



## Remuneration and Appointments Committee

Minutes of the Remuneration and Appointments Committee held on 17 March 2016

### Unconfirmed

Chair:	Alison White
Present:	Ian Muir Haidar Ramadan
Apologies:	Nick Hounsfield
In attendance:	Tim Walker, Chief Executive and Registrar Amanda Chadwick, Human Resources Manager
Observer:	Kim Lavelly

### **Item 1: Apologies**

1. There were apologies from Nick Hounsfield.

### **Item 2: Minutes**

2. The minutes of the meeting of 25 November 2015 were approved.

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

3. It was noted that the constitution order came into affect on 18 December and some members of Council had been required to step down immediately.
4. The Chair passed on her thanks to the Executive for all their support with recent Appointments for Council and Committees.

### **Item 4: Staff pay review 2016**

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 cost of living increase has been an average of 1.8% over the past three years. This is a lower percentage average than that awarded by other healthcare regulators.
  - b. The GOsC has reduced its headline registration fee by 25% since 2012 and has held the fee at its current level for the last two years.
  - c. A particular factor in London is the cost of transport and fares are increasing faster than wages.
  - d. The performance based pay progression scheme has proved to be an effective reward strategy. The Executive need to ensure that not too many employees receive this award so that it remains a reward only for highly effective performance.
  - e. Staff turnover has decreased significantly and remained steady over the last year.
  - f. Increasing annual leave entitlement by one day will bring the GOsC in line with other regulators and provide a positive statement of reward and recognition at no cash cost to the organisation.
  - g. Introducing a policy which requires staff to take a specific number of days annual leave before accruing further annual leave could encourage staff to take their annual leave regularly and avoid large amounts of annual leave being accrued.
  - h. Not to undertake further benchmarking on salary and benefits at this time.

**Agreed:**

1. To make an across the board 2% pay award with the continuation of the performance based pay progression scheme in 2016-17.
2. To increase annual leave entitlement by one day.
3. Not to undertake benchmarking of salaries at this time.

**Item 5: Review of allowances and expenses 2016-17**

7. The Committee considered whether to make a recommendation to Council for an increase in day rate allowances for non-executives in 2016-17 and agreed there was no need to do so for the forthcoming year.
8. The Committee considered whether to introduce a reading fee of £75 per event for PCC/HC hearings and whether a higher or lower fee should be paid based on

the size of the bundle. The Committee concluded that this should be at the discretion of Head of Regulation.

9. The Committee considered whether to amend the cancellation fee policy and the Executive's recommendation that there should be fewer days on which a full fee should be paid rather than a half day fee. This would bring the GOsC's policy into line with other regulators.
10. The Committee also considered whether to amend the subsistence policy to exclude the purchase of alcoholic drinks as this appeared to be an historic anomaly.

#### **Agreed:**

1. Not to recommend any change to allowances and expenses in 2016-17.
2. To introduce a reading fee of £75 per event for PCC and HC hearing and to delegate the responsibility for making the decision to Head of Regulation who will decide on how much Committee members are paid based on the size of the hearing bundle.
3. To amend the subsistence policy to exclude the purchase of alcoholic drinks.
4. To amend the cancellation fee policy as set out in the table below.

<b>Notice period</b>	<b>Prior to hearing</b>	<b>Within a hearing</b>
Less than 1 working days notice	Half fee	Full fee
1-5 working days notice	Half fee	Half fee
More than 5 working days notice	No fee	No fee

#### **Item 6: Review of 2015-16 appointments process**

11. The Committee noted the update on the outcome of recent interview process for Council, and the Investigating and Professional Conduct Committees.
12. The Committee noted that the diversity profile of applicants has improved in relation to gender balance and younger appointees but not in relation to ethnicity. The Committee have considered whether we need to re-look at our application process and how we attract candidates.
13. The Committee noted that the quality of registrant applications were not as strong as lay applications. The majority of registrants struggled with the application process.
14. The Committee noted that the assessment exercise and presentation complemented and enriched the process.
15. The Committee considered making the following changes to improve the overall process:

- a. Invite candidates to speak to someone about their application via an application webinar.
  - b. Think about removing the candidates name from the application form so that there is no risk of associated bias.
  - c. Think about how we can make the process less labour intensive.
16. The Committee considered how the appointments seminar could be improved for next time and the following suggestions were made: changing the day the appointments seminar was held from a Saturday to a Friday or Monday based on feedback from attendees; re-thinking the content of the session and include more time for advice about writing CVs and one to one support; other areas to highlight include the importance of sticking to the word count in the application form, making candidates aware of what is expected of them during different parts of the process, explaining what a good application looks like, and providing advice and examples explaining how to answer competency related questions.
17. The Committee suggested contacting the Institute of Osteopathy to thank them for help with open day.

**Agreed:**

1. To re-look at the application process and how we attract candidates.
2. To set up an application webinar for the next appointments process.
3. To re-think the content of the appointments seminar.
4. To contact the Institute of Osteopathy to thank them for their help with open day.

**Item 7: Human Resources update**

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

**Item 8: Any other business**

19. None.

**Date of the next meeting:** 14.00 Thursday 30 June 2016