach to candidate assessment and to submit the proposal to the PSA for its approval.

Item 4: Council Allowances 2016-20

17. The Committee considered the recommendation put forward by the Executive that Council allowances should reflect the need for an inflationary increase over the period from 2010 (the time of the last increase) and 2019 (the start of the final year of the new Council), which is proposed as follows:

Role	Allowance	% increase
Council member	£7,500	13.1%
Chair of Council	£25,500	13.6%
Committee Chair	£2,250	12.5%

18. In making its decision the Committee thought it was important to make the following points:
 - a. The decision will need to be communicated effectively.
 - b. Following the recruitment exercise, a review will need to take place to check whether the allowances sufficiently attracted applicants.
 - c. It is difficult to put monetary value on sharing accountability for decision making and involvement in public protection issues.
 - d. Recently GOC, GCC and GMC have frozen their day rate for one more year but this position will need to be kept under review.

Allowance for Chair

19. The Chair of Council excused herself from considering the Chair's allowance.
20. In making its decision the Committee considered the following:
 - a. Whether the amount reflected the amount of time the Chair is required to put into the organisation. This was fifty two days for 2014.
 - b. Whether worked out as a daily rate of £428 that it reflected the changes in responsibilities and appropriately reflects the contribution of the individual.
 - c. Whether the amount is appropriate in relation to the size of the organisation.
21. The Committee agreed the proposed allowance for the Chair of Council.
22. The Chair of Council rejoined the meeting.

Expectations for Council members' commitment to GOsC duties

23. The Committee provided feedback to the Executive on the need to articulate the nature of the 'contract' with members and expectation on members to add value. In order to do this the following points were raised:
 - a. There needs to be an emphasis on shared accountability for public protection and the performance of the GOsC.
 - b. Council members need to make a consistent, high quality contribution that challenges and adds value to the work of the organisation.
 - c. Council members need to engage more widely with the sector not just the meeting papers.

Agreed: the Committee agreed the proposed increase to Council member, Chair of Council and Committee Chair allowances as outlined in paragraph 17. It agreed to make no change to day rate payment for members at this time but to review this at a later date. It also agreed to add the suggestions put forward by Committee to the statement of expectations on Council members.

Item 5: Appointments and reappointments to the IC, ERSC, OPC and PCC

24. The Committee considered the proposal for the reappointment of James Kellock, Chair of the Investigating Committee and two external members of the OPC, one lay (Jane Fox) and one registrant (Manoj Mehta).
25. The Committee considered the proposal for the two external members of the Education and Registration Standards Committee, Bernadette Griffin and Rob McCoy to be reappointed for one further year.

26. The Committee considered the proposal that four members of the IC whose terms end in 2016 should not be reappointed and an open competition is held for up to five new members of the IC.
27. The Committee considered the proposal that four members of the PCC whose term ends 2016 should be reappointed and an open competition is held for up to four new members of the PCC, to bring the numbers up to 16.
28. The Committee fed back that the approach to a candidate open day and encouraging applications from individuals who are not already panellists with other healthcare regulators will widen the diversity pool.

Agreed: the Committee agreed to the recruitment strategy proposed for IC, ERSC, OPC and PCC as above.

Item 6: Appointment open day

29. The Committee considered the agenda for the proposed recruitment day. Members of the Committee volunteered to attend and the following feedback was put forward:
 - a. There needs to be sufficient time built into the agenda in the morning for questions and discussion.
 - b. Attendees need to be made aware that there will be time built in for one to one meetings so individuals can obtain personal advice and feedback
 - c. Attendees need to be advised to bring their CVs with them for individual feedback.
 - d. The maximum number of people who can attend will be thirty
 - e. To add in a section on 'what makes a governance group work well'

Agreed: the Committee agreed to the agenda for the open day with the above changes included.

Item 7: Remuneration and Appointments Committee Annual Report

30. The Committee reviewed the annual report and made the following comments:
 - a. Tables should not to be displayed over two pages.
 - b. In the context of the staff survey the word 'motivation' is misleading and should be changed.

Agreed: the Committee agreed the Annual Report with the minor changes suggested.

Item 8: Human Resources update

31. The Committee noted the update on human resources issues.

Item 9: Any other business

32. None.

Date of the next meeting: 14.00 on 25 November 2015.