



## General Osteopathic Council

### Remuneration and Appointments Committee

#### *Unconfirmed*

Minutes of the Remuneration and Appointments Committee held on 27 March 2014

Chair: Alison White

Present: Kim Lavelly  
Ian Muir  
John Chaffey  
Nick Hounsfield

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

#### **Apologies**

1. None

#### **Minutes**

2. The Committee approved the minutes of the meeting of 12 November 2013.

#### **Matters arising**

3. The plan for taking forward the work on Council effectiveness will be discussed at the Council seminar on 1 May 2014.

#### **Staff pay review**

4. The Committee considered the across the board cost of living increase taking into consideration:
  - a. The inflationary trend of the previous 12 months
  - b. Affordability
  - c. Pay trends in the identified relevant market
  - d. The effect on ability to recruit and retain staff
  - e. Wider economic conditions.

5. In making its decision the Committee considered that:
- a. The GOsC has continued to contain its costs and reduce its fees to registrants.
  - b. Staffing costs are budgeted to reduce over the next two years.
  - c. The cost of living increase has been an average of 1.3% over the past three years. This is a lower percentage than that awarded by the wider economic market and other healthcare regulators.
  - d. 2% cost of living increase is still below the rate of inflation and lower than the average of 2.8% increase across the health care regulation market.
  - e. The General Medical Council, which has a disproportionate impact on pay within the healthcare professional regulation market, is due to review its own pay scheme and we will need to monitor any impact this may have.
  - f. The performance based pay progression scheme has proved to be an effective reward strategy and the Committee fully supports the scheme.
  - g. The Croner reward benchmarking data is good as a guideline, if there are anomalies outside of the range they need to be individually addressed.

**Agreed:** an across the board 2% increase with the continuation of the performance based pay progression scheme in 2014-15.

### **Medical Assessors' Fees**

6. The Committee considered the proposed payment regime for the new Medical Assessors, taking into account the fees paid by other health care regulators for similar work.
7. The recommendation as agreed subject to a check on the VAT status of the services provided.

**Agreed:** to recommend to Council that Medical Assessors are placed on a fee structure of £600 per day of hearing, with the addition of VAT where applicable and the same fee structure as the GOsC Medical Assessors, i.e. £250 for an examination and £250 for a report.

### **Staff survey**

8. The Committee considered the proposed approach to conducting a staff survey and sought reassurance that it could be conducted anonymously through Survey Monkey.

9. The following suggestions were put forward to enhance the success of the process:
  - a. Keeping the window for completing the survey short, ten days is recommended.
  - b. Reporting on the response rate on a daily basis if possible.
  - c. When implementing initiatives that have come out of the survey make the connection back to the survey.
  - d. Think about how we could share the methodology with other regulators.
  - e. Using the same question structure over a number of years to review progress.
  - f. Ensuring adequate space for comments.
  - g. Keeping the gap between the sharing of results and the action plan as short as possible.

**Agreed:** to conduct the staff survey incorporating the suggestions above.

### **Improving appointments processes**

10. The Committee considered the development of an assessment based selection process. The following were discussed:
  - a. The proposed process is over-complicated.
  - b. The issue is that if you are a registrant applying for a first role it is hard to get across the first stage of the process without understanding competencies.
  - c. Attracting a more diverse range of applicants by running an open day event once a year for registrants interested in roles on Council or Committees. This could include:
    - i. Help with writing CVs and understanding competencies
    - ii. Help with how to provide evidence
    - iii. Skills workshops
    - iv. Heads of department and Committee members talking to prospective applicants.
  - d. Simplifying the language in the application form.
  - e. Being aware of the resource implications.

- f. Being aware that any changes to the Council appointments process would need to be approved by the PSA.

**Agreed:** to scope out what an open day would look like for a future Committee meeting.

### **Appointments update**

11. The Committee noted the update on appointments.

### **Council reconstitution**

12. The Committee noted the possible scenarios and timelines for the reconstitution of Council which are dependent on progress of the Law Commissions' proposed legislation.

### **Pension auto-enrolment**

13. The Committee noted the update on auto-enrolment.

### **Human Resources update**

14. The Committee noted the update on Human Resources issues.

### **Any other business**

15. None

### **Date of next meeting**

16. The next meeting is scheduled for 15.00 on 1 July 2014.