



## **Remuneration and Appointments Committee**

Minutes of the Remuneration and Appointments Committee held on 24 March 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**

2. The minutes of the meeting of 26 November 2014 were approved.

### **Item 3: Matters arising**

3. The Institute of Osteopathy had agreed to work with the GOsC on a candidate day and a date was now being sought.
4. The item on Registration Assessors allowances has been delayed pending further work and will be brought to a future meeting.

### **Item 4: Staff pay review**

5. 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.

6. In making its decisions the Committee considered the following:
  - a. The UK inflation rate fell to 0% in February and is the lowest since records began.
  - b. The cost of living increase has been an average of 1.5% over the past three years. This is a lower percentage than that awarded by other healthcare regulators.
  - c. The GOsC has continued to contain its costs and its fees to registrants.
  - d. A particular factor in London is the cost of transport and fares are increasing faster than wages.
  - e. The performance based pay progression scheme has proved to be an effective reward strategy.
  - f. An increase to annual leave entitlement at this time would put additional productivity challenges on staff, who already have a pressurised workload.
  - g. Further benchmarking needs to be done on salary and benefits (including annual leave) to ensure we remain in line with the health care regulation market.

**Agreed:** To make an across the board 2% pay award with the continuation of the performance based pay progression scheme in 2015-16. To make no change to annual leave entitlement at this time but to undertake a wider benchmarking exercise of pay and benefits at a later date.

#### **Item 5: Review of Council and Committee allowance 2015-16**

7. The Committee considered whether to make a recommendation to Council for any increase in allowances and expenses in 2015-16 and concluded there was no need to do so for the forthcoming year.
8. The Committee also provided preliminary feedback to the Executive on the remuneration of Council members in the context of the likely reconstitution of Council as follows:
  - a. The rate needs to be sufficient to attract, motivate and retain members.
  - b. Options based on day rates were not attractive although there may be circumstances (e.g. registration appeals) where additional payments should be considered.
  - c. As it is likely that the new allowances will prevail for a period of four years, there needs to be an element of 'future-proofing'.

- d. The focus on Council members has moved more towards governance and risk management and the level of responsibility is perceived to have increased.
  - e. There is a need to articulate the nature of the 'contract' with members and the expectation on members to add value.
9. A further paper on allowances for 2016 onwards would be brought to the next meeting for consideration alongside other Council member recruitment materials.

**Agreed:** Not to recommend any change to allowances and expenses in 2015-16.

### **Item 6: Reconstitution of Council and appointment of Chair**

10. The Chair and Ian Muir declared a conflict of interest on this item and left the meeting. Kim Lavelly took the Chair.
11. The Committee noted the process of Council reconstitution and arrangements for the reappointment of Chair of Council and considered the approach for the appraisal of the Chair of Council in anticipation of reappointment.
12. It was noted that Mark Eames and Kenneth McLean will be overseeing the re-appointment of Chair process and agreed that Ian Muir would work with them on the required 360° review.

**Agreed:** To approve the proposed approach for the appraisal of the Chair of Council in anticipation of reappointment.

### **Item 7: Review of performance and development review scheme**

13. The Committee reviewed feedback about the current performance and development review scheme, which has been in place for three years and considered proposed changes.
14. The feedback showed that the system has been well received and is working well and the minor changes proposed were agreed.
15. The Chief Executive and HR Manager would make amendments to the form and guidance note and inform non-executives of the changes when the documents were issued later in the year.

**Agreed:** To make minor changes to the performance and development review documentation in advance of the next round of reviews.

**Item 7: Human Resources update**

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

**Item 7: Any other business**

17. None.

**Date of the next meeting:** 11.00 on 2 July 2015