



Remuneration and Appointments Committee

Minutes of the Remuneration and Appointments Committee held on 19 October 2017

Unconfirmed

Chair: Alison White

Present: Ian Muir (by phone)
Simeon London
Deborah Smith
Sarah Botterill (by phone)

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

Item 1: Welcome and apologies

1. None.

Item 2: Minutes and matters arising

2. The minutes of the meeting of 20 June 2017 were approved. There were no matters arising.

Item 3: Remuneration of fitness to practise committee chairs

3. The Committee considered remuneration of fitness to practise chairs following discussions at the previous meeting.
4. In discussion the Committee considered the importance of the following:
 - a. Remunerating additional work fairly and equitably.
 - b. Applying the NOLAN principles as a guide.
 - c. Clearly communicating the introduction of the new system in advance.
 - d. Ensuring that the Committee was satisfied with the remuneration for other responsibilities, for example, being on a panel for appointments or conducting appraisals.
 - e. The need to ensure equity across all statutory Committee chairs.

The Committee agreed: to maintain the current approach to payment for fitness to practise committee chairs and panel chairs but to introduce a logging system so

that the additional work can be fairly remunerated. It was also agreed to review the remuneration of all chairs at the next review of Council remuneration in 2019-20.

Item 4: Registration Assessor fees

5. The Committee considered the fees payable to registration assessors for the work undertaken when doing complex registration assessments.
6. In discussion the Committee considered the following:
 - a. Ensuring that registration assessors are remunerated appropriately and proportionately for their role.
 - b. The potential impact of the substantial increase in cost on the annual budget if not offset by higher fees for applicants.
 - c. The need to ensure that there are no equality and diversity related impacts from the change.
 - d. How the decision will be communicated to those affected.

The Committee agreed: to increase the fee payable to registration assessors to £306 plus expenses for all international registration assessments.

Item 5: Council Effectiveness

7. The Committee considered the proposed Council effectiveness questionnaire.
8. In discussion the Committee considered the following:
 - a. Ensuring that the questionnaire is circulated to Council members in advance of the Council development day.
 - b. Ensuring that collation of the results is independent of the Chair and Chief Executive.
 - c. Drafting an introductory email to explain the purpose of the survey.
 - d. Altering the questions so that the impact of how the Council operate can be measured more effectively. This can be done by looking at each individual Council member's perception and using 'I am/I feel' instead of 'The Council'.
9. The Chair of Council and the Chief Executive would reflect on the above points before finalising the questionnaire.

The Committee agreed: to launch the Council effectiveness questionnaire taking into consideration the comments that have been made

Item 6: Staff Survey

10. The Committee considered the results of the staff survey and follow up action required.
11. In discussion the Committee considered the following:
 - a. Any rating over four and a quarter indicates that the organisation is in the upper quartile for engagement and we have scored this in a number of areas, which is reassuring.
 - b. Focusing on ways of celebrating success such as making announcements or taking five minute coffee breaks to say 'you've done a fantastic job'.
 - c. Following up with staff on when they achieve success at work, how they would like to be recognised for it?
 - d. Ensuring staff have the material and equipment that they need to do their jobs and using the new Facilities Support role to manage this.
 - e. Feedback to staff in three months time about what we have done following the feedback from the survey.

The Committee agreed: the follow up actions as set out above.

Item 7: Non-Executive recruitment update

12. The Committee noted the update on non-executive recruitment activity in 2017-18.
13. In discussion the Committee pointed out the benefit of sending out additional communication about registrant appointments to those who attended the leadership programme in addition to previous appointable applicants who went through the process last time.

Item 8: Human Resources update

14. The Committee noted the update on human resources issues.
15. The Committee asked the Executive to consider further how gender pay reporting might be incorporated into the Annual Report and Accounts.

Item 9: Any other business

16. None.

Date of the next meeting: 10.00 on 22 March 2018.