



## Remuneration and Appointments Committee

Minutes of the Remuneration and Appointments Committee held on 20 June 2017

*Unconfirmed*

Chair: Alison White

Present: Ian Muir  
Simeon London  
Deborah Smith  
Sarah Botterill

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

### **Item 1: Welcome and apologies**

1. None.
2. The Chair welcomed Simeon London as a new member of the Committee, replacing Haidar Ramadan.

### **Item 2: Minutes and matters arising**

3. The minutes of the meeting of 1 March 2017 were approved. There were no matters arising.

### **Item 3: Survey of registrant applicants**

4. The Committee reviewed the findings from a survey of recent registrant applicants for non-executive roles as well as those who attended recruitment open days.
5. In discussion the Committee considered:
  - a. The application form. Providing respondents with worked examples which show how their practical work experience as osteopaths can be used to demonstrate the competencies for the role.
  - b. Interviews and presentations. Candidate management and ensuring that candidates are well looked after.
  - c. Questioning technique. Checking that application forms and interview questions are in plain English and that panel members avoid using acronyms or jargon.

- d. Panel preparation. Making sure that the panel have sufficient time to gel as a team and manage the process.
- e. Feedback. Providing a pro forma or set of standard responses backed up with evidence so that feedback is consistently and thoughtfully delivered.
- f. Open day. Making it clear that there is no advantage or disadvantage for applicants who attend the open day. Adding competency interview role plays to the content of the open day. Building up a set of resources on the website over time, for example videos and case studies, to include:
  - i. Expanding on the 'STAR' approach when answering competency questions, currently referred to on our guidance document.
  - ii. What makes a good/adequate/weak example.
  - iii. The evidence threshold for demonstrating competency
  - iv. Emphasising what the candidate did personally.
- g. Reminding candidates that they can attend a Council meeting
- h. Remuneration. An increase in day rates should be considered across the portfolio of non-executive roles (other than Council).
- i. Following the survey, to email all respondents advising them that their responses were helpful and outline some of the things that came out of the discussions as well as the changes we are going to make moving forward.

**The Committee agreed:** to undertake the range of actions identified in paragraph 5 above.

#### **Item 4: Non-executive recruitment in 2017-18**

- 6. The Committee considered the approach to non-executive appointments in 2017-18.
- 7. It was noted that the majority of activity would be in relation to reappointments but that further appointments to the PCC might need to be considered at the October meeting of the Committee.
- 8. The Executive was asked to consider whether it would be possible to look at appointment end dates to avoid large peaks as had occurred in 2016-17.

**The Committee agreed:** the approach to reappointments for the IC, PCC, and Audit Committee from 1 April 2018.

### **Item 5: Non-executive remuneration**

9. The Committee considered areas of non-executive remuneration including payment to fitness to practise chairs and forthcoming review of assessment fees.
10. In discussion the Committee considered:
  - a. Additional payments for fitness to practise committee chairs and whether the allowance should be based on additional expertise or time.
  - b. The varying demands of the work undertaken by Committee Chair and Panel Chairs.
  - c. Additional payment should account for outputs not inputs.
  - d. If you increase the categories of payment it becomes more difficult to understand. Therefore, keep additional payments as simple as possible.
  - e. Whether Committee/Panel Chairs carry extra responsibility which should be paid for.

**The Committee agreed:** the Executive should bring a costed proposal to the October meeting so that this can be included in the budget recommended to Council for 2018-19.

### **Item 6: Staff Survey**

11. The Committee considered the approach to conducting the upcoming staff survey.
12. In discussion the Committee considered:
  - a. Making sure that we tell staff that the new survey was constructed based on feedback given by them.
  - b. Reminding staff of what has been put in place since the last survey.
  - c. Ensuring that there was an additional comments box.
  - d. Looking at ways we can evaluate the impact of learning and development initiatives on the organisation.

**The Committee agreed:** the approach to carrying out the next staff survey as set out in the paper.

**Item 7: Remuneration and Appointments Committee Annual Report**

13. The Committee agreed the Remuneration and Appointments Committee Annual Report to Council, subject to amendments notified.

**Item 8: Human Resources update**

14. The Committee noted the update on human resources issues but asked for future updates to include any anticipated future activity rather than simply be backward looking.

**Item 9: Any other business**

15. It was recognised that the PSA has just published the GOsC annual Performance Review report and we have met all the standards of good regulation for the seventh year in a row. This achievement is being celebrated with staff.

**Date of the next meeting:** 11.00 on 19 October 2017.