



Remuneration and Appointments Committee

Minutes of the Remuneration and Appointments Committee held on 1 March 2017

Unconfirmed

Chair: Alison White

Present: Sarah Botterill
Ian Muir
Haidar Ramadan
Deborah Smith

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 30 June 2016 were approved. The meeting in November was cancelled and an update had been provided to members via email.

Item 3: Matters arising

3. There were no matters arising.
4. The Chair noted that it would be Haidar's last meeting as he is joining the Audit Committee in 2017-18. She thanked him for his work on the Committee and confirmed that another Council member will be appointed to the Committee in due course.
5. The Chair passed on her thanks to the Executive and to members for all their support with recent appointments for Council and Committees.

Item 4: Staff pay review 2017

6. 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.
7. In making its decisions the Committee considered the following:
- a. The cost of living increase has been an average of 1.88% over the past four years. This is a lower percentage average than that awarded by other healthcare regulators.
 - b. The increasing cost of transport in London and specifically, rail fares.
 - c. Staff turnover has decreased and remained steady over the last year.
 - d. The need to undertake a benchmarking process to review salaries and benefits towards the end of this year.
 - e. The performance based pay progression scheme (PBPP) has proved to be an effective reward strategy and motivator. It has now been in place for six years and it is important that staff continue to value it as a motivational tool. The Executive is to consider the following points in order to maintain the value and intended purpose of the scheme:
 - i. To re-position the PRPP scheme, pointing out that its continuation is under review every year by the Remuneration and Appointments Committee, who have the option to withdraw it.
 - ii. To re-launch the PRPP scheme with appropriate rigour to ensure it continues to reward and motivates staff, ready for the end of year reviews due to take place 2017-18.
 - iii. To separately consider the salaries of those individuals who consistently achieve a highly effective rating every year.

Agreed:

1. To make an across the board 2.5% pay award with the continuation of the performance based pay progression scheme in 2017-18.
2. To re-position and re-launch the PBPP scheme with appropriate rigour, ready for the end of year reviews due to take place in 2017-18.
3. To undertake a benchmarking process to review salaries and benefits towards the end of the year.

Item 5: Review of allowances and expenses 2016-17

8. The Committee considered whether to make a recommendation to Council for an increase in day rate allowances for non-executives in 2017-18 and agreed there was no need to do so for the forthcoming year.
9. The Committee considered whether to introduce a reading fee of £12.50 per case and a screening fee of £12.50 per case for Investigating Committee (IC) members. In reaching their decision the Committee considered the following:
 - a. Increased expectations have been put on IC members, including an increase to: the number of cases; the size of the bundles; the complexity of cases; and the changed role of the screener.
 - b. Ensuring that the administration of the new rates did not become burdensome.
10. The Committee also considered whether there should be an additional payment made to Chairs of the three fitness to practise committees for their additional duties as Chair. The Committee asked for more work to be done on this issue and to return to Committee for further consideration.
11. The Committee also rejected any increase in expenses for non-executives or staff members in 2017-18.

Agreed: to introduce a reading fee of £12.50 per case and a screening fee of £12.50 per case for Investigating Committee members.

Item 6: Non-executive recruitment 2016-17

12. The Committee noted the outcome of non-executive recruitment activity in 2016-17 and implications for future recruitment plans.
13. The Committee noted that there were not as many registrant PCC members appointed as we would have hoped. Consideration will be given to whether more members need to be recruited.
14. The Committee noted that the open days went well and there is a break in recruitment now, which gives us a chance to rethink the strategy before autumn 2019.
15. The Committee suggested using the Osteopath magazine as a tool to find out why more osteopaths don't apply for roles on Committees.
16. In addition it was proposed that those who attended the open day and did not to apply, or had applied in previous rounds, should be surveyed.
17. It was felt important to motivate applicants by providing them with tools to support them such as: getting successfully appointed members to share positive

experiences; investing in further skills building days; or providing advice about seeking mentoring.

18. Further thought should also be given to providing more support for applicants on: how to complete the application form by breaking the approach down into simple steps, starting with what are competencies, what should each section include etc; providing model answers; recommending that they review existing GOsC policies and activities; how to use past experiences; and providing clearer information about equality and diversity. Consideration should also be given to capacity building development even if there is no particular recruitment process in mind.

Agreed:

1. To undertake a survey of past applicants and attendees at the open days.
2. To reconsider the application process and how we attract candidates.
3. To reconsider the strategy for the next appointments' process before autumn 2019.

Item 7: Appointments diversity analysis 2016-17

19. 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 agreed that this needs to be considered further as part of the review of the application process and how we attract candidates.

Item 7: Human Resources update

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

Item 8: Any other business

21. None.

Date of the next meeting: 10.00 20 June 2017.