



General  
Osteopathic  
Council

## **General Osteopathic Council**

**Remuneration and Appointments Committee**

**Independent member**

**Information pack for applicants**

**Closing date: 12 noon on 18 February 2020**

**Interviews: 18 March 2020**

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## Overview

This role of independent member of the Remuneration and Appointments Committee provides external advice and expertise to inform the General Osteopathic Council (GOsC) appointment, performance and remuneration processes.

The successful candidate will be expected to think strategically and influence decisions at a senior level. They will need to establish consultative relationships with stakeholders including Council members and staff.

The Chair of Council is also the Chair of the Remuneration and Appointments Committee. In their absence, the independent member is expected to cover as Chair of the Remuneration and Appointments Committee.

### Indicative timetable for the process

Vacancy opens:	14 January 2020
Closing date:	18 February 2020, 12 noon
Shortlisting completed by:	End February 2020
Interviews held:	18 March 2020
Appointment start date:	1 April 2020

### Competencies required

Outlined on pages 6 to 7.

### Eligibility

Please see page 9 for details of eligibility.

### Remuneration

£306 per day. Travel and subsistence expenses are also refundable within limits set by the GOsC. Remuneration and expenses are subject to periodic review.

### Time commitment

The Remuneration and Appointments Committee meets three times a year, usually for half a day, with additional time required for reading meeting papers. Reading and preparation time has been factored into the remuneration allowance per day.

### Term of office

The initial appointment is expected to be for four years. Individuals may be reappointed to the Remuneration and Appointments Committee for a further term up to a maximum of eight years, subject to satisfactory performance and the needs of the GOsC.

### Contact

For information regarding the selection process, please contact:

Amanda Chadwick, Human Resources Manager

Tel: 020 7357 6655 x252

Email: [councilrecruit@osteopathy.org.uk](mailto:councilrecruit@osteopathy.org.uk)

## About the General Osteopathic Council (GOsC)

The GOsC regulates osteopathic practice in the UK. Its purpose is to protect the public by ensuring high standards of education, practice and conduct among osteopaths. This involves the pursuit of the following objectives:

- a. Protecting, promoting and maintaining the health, safety and well-being of the public
- b. Promoting and maintaining confidence in the profession of osteopathy, and
- c. Promoting and maintaining proper professional standards and conduct for members of that profession.

The GOsC's core functions are:

- Assuring the quality of osteopathic education and training.
- Registering qualified professionals on an annual basis and ensuring their continuing fitness to practise.
- Setting and promoting high standards of osteopathic practice and conduct.
- Helping patients with complaints or concerns about osteopaths and, where necessary, dealing with those complaints through fitness to practise procedures.

### Strategic priorities

To fulfil our statutory objectives, the work of the GOsC is guided by our Strategic Plan which sets out our strategic objectives and how we plan to implement them. The 2019-24 Strategic Plan can be found at [osteopathy.org.uk/strategic-plan](https://osteopathy.org.uk/strategic-plan).

To learn more about our strategic aims, please review the corporate documents available on our website at [osteopathy.org.uk](https://osteopathy.org.uk), including the GOsC Annual Report and Accounts at [osteopathy.org.uk/annualreport](https://osteopathy.org.uk/annualreport).

## Principles that underpin the work of the GOsC

The GOsC is committed to conducting all its activities as a regulator and an employer based on several key principles:

- **Proportionality**

We will ensure that the regulatory burden is no greater than it needs to be to deliver our statutory duty, focusing our resources on areas of risk to public protection and where there is scope to achieve the most in terms of improving standards of osteopathic practice.

- **Fairness**

We will be consistent in the development and application of our policies and procedures to ensure fairness, with the aims of promoting equality, valuing diversity and removing any unfair discrimination.

- **Accountability**

We will publicise our actions and decisions, wherever possible, ensuring that the information is clearly explained and easily accessible. We will explain how we have taken our stakeholders views into consideration in developing policy and in improving our performance. Council will seek to exemplify high standards of governance.

- **Anticipation**

We will monitor trends in healthcare, regulation, osteopathic practice and education, to respond effectively to change and to support the osteopathic profession to respond accordingly.

- **Inclusivity**

We will respond to the needs of patients, the public, registrants and other stakeholders, taking their views into account in deciding the most effective way to carry out our regulatory functions, and working in partnership with others, where appropriate, to achieve our goals.

- **Efficiency**

We will foster a culture of innovation and continuous improvement, taking steps to benchmark our performance periodically and setting targets to achieve best practice. We will use our resources efficiently, seeking to achieve further efficiencies without compromising the quality of our work.

## **The role and composition of the Remuneration and Appointments Committee**

The Remuneration and Appointments Committee oversees appointments, performance and remuneration policy in relation to Council, non-executives<sup>1</sup> and staff of the GOsC and makes recommendations to Council. The Terms of Reference of the Remuneration and Appointments Committee, at the time of publishing, are:

- a. Advise Council on the arrangements for the appointment, induction and performance review of the Chair and members of Council in accordance with the Council for Healthcare Regulatory Excellence (CHRE's) standards.
- b. Appoint a recruitment panel, including independent members, for appointing the Chair and members of Council.
- c. Provide assurance of high standards in the appointment and performance review of all other Council appointees including non-Council members of committees and other Council appointees.
- d. Advise Council on its structure, composition and competences.
- e. Plan for the performance review process for Council as a whole.
- f. Recommend to Council the arrangements for the appointment of the GOsC Chief Executive.
- g. Consider and approve the remuneration of the Chief Executive on an annual basis.
- h. Receive an annual report from the Chief Executive on HR strategy.
- i. Consider and approve recommendations from the Chief Executive in relation to pay, performance and reward of staff.
- j. Annually review the remuneration of non-executive members, consider any issues raised, and make recommendations to Council.

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<sup>1</sup> Non-executives, in contrast to staff, are defined as members of Council, statutory and non-statutory committees and any other individuals, other than the Chief Executive and the executive team, appointed from time to time to undertake tasks on behalf of Council.

- k. Consider any issues in relation to the performance review of non-executive members and make recommendations to Council.
- l. Produce an annual report to Council on the work of the Committee.

The Committee comprises five members: Chair of Council, three Council members, of whom two must be osteopaths and the other a lay member, plus one external lay member.

## Competencies required for the role

Listed below are the core competencies and the evidence that will be applied when assessing candidates for **membership of the Remuneration and Appointments Committee**.

Competence	Evidence
<b>Understanding of the statutory role of the GOsC</b>	<ul style="list-style-type: none"> <li>• demonstrates a clear understanding of the role and purpose of the GOsC, including its status as a registered charity</li> <li>• fully endorses the GOsC’s role in promoting equality and diversity</li> </ul>
<b>CIPD qualified and/or current experience of working at a senior level in human resources</b>	<ul style="list-style-type: none"> <li>• demonstrates an ability to scrutinise: non-executive appointments processes; reward and recognition models including pay structures; recruitment and selection processes; performance management; disciplinary processes through to dismissal; equality and diversity and organisation development processes</li> <li>• ability to scrutinise and challenge systems and make recommendations based on current best practice/tried and tested trends, having carefully analysed options which could be applied to our organisation and processes</li> <li>• knowledge of strategic people issues and best practice as well as the balance of a tactical and strategic approach</li> </ul>
<b>Experience of corporate governance and the role of the non-executive, most particularly the role of remuneration and appointments committees</b>	<ul style="list-style-type: none"> <li>• demonstrates a clear understanding of the components of good governance, with specific experience of executive or non-executive service on a remuneration and appointments committee</li> <li>• understanding and respect of the boundaries between non-executive and executive roles and ability to challenge and support staff to continue to improve performance</li> </ul>

<p><b>Excellent communication skills with high-level numeracy and analytical skills</b></p>	<ul style="list-style-type: none"> <li>• shows respect for the opinions of others, actively listens and engages with different views and demonstrates independent thought and judgement while willing to support collective decisions</li> <li>• demonstrates a high level of integrity (including when dealing with confidential or sensitive issues) and a commitment to the seven principles of conduct in public life</li> <li>• ability to present an argument and articulate reasons for reaching decisions</li> <li>• demonstrates high-level numeracy and analytical skills</li> </ul>
<p><b>Holds self to account and is committed to personal development</b></p>	<ul style="list-style-type: none"> <li>• clearly understands the role and commits to fulfilling its requirements</li> <li>• acts as a role model, with a commitment to personal reflection and development</li> <li>• is prepared to make the required time commitment, to participate in induction and training and engage constructively in our annual appraisal process as well as provide advice in-between committee meetings</li> </ul>
<p><b>Effective chairing of meetings</b></p>	<ul style="list-style-type: none"> <li>• ability to chair a committee including experience of reconciling different views</li> <li>• can facilitate the committee through the decision-making process, ensuring all views are taken into consideration, and using an enabling style</li> <li>• good understanding of the committee chair and Chief Executive relationship and an ability to work strategically with the executive team</li> <li>• collaborative in identifying opportunities for improvement of Committee as a whole</li> </ul>

## **Diversity and equality of opportunity**

We value and promote diversity and are committed to equality of opportunity. All appointments are made on merit. We believe that for any organisation to be successful, it needs to work with the most talented and diverse people available. We positively encourage applications from people from all sections of the community, from all backgrounds and with a broad range of experience. We undertake that your application will be dealt with fairly and that all decisions we make about it will be based on merit and your ability to meet the candidate specification.

The GOsC has an absolute commitment to the principles of equality, diversity and inclusiveness and the Council is determined to ensure that its governance structure reflects that commitment.

## **Eligibility**

This post is open to any suitably qualified individual whether they are a lay person or an osteopath.

## **On appointment**

### **Remuneration**

Daily fee for members

**£306 (paid through payroll)**

Expenses are reimbursed directly, and members must make their own arrangements for any payment of tax or National Insurance contributions.

Those appointed will also be eligible to claim expenses, at rates set centrally, for travel and subsistence costs incurred necessarily on GOsC business. Remuneration and expenses are subject to periodic review.

**Warning: impact of appointment on people in receipt of benefits.** Your appointment may influence your entitlement to benefits. If you are in receipt of benefits you should seek appropriate advice.

### **Appointment and tenure of office**

Members are appointed to the Remuneration and Appointments Committee for a period not exceeding four years. Candidates will be advised of their individual term on appointment.

Re-appointments can be made at the end of the first period of appointment for a further period not exceeding four years, subject to consistently high performance and the needs of the GOsC.

No person may serve on the Remuneration and Appointments Committee for longer than an aggregate of eight years.

### **Location**

Meetings are usually held at the General Osteopathic Council offices in London.

### **Training**

Appropriate training for Committee members will be provided. Successful candidates will be required to attend an induction and training on dates to be arranged as soon as possible after appointment.

### **Appraisal system**

All Committee members will be required to take part in the GOsC's appraisal system and will receive appropriate training for this purpose.

### **Standards in public life**

You will be expected to demonstrate high standards of corporate and personal conduct. The successful candidate will be required to comply with the GOsC's Code of Conduct.

Applicants must also confirm that they comply to the standards of probity required by public appointees outlined in the 'Seven Principles of Public Life' set out by the Committee on Standards in Public Life (see page 13).

You should be aware that this post is a public appointment rather than a job, and therefore is not subject to the provisions of employment law.



## **Conflict of interest**

You should note particularly the requirement to declare any conflict of interest that arises during GOsC business and any relevant business interests, positions of authority or other connections with organisations relevant to the business of GOsC.

Any actual or perceived conflicts of interest will be fully explored by the appointment panel at the shortlisting or interview stage.

## **Applying for a post**

**The GOsC will ensure** that the appointment is made in a way that is open, transparent and fair to all applicants. All appointments are made on merit.

**Equality of opportunity** – we welcome applications from all sections of the community and from people with diverse experience and backgrounds.

**How to apply** – all applicants are required to complete both application forms enclosed with the information pack and include a CV.

Alternative formats of this information pack and the application forms, such as braille, large print and tape versions, are available on request from Amanda Chadwick at [councilrecruit@osteopathy.org.uk](mailto:councilrecruit@osteopathy.org.uk) or 020 7357 6655 x252.

We must receive your completed application before the closing date of **12 noon on 18 February 2020. Late applications will not be accepted.**

Electronic applications, which must be in Microsoft Word or PDF format, should be emailed to [councilrecruit@osteopathy.org.uk](mailto:councilrecruit@osteopathy.org.uk) and these will be acknowledged with an automatic email. If you do not receive an acknowledgement you should ring the GOsC on 020 7357 6655 x252 to check whether your application has been received.

If you submit a paper copy of your application or one in an alternative format, we will aim to acknowledge this by post within five working days of receipt, if you request an acknowledgement.

Alternative format applications can be returned to:  
General Osteopathic Council  
Amanda Chadwick (Human Resources Manager)  
Council Recruitment  
Osteopathy House  
176 Tower Bridge Road  
London SE1 3LU

## **How we will handle your application**

We will deal with your application as quickly as possible and will advise you of the likely timetable at each stage.

After the closing date for applications:

- Your application including CV will be assessed to see whether you have the expertise required at the appropriate level for the post. We will rely only on the information you provide on your application forms and CV. **Please ensure that you provide evidence to demonstrate how you meet all the relevant criteria**, which are identified in the 'Competencies required for the role' section.

- The selection panel will be **Bill Gunnyeon, Chair Designate of GOsC Council; Ian Muir, the current independent member of Remuneration and Appointments Committee and Simeon London, registrant member of Council.**
- If 20 or more applications are received, it is likely that your application will be pre-assessed before it is passed to the shortlisting panel for consideration. You should be aware that in this situation, your application might not be considered in full by the panel.
- We will aim to decide which candidates will be invited for interview by the **beginning of March 2020**, considering the evidence provided in your application. Interviews will take place at Osteopathy House, London on **18 March 2020**.
- Prior to your interview, you will be asked if you require any 'reasonable adjustments' to be made to facilitate your participation in the process.
- Our policy is not to refund travel expenses to candidates who attend interviews. However, where a candidate has extenuating circumstances which would mean that they would be unable to attend an interview unless we reimbursed the cost of travel, we would consider doing so on a case-by-case basis.
- Where a candidate is unable to attend an interview on the date set, then an alternative date will only be offered at the discretion of the panel.
- If invited to interview, the panel will question you about your experience and expertise and ask specific questions to find out if you meet the specified requirements. You may also be asked to give a short presentation at the start of the interview.
- The candidate who best fits the criteria will be recommended for appointment.
- The GOsC Council will consider the interview panel's recommendation and make the final decision.
- If you are successful, you will receive a letter from the GOsC appointing you as a Committee member to commence on **1 April 2020**.
- If you are unsuccessful at interview, you will be notified by the GOsC's Human Resources Manager.
- If, after the interview, your application is unsuccessful, and you would like feedback, please write to Amanda Chadwick, Human Resources Manager, at the address on page 11.

**Dealing with your concerns** – for queries about your application, please contact Amanda Chadwick, Human Resources Manager, at [councilrecruit@osteopathy.org.uk](mailto:councilrecruit@osteopathy.org.uk) or 020 7357 6655 x252.

## **Your personal information**

Your personal information will be held in accordance with the Data Protection Act 2018 and the General Data Protection Regulation. You will not receive unsolicited paper or electronic mail because of sending us any personal information. No personal information will be passed on to third parties for any commercial purpose.

When we ask you for personal information, we promise we will:

- only ask for what we need, and not collect too much or irrelevant information
- ensure you know why we need it
- protect it and, insofar as is possible, make sure nobody has access to it who shouldn't
- ensure you know what choice you have about giving us information
- make sure we don't keep it longer than necessary
- only use your information for the purposes you have authorised.

We ask that you:

- give us accurate information
- tell us as soon as possible of any changes
- tell us as soon as possible if you notice mistakes in the information we hold about you.

If you apply for a post, we will share some of the information you provide with the members of the selection panel for the post for which you have applied, so that your application forms and CV can be assessed. The monitoring information you provide is not used in the selection process and will not be shared with the selection panel assessing your application.

### **Information management**

Your application form and any supporting documentation will be retained for up to two years after the closing date for applications. The successful candidate's application materials will be kept for the duration of the appointment.

If at any time you wish your personal information to be removed from our records, please contact us at: [achadwick@osteopathy.org.uk](mailto:achadwick@osteopathy.org.uk).

### **Complaints procedure for applicants**

Any complaints about the appointment process should be emailed to [councilrecruit@osteopathy.org.uk](mailto:councilrecruit@osteopathy.org.uk)

Hard copies can be posted to:  
General Osteopathic Council  
Human Resources Manager  
Osteopathy House  
176 Tower Bridge Road  
London SE1 3LU

The complaints procedure applies where an applicant has evidence that processes or procedures in the appointment process have not been followed, or there is evidence of unfairness in how the process has been implemented, and therefore the objectivity or validity of decisions is called into question. The procedure is not to be used where the applicant simply disagrees with the principle of the process or the judgements or outcomes of the appointment panel.

The procedure is as follows:

- a. All applicants are informed of the complaints process in the applicant information pack.
- b. Where a complaint is upheld, the complaints procedure should also seek to identify a remedy for the complainant.

- c. The complaints procedure must be initiated by the applicant within 14 days of the relevant decision, setting out in writing the reasons why they considered that processes had not been followed or had been implemented unfairly.
- d. The complaint will be considered at first stage by the Chief Executive and Registrar with a decision sent within 28 days of receipt of the complaint.
- e. If not upheld, the applicant has the right to have his/her complaint considered at second stage by an independent panel appointed by the Council. This second stage appeal must be received within 14 days of the decision (d) above.
- f. The panel's decision will be given within 28 days of receipt of the applicant's request for a second stage review.
- g. If the applicant remains dissatisfied, they can raise their concerns with the Privy Council.
- h. Any complaint documentation will be kept for a minimum of two years.

## **The seven principles of public life**

All applicants for public appointments are expected to demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service. The seven principles of public life are:

### **Selflessness**

Holders of public office should act solely in terms of the public interest.

### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for doing so.

### **Honesty**

Holders of public office should be truthful.

### **Leadership**

Holders of public office should exhibit these seven principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.