



Remuneration and Appointments Committee

Minutes of the Remuneration and Appointments Committee held on 22 March 2018

Unconfirmed

Chair: Ian Muir (acting)

Present: Simeon London
Deborah Smith
Sarah Botterill (by phone)

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

Item 1: Welcome and apologies

1. Apologies from Alison White, Chair of Council.
2. Ian Muir took the role of temporary Chair for this meeting.

Item 2: Minutes and matters arising

3. The minutes of the meeting of 19 October 2017 were approved. There were no matters arising.

Item 3: Staff pay review 2018-19 and future reward strategy

4. Four separate elements were considered including: Cost of living pay award; Performance Based Pay Progression Scheme; pay band analysis; and pay and reward strategy.
5. The Committee considered an 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

- f. The cost of living increase has been an average of 2% over the past five years. This is a lower percentage average than that awarded by other healthcare regulators.
 - g. The increasing cost of transport in London and specifically, rail fares.
 - h. Staff turnover in comparison to the healthcare regulatory market and in general.
 - i. Salary benchmarking data.
 - j. The discontinuation of the Performance Based Pay Progression Scheme in 2018-19 and paying a slightly higher across the board cost of living increase this year.
6. The Committee considered the discontinuation of the Performance Based Pay Progression Scheme in 2018-19, taking into consideration:
- a. Feedback from our staff survey and staff focus groups.
 - b. Changes within the job market and demands from employees to work more flexibly.
 - c. The purpose of the pay bands if staff can not progress through them.
 - d. Equal pay issues.
7. The Committee considered the feedback from staff focus groups in relation to undertaking a full review of reward and recognition, taking into consideration:
- a. The take up of current benefits because if there is minimal take up, adding further benefits to the package may not be as valuable to staff.
 - b. The value of non-financial benefits.
 - c. Not all job roles will lend themselves to flexible working due to the nature of the role. In these cases equitable alternative benefits should be offered.
 - d. When offering flexible working, the management and policy around this needs to be carefully thought through.
 - e. The idea of expanding osteopathic treatment to include other alternative benefits may not be perceived well by the profession.
 - f. The idea of a nine day fortnight would be challenging for this organisation.
 - g. The need for more public recognition and praise for doing a good job.

The Committee agreed:

- a. To an across the board pay increase of 3% for all staff (including Chief Executive and Registrar) and to consider whether a regional analysis was possible for future discussions.
- b. To discontinue the Performance Based Pay Progression scheme in 2018-19, noting that it was a discretionary scheme, reviewed annually by the RAAC, and has not acquired contractual rights.
- c. To note the pay band analysis.
- d. To the Executive undertaking a full review of reward and recognition and bring recommendations to the Committee at its October 2018 and March 2019 meetings.
- e. The Senior Management team should consider further how to embed recognition and praise for doing a good job.

Item 4: Review of Council and Committee allowances and expenses 2018-19

8. The Committee considered whether to make a recommendation to Council for an increase in day rate allowances and expenses for non-executives in 2018-19 and agreed there was no need to do so for the forthcoming year but noted that a major review would be required in 2019 for the 2020 Council recruitment processes.
9. The Committee noted that there was a potential conflict of interest as the Chair is a receiver of a day rate allowance but the Chair suggested that as the Committee is not recommending any change there is not a conflict of interest.

The Committee agreed: not to recommend any increase in allowances in 2018.

Item 5: Non-executive recruitment activity in 2017-18 and plans for 2018-19

10. The Committee noted the update on non-executive recruitment activity and appointments and re-appointments in 2018-19.
11. In discussion the Committee noted the following:
 - a. They were pleased with the number of applications received from registrants for the PCC in comparison to campaigns in the past.
 - b. They were pleased with the active role of social media as part of the campaign but would like to see statistics on the proportion of candidates who downloaded the application form after seeing the vacancy on social media.

- c. The diversity data shows that we were able to attract younger candidates in comparison to previous campaigns.

The Committee agreed: to note the report.

Item 6: Council effectiveness survey update

12. The Committee noted the update on the outcome of the Council effectiveness survey.

13. In discussion the Committee considered the following:

- a. Whether there was sufficient engagement with patients as a stakeholder group.
- b. The role of Council more generally in relation to engagement with stakeholders.
- c. The Chair of Council confirmed her full commitment to the implementation of the agreed outcomes from the Council effectiveness survey.

The Committee agreed: to note the report.

Item 7: Human Resources Update

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

Item 9: Any other business

15. None.

Date of the next meeting: 10.00 on 28 June 2018.