

## COUNCIL

### Member Fees Review

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**Meeting:** 10 February 2016

**Status:** for decision

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### Purpose

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1. This paper presents information to support recommendations from the Remuneration Committee (RemCo) to enable Council to set member fees with effect from 1 April 2016.

### Recommendation

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2. Council is asked to:
  - 2.1 **note** the benchmarking data provided at **annex one** and **agree** to use this data as the benchmarking group to be used to set fees to be paid to members from April 2016;
  - 2.2 **note** the feedback from visitors and **agree** that the basis of payment to visitors is changed back to a daily rate as from 1 April 2016 and that any member disadvantaged by the annual fee is recompensed in 2015/16;
  - 2.3 **note** the feedback from CET approvers;
  - 2.4 **note** feedback from the Investigation Committee (IC) and **agree** that the basis for payment of fees to the IC members is changed to the same as the fees paid to other members;
  - 2.5 **agree** the framework for fee setting (**annex two**) and the resultant recommended member fees for 2016/17 (**paragraph 68** and **annex three**), subject to confirmation with the Charities Commission re trustee fees;
  - 2.6 **agree** the approach to setting member fees for 2017/18 and 2018/19; and
  - 2.7 **agree** the member fees policy (**annex four**) for publication.

### Strategic Objective

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3. The work to review member fees forms part of the Governance work programme in our 2015/16 business plan, specifically the governance framework – developing and embedding governance policies and processes. This work supports our strategic objective to deliver organisational change – building a sustainable and modern organisation.

4. The terms of reference for RemCo require the Committee to review and recommend to Council “*the payment of fees to: Council, Committee, Hearing Panel and Education committee visitor panel members and the Senior Council member*”. Council retains responsibility for setting fees paid to members.
5. The Council’s Scheme of delegation delegates to the Chief Executive and Registrar authority to appoint legal and clinical advisers to the FTP and RAC committees to enable cost savings by appointing advisers on a more flexible basis. Therefore the fees paid to such advisers are no longer reviewed by RemCo.

## Risks

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6. The risks associated with this issue are contained within the Governance risk register as follows:
  - 6.1 Risk A1.08 – identifies the risks associated with the GOC not being aware of all the individuals who work with the GOC as members. There is work being undertaken in order to categorise all those who work with the GOC. This work may identify other categories of members not included in this review – which in the future need to be included in the review of member fees. By agreeing a member and Chair daily rate to be applied to all members, any other categories of members identified will be able to be paid the same rate without the need for separate Council approval.
  - 6.2 Risk A1.09 – the risk of not being able to attract and retain members with the required level of skills and experience to undertake the roles. This risk is controlled by there being clear and transparent member fees and expenses policies in line with our organisational pay strategy for employees. Assurance is provided by reviewing member fees against external benchmarking information (with independent member scrutiny on the RemCo).
  - 6.3 Risk A1.10 – the risk of not being able to retain members due to them not being paid fees promptly. Mitigating actions have been taken to control this risk which has reduced the number of complaints by members, including the automatic payment of member fees when paid via payroll. Work is ongoing to ensure that all members are paid promptly when not paid via payroll. The Executive will ensure these processes are replicated for the prompt payment of all member fees.
7. There is also a risk that member fees are set using incomplete benchmarking information. As other public bodies, including healthcare regulators, have different executive and governance structures it has been difficult to find reliable benchmarking information easily. Most has to be obtained by phone or email as is not publically available: this has proved to be a time consuming task.

8. There is also a risk that members will be dissatisfied with the outcome of the fees review and decide to leave their role, which will result in a requirement to recruit replacements. We consider this risk to be low and it is further mitigated by ensuring that the setting of fees is undertaken using a framework which takes into account benchmarking information. In addition, members have been asked for their feedback in relation to their fees where a change in the approach to fee setting is being considered. Such feedback has been taken into account in making these recommendations.
9. There is also a risk that Council, in setting fees for Council members themselves, gives rise to a conflict of interests. This risk is mitigated by Council delegating the review and recommendation of members' fees to the Remuneration Committee, which has one independent member. As Council is now a charity increases in fees paid to Trustees must be agreed by the Charity Commission to ensure that there is no undue conflicts. Once Council has agreed the fees we will submit a request to the Charity Commission.

## Background

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10. It is necessary to keep the fees paid to members under review to ensure we remain able to recruit the appropriate calibre of members. In November 2014 Council agreed to move to a three year process for setting fees, once fees are agreed for 2016/17. Therefore the next substantive review of member fees will take place in November 2018 to come into effect in April 2019.
11. In November 2014, Council requested that the review of the time commitment of members be linked to the review of fees from 2015 onwards. A basic analysis of the current time commitment of members is included in this paper. If further analysis is required it would be possible to survey the mean average time commitment of Council members and others in a similar manner to that undertaken for CET approvers.
12. We are a registered charity and as such are expected to ensure that the monies of the charity are used to further our aims, and in keeping with other public bodies we are expected to demonstrate best value for money in all that we do.
13. In order to be transparent and in accordance with our information disclosure policy the fees and expenses paid to Council members are published on our website quarterly and disclosed in our annual report.
14. Prior to this review, fees were last considered by RemCo in October 2014, considered by Council in November 2014, approved in February 2015 in conjunction with the finalisation of the 2015/16 budget and came into effect from 1 April 2015. These fees are set out in the table below.

<b><u>Role</u></b>	<b><u>Fee from 1 April 2015</u></b>
Council Chair	<b>£40,000</b> (annual, paid monthly)
Senior Council Member	<b>£16,000</b> (annual, paid monthly)
Council members	<b>£13,000</b> (annual, paid monthly)
Chair of the Investigation committee	<b>£1,850</b> (annual, paid quarterly)
Investigation committee Chair and members	<b>£600</b> per meeting (includes one day reading allowance)
Chair of the Hearings Panel	<b>£330</b> per day
Hearing Panel members	<b>£300</b> per day
Committee members (education, standards, registration and companies)	<b>£280</b> per day
Independent members of ARC, Nomco and RemCo	<b>£280</b> per day
Independent Assessor	<b>£400</b> per day
Chair of the Education Visitor Panel	<b>£330</b> per day
Education Visitors	<b>£6,000</b> (annual, paid monthly)
Chair of CET Approvers	<b>£6,000</b> (annual, paid quarterly)
CET Approvers	<b>£16</b> per standard application <b>£32</b> per fast track application
Teleconference (applies to all Committees & Panels)	<b>£150</b> per conference
Reading fee (Hearing panel members only) paid on an ad hoc basis. Authorised by Director of FTP.	<b>£50-£100</b> where papers exceed 500 pages.
Cancellation fee (FTP Panels only) if cancelled at 5 days' notice or less	<b>£150</b> per day (half a day's fee)
Development and induction (for members who are not paid an annual fee)	<b>£200</b> per day

### **Council**

15. Council agreed to increase the Chair's fee from £35,000 to £38,000 in August 2012 when recruiting a new Chair, and then to £40,000 in February 2015.
16. The Council set the fee for the Senior Council member as £3,000 per annum more than Council members in 2012 when the role was created, this differential was reconfirmed as appropriate by Council in February 2015.
17. The annual fee of £12,000 paid monthly to Council members was set in 2009 when the reconstituted Council was recruited. Council agreed to increase the fee paid to Council members to £13,000 in February 2015.
18. The workload undertaken by Council members has increased in the last few years with Council members now undertaking duties on statutory committees

and selection panels as well as 'project champion' responsibilities. The current time commitment of the Council Chair of two to three days per week is likely to be accurate. The mean average current time commitment of Council members of two to three days a month is likely to be accurate for most Council members, however the mean average time commitment can increase to six days per month in peak periods for some members involved in selection panels.

### **Investigation Committee (IC)**

19. In February 2014, Council agreed the revised fee levels of £600 per meeting attended in person and £450 per teleconference attendance, both of which include a day reading fee for the IC members. An additional fee paid to the Chair was increased to £1,850 (annual, paid monthly) and covers the work required to chair meetings and appraise members biennially. The Chair is also paid a per meeting fee for each meeting attended.
20. In April 2014 the revised FTP process and rules came into effect. This has meant that the work of this Committee has substantially reduced – the Committee used to meet ten times per year under the old Rules. In 2014/15 it met in session four times and by teleconference two times. In 2015/16, to date, it has met on three occasions, once in session and twice by teleconference with one further meeting planned before 31 March 2016. In addition the number of cases that are considered at each meeting has significantly reduced from 25 per meeting to on average two or three cases per meeting. From 2016, it is expected the IC Chair will need to chair and attend on average five meetings a year, attendance at an annual member development day, plus conduct the appraisals of eight IC members every two years (a mean average of ten days a year).

### **Hearing Panel members**

21. The daily fee for hearing panel members was £250 until April 2007 when it was increased to £270. In February 2014, Council agreed an increased fee of £300 for the hearing panel members and agreed to increase the remuneration of the Chairs of FTP Committees to a daily rate of £330 to chair meetings and conduct appraisals of HP members.
22. No set reading fee is given to Hearing Panel members but arrangements for payment of such fees have been authorised on an ad-hoc basis when case papers exceed 500 pages. The fee can range from £50-£100 and is authorised by the Director of FTP. In 2015/16 less than £200 has been paid in reading fees to date.
23. In 2015/16 the mean average time commitment was 11 days per member (predicted until 31 March 2016) as we now have a full complement of hearing

panel members, which to date has ranged from one day to 14 days across the members.

### **Statutory Advisory committees (Education, Registration, Standards and Companies Committees)**

24. The daily fee was £250 until April 2007 when it was increased to £270. Council agreed to increase the fee paid to SAC members to £280 per day in February 2015.
25. The SAC's meet twice a year, with the exception of the Education Committee which meets quarterly. Committee members can also be asked to attend workshops, Council strategy days or sit on member selection panels for which they are paid on a daily basis. This frequency of meetings has remained the same for the last few years.

### **Independent committee members**

26. In November 2013, in creating these roles, Council agreed that the independent committee members would receive the same fee as the other statutory advisory committee members for their committee work.
27. The ARC meets quarterly and the RemCo on average three times a year. There is one independent member who fulfils both roles. The Nomco meets on average three times a year. This frequency of meetings has remained the same for the last few years. In addition the Nomco independent member attends hearings and IC meetings, and undertakes appraisal of IC and HP chairs. As this part of the role has not yet been through a full cycle it is not certain how many days this will take.

### **Independent Assessor**

28. We use an Independent Assessor on each of the selection panels for the appointment processes for Council and Committee members and to assess the process for the reappointment of Council members (the processes for Council members are scrutinised by the Professional Standards Authority (PSA)). The independent member of the Nominations committee usually performs this role, but where there might be a conflict or she is unavailable we use other individuals.
29. Prior to appointment as an independent committee member, payment was made at a rate of £400 per day for work as an Independent Assessor on our selection panels. Council agreed to formalise the fee paid to Independent Assessors as £400 per day in November 2014.
30. The Independent Assessor's time commitment varies depending on how many selection panels are run in a year, but averages four to five days per selection

campaign, including sifting, shortlisting, interviewing and drafting an assessor's report to the PSA.

### Education Visitor Panel members

31. Following consultation, Visitor Panel member fees were amended by Council in May 2014 to an annual fee of £6,000 (paid monthly), to be put into effect as from 1 June 2014, but with a commitment to review after one year as the change was experimental. The fixed fee was based on the expectation of 20 days' work being required each year, at the time of making this decision it was expected that this would be the equivalent of an average daily fee of £300, based on the average visit days in the following table.

Year	2014	2013	2012	2011	2010
Average no of visit days per visitor	22	20	18	28	22

The change was not put into effect until 1 April 2015.

32. The anticipated advantages of the change to an annual fee included:
- 32.1 estimated savings of £45k in 2014/15;
  - 32.2 improved budget accuracy and forecasting as a result of removing variability that exists under existing system;
  - 32.3 reduction in administration needed from Education and Finance teams as existing process for checking, authorising and processing visitor claims after each visit becomes redundant;
  - 32.4 visitors would not need to submit a claim for fees so would be less likely to seek to claim their own travel and expenses thereby utilising the central booking system more willingly;
  - 32.5 can be implemented in short timescale (for 2014/15 budget) using limited HR process and authorisation by Chief Executive and Registrar; and
  - 32.6 has no risk to patient/public or training provider confidence in the process.
33. The Executive agreed to review this fee level after a full 12 months of operation and consider both the fee and the number of visitors required given the cyclical and variable level of work in each operation year. As the change was not put into effect until 1 April 2015 it has not yet been in operation for 12 months, however in order to enable consideration of this fee as part of this fees review which will not be undertaken again for three years, the review has been undertaken now.
34. As there have been turnover in the Executive it has not been possible to identify the way in which the average number of visit days per visitor considered by RemCo and Council in 2014 had been calculated. The Executive estimates that in 2015/16 the average number of visit days per visitor will be 12.25, which equates to an average daily rate of £490 (based on the annual fee of £6,000).

As the average visit days per member was much lower than the expected 20 days (particularly given that the number of visits has increased in 2015) we have undertaken an analysis of the daily fees paid in 2014 using our financial records. According to our financial records for daily fees paid to visitors, the actual average number of visit days per visitor in 2014 was nine and a half. Based on the previous daily rate of £270 this would have been an average annual fee of £2,565.

### **CET Approvers**

35. CET approvers were initially recruited and contracted via a previous CET contractor Vantage, however they transferred to be paid directly by the GOC in 2006. The CET contract changed to Perceptive (previously known as Replay Learning).
36. Each Approver invoices the GOC directly (monthly) advising how many applications they have considered. They are paid £16 for a standard application (which must be approved within ten days) and £32 for fast-track applications (which must be approved within three days). Based on a mean average time commitment of 30 minutes per standard application (see para 47) this equates to a current daily fee of £224 which is much lower than other daily fees.
37. The Chair of the CET Approvers is paid an annual fee (paid monthly) of £6,000 on the basis of an existing agreement of half a day per week (£231 per day). This fee covers work to consider non-UK and approval of new CET modalities, approval appeals, work to review CET system changes and the development and training of CET approvers. Based on feedback from the current Chair the time commitment varies each week – but averages at one day per week as an annual average which equates to a current daily fee of £115. The current chair of the CET Approvers will be leaving during 2016 and it is anticipated that a review of the requirements and time commitment of the role will be undertaken as part of the CET Evaluation project.
38. We understand that the current fee levels were set when the CET scheme started and have not been increased or reviewed since.

### **Remuneration Committee meeting (7 December 2015)**

39. RemCo met on 7 December 2015 to discuss the fees review and the information contained within this paper. RemCo's feedback and recommendations in relation to each area of remuneration are summarised in the analysis section below.

## Analysis

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### Education Visitor Panel (visitors)

40. Feedback from the visitors was requested via an online survey in October 2015 in order to ensure that the views of visitors were taken into account when setting fees for 2016/17 and to review the change made as a result of moving from a daily to an annual fee. The survey asked how satisfied they were with the current method of payment of fees, their preferred method in the future and for their feedback in relation to whether the change to an annual fee had resulted in:
- 40.1 more prompt payment of fees;
  - 40.2 increased accuracy of fees paid;
  - 40.3 increased certainty of the number of days required to be a visitor; and
  - 40.4 equality of the number of days each visitor is used to conduct visits.
41. All visitors provided feedback and the main finding was 92 per cent were happy with the previous payment system (daily fee), compared to 67 per cent with the current system (annual fee). The main reason that the new system is not as popular is a feeling that it is not resulting in a fair and equitable allocation of visits amongst visitors. This feeling is backed up by data from the Education Team which shows that five out of the 12 visitors are likely to have undertaken eight or less visit days in 2015, compared to others undertaking more, and one who has undertaken 16 visit days. The changes agreed during the year as part of the review of the accreditation handbook has resulted in visitors being required to undertake more visits than originally planned (as Education Committee members no longer conduct visits). Due to a shortage of registrant visitor panel members, the current dispensing optician visitor has had to undertake a significantly larger number of visits in 2015/16 than other visitors. RemCo has acknowledged the feedback and concerns raised by the visitors, particularly in relation to inequality of workload. We will be undertaking a recruitment exercise in early 2016 to recruit three visitors which it is hoped will improve workload inequality. In the meantime, RemCo requested the Executive consider how to best address the issue of work allocation in order to equalise the situation going forward. We will consider this as part of the work that Mott MacDonald will undertake.
42. One of the main perceived advantages of an annual fee (paid monthly) was more prompt payments and easier administration, which from the feedback seems to have been improved (67 per cent agreement), however there remain concerns from members (17 per cent) about our payment systems. However, prompt payments and easier administration can also be delivered through streamlining internal processes. New processes for the payment of advisory committee members, through the payroll has reduced the number of complaints from that group of members: the same process could be used for payment of visitors' fees.

43. As mentioned in paragraph 34, we are unable to understand the basis for the calculation of visit days which was previously presented to the Education committee, RemCo and Council. Based on current figures we believe that the change to an annual fee has not resulted in a saving in payment of visitor fees and has led to an inequality in payment for days worked to visitor panel members. Therefore the Executive and RemCo **recommends to Council** the annual fee is changed back to a daily fee as of 1 April 2016 to ensure that visitors are paid fees comparable to other members and there is equity amongst the visitors themselves. To enable a comparison to be drawn between the current fee and recommended future fee, the intended 2014/15 daily fee of £300 for visitors and £330 for Chairs of visit panels has been used in the annexed analysis – rather than the daily equivalent calculated from the annual fee.
44. Taking into account the issues raised above and the feedback received from the visitors, RemCo **recommends to Council** that additional payments are made to ensure that those visitors that undertook a large number of visits in 2015/16 were not disadvantaged by what proved to be the inequity of the annual fee experiment.

#### **CET Approvers**

45. Feedback from CET approvers was requested via an online survey in October 2015 in order to ensure that their views were taken into account in setting fees for 2016/17 and to review the time taken to approve CET application forms. The survey was responded to by 25 out of 26 approvers (96 per cent).
46. The analysis showed that the majority of approvers (76 per cent) take between 15 and 30 minutes to approve a standard application, with others taking between 46 to 60 minutes (20 per cent). We have therefore taken a mean average time commitment of 30 minutes per standard application. The analysis shows that the majority of approvers (52 per cent) take between 20 and 45 minutes to approve a fast track application, with others taking over 45 minutes (12 per cent) or less than 20 minutes (36 per cent). However the time commitment is not the only consideration with fast track applications: there are other logistical challenges to ensure availability to consider applications quickly and so calculation of a fee based on time commitment is not appropriate.
47. The feedback has identified that some approvers believe they are only paid for approved applications. We do not believe this to be the case and it was our intention to pay for all approved and rejected applications. This misconception raises a risk for the GOC that approvers may have an unconscious bias towards approving rather than rejecting applications. Indeed, the risk might be enhanced by the fact that it is axiomatic that a decision to decline an application

entails more work for the approver than does one to authorise. We are looking into this situation further and will ensure that all CET approvers are aware that we will pay for all applications assessed.

48. The Chair of the CET Approvers role has grown since the annual fee (paid monthly) of £6,000 was agreed and now averages one day per week as an annual average. The RemCo notes that this fee is not in line with fees paid to other member chairs and therefore **recommends to Council** that the payment to the Chair of the CET Approvers is consistent with the payment of other chairs.

### **Investigation Committee (IC)**

49. Since the introduction of Case Examiners, the work of the IC has significantly diminished. Meetings now take place on an “as needed” basis and any required reading is also significantly reduced. As the majority of IC meetings are conducted by teleconference it would be appropriate to pay a teleconference fee only rather than a teleconference fee and reading fee for these meetings. In addition, IC members may in the future be asked to deal with cases electronically on an exceptional basis and therefore a per case fee to enable this contingency could be appropriate. It is anticipated that this situation will be rare and likely only to occur if the Committee has previously been minded to issue a warning and the registrant has provided no response to the proposed warning (or accepts it). Even this set of circumstances requires members to review the case and be satisfied that the warning is still appropriate. The proposed fee would reflect the re-reading of the case that is required. The Executive and RemCo have considered the changes to the workload of the IC members and recommend changing their fee arrangements as follows:
  - 49.1 a per meeting fee (same for all members) which includes payment for reading papers and reviewing minutes following the meeting;
  - 49.2 a reading fee only where a reading bundle is in excess of 500 pages per meeting which can be authorised on an ad-hoc basis by the Director of FTP (ranging from £50-£100) (i.e. the same approach taken for HP members);
  - 49.3 a teleconference fee if an IC meeting takes place via teleconference (or where a member unable to attend in person joins a meeting via teleconference) on the same basis as paid to other members; and
  - 49.4 a ‘per case’ fee for any cases considered electronically.
50. The IC Chair is currently paid an annual fee of £1,850 in order to chair meetings and conduct appraisals on a biennial basis. RemCo recommend ensuring that the payment to the IC Chair is consistent with the payment of other chairs and therefore in future this will include payment for attendance at meetings (which is taken into account in agreeing the annual time commitment).

51. Following RemCo's discussion of fees for the IC members, the Committee requested that the Executive engage with the IC Chair and members prior to the February 2016 Council meeting in order to ascertain their views on the proposed changes. This will be discussed at the IC meeting to be held on 9 February 2016: their views will be reported orally.

### **Benchmarking data**

52. Benchmarking on current fees paid by regulators of healthcare professionals and other public bodies has been undertaken, which has been supplemented by research undertaken by General Chiropractic Council in November 2015. This is presented at **annex one** and in order to enable a comparative analysis of fees to be undertaken all roles have been analysed to a day rate equivalent. In order for this to be possible we have required information on annual time commitment where an annual fee is paid, or day rates. Some other bodies, such as the NMC, include subsistence costs within the daily allowance paid rather than reimbursing these in full, as we do, in accordance with the expenses policy.
53. The benchmarking provided two sets of data, for the GOC and other healthcare regulators and a wider group also including other public sector bodies (in respect of Chair and board members). As the wider group is the closest to the public sector benchmark used for the employee pay framework RemCo has recommended that this benchmark group is used for those roles we have benchmarking information for (Council chair and members). For other roles not necessarily replicated outside of the healthcare regulators RemCo has recommended using benchmarking information from the healthcare regulators.
54. RemCo also considered whether to include or remove the GOC from the benchmarking data and recommended that the GOC should be included, with the exception of current fees paid to visitors as their current fee levels are not set at an appropriate rate.
55. Both the Executive and RemCo have considered the benchmarking information and are content to use it as a basis for setting member fees. The Committee reiterated its desire to apply a pay framework for members on the same basis as that applied to employees (i.e. to set an anchor at a median point with a scale of 15 per cent above and below the anchor). However, it recognised that the employee framework is based on a benchmark provided by Hay Consulting for the public and not for profit sector and a similar benchmark did not currently exist for members. Council are asked to **note** the benchmarking data provided at **annex one** and **agree** to use this data as the benchmarking groups to be used to set fees to be paid to members from April 2016 (i.e. the wider benchmarking group for Council and the healthcare regulators group for other members).

**Approach to fee setting**

56. In November 2014, Council requested that the approach adopted for the remuneration of members should be consistent with that adopted for the Executive. The analysis of the benchmark data in **annex two** follows the principles of the employee pay framework by identifying the median benchmark for comparator organisations as the fee anchor, with a framework ranging between 15 per cent above and below the anchor. The pay framework for employees includes a general pay increase which is applied to the framework annually, which for 2016/17 has been budgeted as 1.6 per cent increase (see Council paper C10(16)). As the benchmarking information has been for 2015, the recommended rates for 2016/17 include a 1.6 per cent increase on the identified median pay anchor. The Executive and RemCo have considered how the employee framework has been applied to members in this paper and are content that it has been applied correctly. If a different general pay increase is agreed then this will affect the recommended fees in this paper very slightly as the framework is adjusted accordingly.
57. The RemCo considered alternative frameworks for setting fees for each type of member role, or grouping together some roles. The RemCo also considered that using the framework approach would mean a change in remuneration for some members, both reducing and increasing some member fees. After considerable discussion, RemCo agreed to recommend Council that, in order to ensure fairness, members should all be paid the same daily rate and that the same approach taken for employees in 2015/16 where all employees classed as competent in their roles have had their salaries moved to the median anchor (if they were previously below the anchor) be followed for members.
58. It is recommended **Council agrees** the framework for fee setting (**annex two**) and the resultant recommended member fees for 2016/17 (**paragraph 59** and **annex three**) as recommended by the Remuneration Committee. It is recommended that if a different general pay increase than 1.6 percent is applied to the framework for employees, Council **delegates authority** to the Chair of Council to finalise the recommended member fees for 2016/17 based on the same general pay increase as agreed for employees.
59. **Annex two** identifies a fee anchor set at the median for the wider benchmarking group for Council Chair and members and the healthcare regulator group for other committee chairs and members. **Annex three** identifies the final recommended fees for 2016/17 in a publishable format. Notes relating to the calculation of some of the recommended fees are included in paragraphs 60 to 67 and the changes to the recommended fees are shown in the table below:

<u>Role</u>	<u>Current fee</u>	<u>Recommended fee</u>	<u>% change</u>
Council Chair - (annual, paid monthly) (para 61-62)	£40,000	<b>£56,693</b>	42%
Senior Council Member (annual, paid monthly) (para 63)	£16,000	<b>£16,460</b>	3%
Council members (annual, paid monthly)	£13,000	<b>£13,460</b>	4%
Chair of the Investigation committee (annual, paid quarterly) + per meeting fee (para 64)	£1,850 + £3,000	<b>£3,590</b>	-26%
Investigation committee member	£600	<b>£308</b>	-49%
Investigation committee per case (para 65)	N/A	<b>£100</b>	N/A
Chair of the Hearings Panel	£330	<b>£359</b>	9%
Hearing Panel members	£300	<b>£308</b>	3%
Committee members (education, standards, registration and companies)	£280	<b>£308</b>	10%
Independent members of ARC, Nomco and RemCo	£280	<b>£308</b>	10%
Independent Assessor	£400	<b>£406</b>	2%
Chair of the Education Visitor Panel (per day) ( <i>showing the intended daily rate for 2015/16</i> )	£330	<b>£359</b>	9%
Education Visitors (per day) ( <i>showing the intended daily rate for 2015/16</i> ) (£6,000 (annual))	£300	<b>£308</b>	3%
Chair of the CET Approvers (annual, paid quarterly) (para 66)	£6,000	<b>£16,016</b>	167%
CET Approvers standard application (para 67)	£16	<b>£22</b>	38%
CET Approvers fast track application (para 67)	£32	<b>£44</b>	38%
Teleconference (applies to all members) (para 68)	£150	<b>£205</b>	37%
Reading fee (Hearing panel and Investigation committee members only) Paid on an ad hoc basis where papers exceed 500 pages. Authorised by Director of FTP.	£50-£100	<b>£50-£100</b>	N/A
Cancellation fee (FTP Panels only) Half a day's fee if cancelled at 5 days' notice or less	£150	<b>£154</b>	3%
Development and induction (for members who are not paid an annual fee)	£200	<b>£216</b>	8%

### Chair of Council

60. The benchmarking data identifies a 42 per cent increase in the Council Chair's fee based on the recommended fee setting framework using current benchmarking information. In considering whether this increase was fair, the Committee acknowledged that the number of days commitment required of the current GOC Chair may not be the required time commitment in the future.

However the Committee agreed that it was important for fairness to follow the framework for all roles and that if the future needs of time commitment of the Chair's role reduced then the annual fee would reduce accordingly.

61. RemCo noted that, when the new pay framework was implemented for employees, those below the bottom of the range were moved up to the bottom of the range as from 1 April 2014 and then brought to the median following satisfactory performance appraisal as from 1 April 2015. The Remuneration Committee considered taking an incremental approach to increasing the Chair's annual fee to the median, however felt that this would not be consistent with the position taken for other members and so recommends to Council that the Council Chair's fee be increased in line with the framework (£56,693).

#### **Senior Council Member**

62. The Remuneration Committee recommends that the fee for the Senior Council member remains at £3,000 per annum (paid monthly) more than Council members.

#### **Chair of the Investigation committee**

63. The Remuneration Committee recommends that the Chair of the Investigation Committee continues to be paid an annual fee, paid on a quarterly basis, but increased in line with the same daily rate paid to other committee chairs and to include fees for attending meetings (so no separate meeting attendance fee is payable). An annual fee of £3,590 is equivalent to ten days at the Chair's daily rate of £359.

#### **Investigation committee per case fee**

64. In order to identify a fee for consideration of cases electronically it is recommended that a fee which equals two thirds of the fee paid to case examiners is used, because the case examiners write a determination in addition to considering the case. This results in a fee of £100 per case which is recommended by the Remuneration Committee.

#### **CET Approvers**

65. RemCo recommends that the Chair of the CET Approvers continues to be paid an annual fee, paid on a quarterly basis, but increased in line with the same daily rate paid to other committee chairs. An annual fee of £16,460 is equivalent to fifty two days at the Chair's daily rate of £359.
66. The Remuneration Committee recommends that the standard CET application fee is paid at the same daily rate as other members (£308). Using the mean average time commitment of 30 minutes per standard application this results in a recommended standard CET application fee of £22. In order to calculate the fee for a fast track application, taking into account the logistical challenges to consider applications quickly, it is recommended that the same percentage fee

increase be applied to the fast track CET application fee, as has been applied to the standard CET application fee (38 per cent). This results in a recommended standard CET application fee of £44, and maintains the same differential between the two fees of 50 per cent.

### Teleconference fee

67. Now teleconferences are a more usual way of holding meetings for the Investigation Committee and some advisory committees and there is a lack of benchmarking data on which to base a recommended fee, a systematic approach to setting this fee is required. Members are still required to read papers, attend the whole meeting on the phone and review minutes following a meeting, therefore a fee which is two thirds of the daily fee is considered to be appropriate. This results in a recommended teleconference fee of £205.

### Setting fees for 2017/18 and 2018/19

68. The pay framework for employees includes a general pay increase which is applied to the framework annually. It also includes a system of performance related pay: however, this is not considered appropriate for members. RemCo recommends that the same approach to applying a general pay increase to member fees (same as agreed for employees) is adopted for 2017/18 and 2018/19 and provision included in draft budgets annually.

69. It is recommended Council **agrees** the approach to setting member fees for 2017/18 and 2018/19.

### Member fees policy

70. In order to be transparent about the approach to setting and paying fees to members it is recommended Council **agrees to publish** a member's fees policy (annex four) on the website. This policy will be used to explain the approach to setting fees to current and future members, and will be published alongside the fees table (annex three).

### Impact Assessment

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71. An analysis of the impact of the recommended fees on the budget has been undertaken and is included in annex five. The total impact of the recommended fee changes is £51k which is a seven per cent increase on the fee budget.

72. In making decisions regarding fees, due consideration should be given to ensuring equal pay. The current system of payment to visitors may have implications for equal pay, dependent upon the distribution of visit days between male and female visitors.

**Devolved Nations**

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73. There are no implications/differences in relation to this paper and the devolved nations.

**Communications**

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74. This is a sensitive area for members and the decision taken on fee levels will need to be communicated clearly following Council in February 2016. In order to ensure that member views are taken into account, surveys with visitors and CET Approvers have been undertaken.

**Timeline for future work**

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75. Once Council has agreed the final budget for 2016/17 (in February 2015) all members affected by the recommendations made in this paper will be notified. We would expect to complete this activity in good time for revised fee levels to be in place from 1 April 2016.
76. As Council is now a charity increases in fees paid to Trustees must be agreed by the Charity Commission to ensure that there is no undue conflicts. Once Council has agreed the fees we will submit a request to the Charity Commission and will update trustees as soon as a decision is made.

**Attachments**

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- Annex 1: Benchmark data 2015
- Annex 2: Analysis of member fees
- Annex 3: Member fees as from 1 April 2016
- Annex 4: Draft member fees policy
- Annex 5: Impact of recommended fees on budget

## Annex 1: Benchmark data from 2015

## Council Chair/Board chair

Healthcare Regulatory	Chair	Annual time commitment	Equivalent day rate
General Optical Council	£40,000	130	£308
General Chiropractic Council	£23,440	78	£301
General Dental Council	£55,000	100	£550
General Medical Council	£110,000	156	£705
General Pharmaceutical Council	£48,000	50	£960
General Osteopathic Council	£22,440	78	£288
Health and Care Professional Council	£58,000	156	£372
Nursing & Midwifery Council	£48,000	130	£369
<b>Average (just healthcare)</b>	<b>£50,610</b>	<b>110</b>	<b>£482</b>
<b>Median (just healthcare)</b>	<b>£48,000</b>	<b>115</b>	<b>£372</b>
Wider Regulatory bodies	Chair	Annual time commitment	Equivalent day rate
Architects Registration Board	£10,000	40	£250
Civil Aviation Authority Consumer Panel	£20,000	50	£400
NHS Pension Board	£13,137	36	£365
Ombudsman Services	£46,000	50	£920
Office of Communications (Ofcom)	£142,500	156	£913
Pensions Advisory Service	£30,500	60	£508
Review Body on Senior Salaries	£10,500	30	£350
<b>Average (including healthcare regulators)</b>	<b>£45,168</b>	<b>£87</b>	<b>£504</b>
<b>Median (including healthcare regulators)</b>	<b>£40,000</b>	<b>£78</b>	<b>£372</b>

**Council/Board member**

<b>Healthcare Regulatory</b>	<b>Council Member</b>	<b>Annual time commitment</b>	<b>Equivalent day rate</b>
General Optical Council	£13,000	36	£361
General Chiropractic Council	£6,650	15	£443
General Dental Council	£15,000	20	£750
General Medical Council	£18,000	36	£500
General Pharmaceutical Council	£12,000	40	£300
General Osteopathic Council	£6,630	18	£368
Health Care Professional Council	£9,500	30	£317
Nursing & Midwifery Council	£12,000	36	£333
<b>Average (just healthcare)</b>	<b>£11,598</b>	<b>29</b>	<b>£422</b>
<b>Median (just healthcare)</b>	<b>£12,000</b>	<b>30</b>	<b>£368</b>
<b>Wider Regulatory bodies</b>	<b>Council Member</b>	<b>Annual time commitment</b>	<b>Equivalent day rate</b>
Architects Registration Board	£2,500	10	£250
Care Quality Commission	£5,000- £10,000	30	£192
Committee on Standards in Public Life	£5,760	24	£240
Driver and Vehicle Standards Agency	£15,000	36	£417
Forestry Commission	£11,111	24	£463
Legal Services Ombudsman	£10,000	20	£500
Ministry of Defence, Equipment and Support	£15,000	36	£417
Office of Communications (Ofcom)	£42,519	104	£409
Social Security Advisory Committee	£9,245	36	£257
<b>Average (including healthcare regulators)</b>	<b>£12,436</b>	<b>32</b>	<b>£383</b>
<b>Median (including healthcare regulators)</b>	<b>£11,111</b>	<b>30</b>	<b>£368</b>

**Other committee Chairs – day rates**

Healthcare Regulatory	HP Chair	IC Chair	Visitor panel Chair	Advisory Committee chair	Total
General Optical Council	£330	£716*	£330	NA	
General Chiropractic Council	£500~	£500	£500	NA	
General Dental Council	£353	£353		£353	
General Medical Council	£360	£360	£360	£360 - £12,000*	
General Pharmaceutical Council			£360		
General Osteopathic Council+	£306	£306			
Health Care Professional Council	£320		£320		
Nursing & Midwifery Council \$	£310	£340	NB NMC outsource		
<b>Average</b>	<b>£354</b>	<b>£429</b>	<b>£374</b>	<b>£353</b>	<b>£386</b>
<b>Median</b>	<b>£330</b>	<b>£353</b>	<b>£360</b>	<b>£353</b>	<b>£353</b>

\* IC Chair is paid a meeting fee of £600 per meeting, plus an annual fee of £1,850 with the expectation of 16 days per annum spent on chairing meetings and conducting appraisals.

# Visitor Panel Chair is paid £330 per visit plus an annual fee of £6,000, which is an average day fee of £490 based on current average time commitment.

~ Chairs who are legally qualified

+ GOsC pay a half day rate of £153 for a day commitment of less than 3.5 hours; and a £75 reading fee

\$ NMC offer discretionary £100 reading fee to HP/IC Chairs /members (on a case by case basis)

**Other members – day rates**

Healthcare Regulatory	HP Member	IC Member	Visitor panel member	Advisory Committee member	Independent Committee member	Total
General Optical Council	£300	£600	£300	£280	£280	
General Chiropractic Council	£300	£300	£300	£300	£300	
General Dental Council	£353	£353		£353		
General Medical Council	£310	£310	£310	£310		
General Pharmaceutical Council			£300			
General Osteopathic Council+	£306	£306				
Health Care Professional Council	£190		£190	£320		
Nursing & Midwifery Council \$	£310	£340	NB NMC outsource			
<b>Average</b>	<b>£296</b>	<b>£322</b>	<b>£280</b>	<b>£313</b>	<b>£290</b>	<b>£301</b>
<b>Median</b>	<b>£306</b>	<b>£310</b>	<b>£300</b>	<b>£310</b>	<b>£290</b>	<b>£303</b>

+ GOsC pay a half day rate of £153 for a day commitment of less than 3.5 hours; and a £75 reading fee

\$ NMC offer discretionary £100 reading fee to HP/IC Chairs /members (on a case by case basis)

*GOC IC member rate not included in the average or median calculations*

**Other members – day rate**

Healthcare Regulatory	Teleconference	Training and Induction fee	Independent Assessor
General Optical Council	£150	£200	£400
General Chiropractic Council	£150	£300\$	£300
General Dental Council		£353\$	£500
General Medical Council		£310^	£465^
General Pharmaceutical Council		£225	
General Osteopathic Council			
Health Care Professional Council		£320\$	
Nursing & Midwifery Council		£310\$	£260
<b>Average</b>	<b>£150</b>	<b>£288</b>	<b>£385</b>
<b>Median</b>	<b>£150</b>	<b>£310</b>	<b>£400</b>

\$ GCC, GDC, HCPC and NMC pay the same for training and induction as they do for attendance at hearings and meetings

^ not available to Chairs.

**Annex 2: Analysis of member fees****Recommended fee in bold**

Role	Health Median	Median – 15%	Wider/Health Median	Median + 15%	GOC Current daily rate	Recommended Day Rate 2016/17 (inc 1.6%)	Recommended fee 2016/17 (inc 1.6%)
Chair	£372	£316	£372	£428	£308	£378	<b>£56,693</b>
Council Member	£380	£313	£368	£423	£361	£374	<b>£13,460</b>
Committee Chairs		£300	£353	£406	£330	<b>£359</b>	NA
Committee Members		£258	£303	£348	£300	<b>£308</b>	NA
Independent Assessor		£340	£400	£460	£400	<b>£406</b>	NA
Training and induction		£181	£213#	£245	£200	<b>£216</b>	NA

\* No 1.6% increase suggested as the current annual rate is above the framework range.

# The median includes four out of six regulators who do not pay a different fee for training and induction, therefore the recommended fee is the average from the two regulators who do have a reduced fee, plus 1.6% increase.

~ Due to limited benchmarking information a fee has been recommended based on other role/current fee level.

**CET Approver – each application fee****Daily fee = £319 (Based on an average of recommended fees for IC/HP/Visitor member fees)**

Standard Application = 30 minutes per application = 14 applications in 7 hours = **£23** per application

Fast track application = 40 minutes per application = 10.5 applications in 7 hours = £30 per application. Current fee is **£32** – the recommendation is to stay the same

**IC Chair annual fee**

Daily fee = £427 which is a supplement of £82 per meeting above members.

Annual fee for Chairs duties = 3 x £82 plus 4 x £427 for half of the member appraisals per year = £1,874

**Annex three - Member fees as from 1 April 2016**

<b><u>Role</u></b>	<b><u>Fee</u></b>
Council Chair - (annual, paid monthly)	<b>£56,693</b>
Senior Council Member (annual, paid monthly)	<b>£16,460</b>
Council members (annual, paid monthly)	<b>£13,460</b>
Chair of the Investigation committee (annual, paid quarterly)	<b>£2,872</b>
Chair of the CET Approvers (annual, paid quarterly)	<b>£16,016</b>
Chairs of the Hearings Panel and Education Visitor Panel (daily fee)	<b>£359</b>
Members (other than Council members) – including Investigation, Education, Standards, Registration, Companies, Audit and Risk, Nominations and Remuneration committees, Education Visitor panel members and Hearing Panel members	<b>£308</b>
Teleconference (per meeting) (applies to all members)	<b>£205</b>
Investigation committee (per case fee)	<b>£100</b>
Independent Assessor (daily fee)	<b>£406</b>
CET Approvers standard application (per application)	<b>£22</b>
CET Approvers fast track application (per application)	<b>£44</b>
Reading fee (Hearing panel and Investigation committee members only) Paid on an ad hoc basis where papers exceed 500 pages. Authorised by Director of FTP.	<b>£50-£100</b>
Cancellation fee (daily fee) Hearing panel members only if cancelled at 5 days' notice or less	<b>£154</b>
Development and induction for members who are not paid an annual fee (daily fee)	<b>£216</b>

## Member fees Policy

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Status of document:	DRAFT
Version:	V01
Date of approval:	11 February 2016
Effective from:	1 April 2016
Owner:	Nicola Ebdon
Author:	Nicola Ebdon
Planned next review date:	October 2018

## 1. Policy Statement

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- 1.1 We are committed to ensuring that we remunerate our members appropriately for the work they undertake for us. We also recognise that there are times when we need to additionally remunerate our members beyond the fees we pay for attending meetings.
- 1.2 We wish to remunerate our members fairly and ensure that our member fees remain current. Therefore we undertake a review of fees against benchmark data every three years and set fees for all members at a day rate in line with a median benchmarked fee level (consistent with the pay framework for employees). Where members or Chairs are paid an annual fee or a fee per activity, the median day rate is used to calculate the fee payable based on an assessment of time commitment for the role. This review will be undertaken by the Executive and provided to the Remuneration Committee for consideration and recommendation, ahead of approval by Council as part of the budget setting process.
- 1.3 A general fee increase will be applied annually to member fees (the same as agreed for employees) and provision included in draft budgets.
- 1.4 The agreed fees will be notified to members in March each year once agreed by Council, and published on the GOC website with this policy.
- 1.5 We are a registered charity and as such must ensure that the monies of the charity are used to further our aims and, in keeping with other public bodies, we are expected to demonstrate best value for money in all that we do.
- 1.6 This approach is consistent with our Values – responsible, forward thinking and principled.

## 2. Purpose

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- 2.1 The purpose of this policy is to provide guidance on:
  - 2.1.1 how member fees are set and reviewed;
  - 2.1.2 who is entitled to additional remuneration for development and induction or other activities; and
  - 2.1.3 how fees and expenses are paid.

## 3. Scope

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- 3.1 This policy applies to all our members<sup>1</sup>.

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<sup>1</sup> Members are all individuals who work with the GOC who are neither employees or contractors (as defined by their contract with us).

- 3.2 If a member holds more than one appointment with the GOC (such as being a member of more than one committee) this policy will apply equally to each role.
- 3.3 This policy does not apply to GOC employees (including case examiners).
- 3.4 The payment of additional remuneration for development and induction activity only applies to members who are not paid an annual fee. Council members, the Chair of the Investigation Committee and the Chair of CET Approvers are paid an annual fee and as such are not entitled to receive additional remuneration for attending development and induction sessions.
- 3.5 The payment of additional remuneration for undertaking the performance assessment of members only applies to members who are not paid an annual fee. Council members, the Chair of the Investigation Committee and the Chair of CET Approvers are paid an annual fee and as such are not entitled to receive additional remuneration for undertaking the performance assessment of their members.

#### 4. How member fees are set and reviewed

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- 4.1 A review of the mean average time commitment of all members will be undertaken every three years in order to inform the member fees review. Where it is understood the time commitment for the role may have changed the views of members will be gathered in order to inform the review. For roles remunerated by an annual fee the mean average time commitment will be calculated to include chairing duties, attendance at meetings, induction, development and performance appraisal activities. If there is a reason to change the time commitment of members due to a change in responsibilities (outside of the triennial review), the Remuneration Committee and Council will take this into account in reviewing whether to change the fee payable.
- 4.2 A median day rate for **Council Chair and members** is identified from a benchmark data set (annex one) including the other healthcare regulators and eight non-healthcare public sector bodies (agreed by the Remuneration Committee for which comparable fee data is available). The median day rate is multiplied by the mean average annual time commitment to identify an annual fee (paid on a monthly basis). The annual fee includes payment for chairing duties, attendance at meetings, induction, development and performance appraisal activities, as well as membership on Council committees, working groups or selection panels. The Council Chair and members are not entitled to payment of fees for any other activity, unless the activity is not in connection with their role (see section six).
- 4.3 A median day rate for the **Senior Council member** is identified by adding a supplement of £3,000 to the annual fee agreed for Council members (paid on a monthly basis). The supplement includes payment for undertaking a range of activities as detailed role description, including: undertaking the performance appraisal of the Chair and Chairing the Remuneration committee.

- 4.4 A median day rate for all **other Chairs** is identified from a benchmark data set (annex one) which includes the other healthcare regulators (for which comparable fee data is available). The median day rate is multiplied by the mean average annual time commitment to identify an annual fee (paid on a quarterly basis) for the Chair of the Investigation Committee and the Chair of the CET Approvers. The annual fee includes payment for chairing duties, attendance at meetings, induction, development and undertaking the performance appraisal of members. Visitor panel Chairs and hearing panel members acting as a Chair of a Fitness to practice or Registration Appeals committee will be paid the chair day rate for each day they work, including for undertaking the performance appraisal of members.
- 4.5 A median day rate for **Independent Assessors** is identified from a benchmark data set (annex one) which includes the other healthcare regulators (for which comparable fee data is available). Independent Assessors are paid the daily fee for each day they work.
- 4.6 A median day rate for all **other members** is identified from a benchmark data set (annex one) which includes the other healthcare regulators (for which comparable fee data is available). Members are paid the daily fee for each day they work, with the exception of their own performance appraisal.
- 4.7 **CET Approvers** are paid a fee per standard application which is based on the daily member fee, divided by the mean average time required to undertake an assessment. The fee for fast track CET applications is calculated by adding 50 per cent to the standard application fee. This increased fee takes account of the logistical challenges to consider applications quickly.

## 5. Fees for development and induction activity

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- 5.1. For those who are not paid an annual fee, **we will pay** additional daily fees for:
- 5.1.1. attendance at induction sessions lasting longer than three hours which has been arranged by the GOC;
  - 5.1.2. attendance as an observer at GOC meetings/hearings as part of a planned induction; and
  - 5.1.3. attendance for development which is directly related to the role and arranged by the GOC, whether on an individual or committee basis.
- 5.2. The median day rate for development and induction activity is identified from a benchmark data set (annex one) which includes the other healthcare regulators (for which comparable fee data is available).
- 5.3. We **will not pay** additional development or induction fees in the following instances:
- 5.3.1. attendance at a public Council meeting or a committee meeting at which you are not an appointed member (unless it is part of a planned induction – see point 5.1.2 above);

- 5.3.2. any development which is not directly related to the role and not arranged by the GOC;
- 5.3.3. attendance at optical conferences or trade exhibitions (e.g. Optrafair), consultation events or stakeholder meetings;
- 5.3.4. development or induction which is delivered online;
- 5.3.5. where the member is already being paid for attendance at a meeting on the same day the development or induction was delivered; and
- 5.3.6. attendance to speak at a GOC meeting, conference or event for the purposes of development or induction, on behalf of the GOC – the payment of speaking fees are dealt with separately in the GOC Gifts and Hospitality policy<sup>2</sup>.

## **6. Teleconference Fees**

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- 6.1 On occasion members may be asked to or may wish to attend meetings via teleconference. As attendance by teleconference means that members do not need to spend time travelling to attend in person therefore a fee of two thirds of the daily rate for attendance by teleconference will be paid to all members who are not paid an annual fee. The fee takes into account that the same amount of time will be required to prepare and attend the meeting, as would be the case when attending in person.

## **7. Reading Fees**

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- 7.1 On occasion Hearing panel or Investigation Committee members may be asked to read papers in excess of 500 pages. When this happens an additional fee will be paid on an ad-hoc basis. Payment of additional reading fees will require authorisation by the Director of FTP and only applies to Hearing panel or Investigation Committee members.

## **8. Cancellation Fees**

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- 8.1 On occasion Hearing panel members may have a hearing cancelled at short notice. As hearing panel members need to commit to attendance at a hearing which can be a number of days or weeks long, if a hearing is cancelled with five or less days' notice members will be paid a fee of half of the daily rate for each day cancelled.

## **9. Fees for other activities**

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- 9.1 On occasion members may be asked to undertake other activities for the GOC outside of the responsibilities of the role they have been appointed to. For example members may be asked to act as selection panel members for the appointment of other members, fill another member role on a temporary basis or participate in a Council workshop or working group.

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<sup>2</sup> [https://www.optical.org/en/about\\_us/our-governance/index.cfm](https://www.optical.org/en/about_us/our-governance/index.cfm)

9.2 Fees for such activity will be paid in accordance with the agreed and published fees.

## **10. Payment of fees**

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- 10.1. In the majority of cases member fees will be automatically authorised and paid to members via payroll within six weeks of attendance at a meeting or completion of an activity. Payments are normally made on the last working day of the month. For meetings held after the 20<sup>th</sup> of the month payment will be made the following month.
- 10.2. In cases where the work does not relate to a meeting, workshop or hearing at which the member has attended (for example fees paid for sifting and shortlisting of applications, or Chairs preparation for appraisal meetings) the Executive will ask the member to confirm the hours worked prior to authorising payment. Once authorised fees will be paid to members via payroll on the next available occasion, normally within six weeks.
- 10.3. Occasionally members wish to be paid via invoice, rather than through payroll. In order to be paid in this manner, members must apply for authorisation from the Director of Resources and provide evidence of self-employment and responsibility for the payment of national insurance contributions, in order to be set up on our payment system. Payment of fees and expenses via invoice will only be paid once an invoice has been received. Once authorised fees will be paid to members via invoice within six weeks.

## **11. Payment of expenses**

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- 11.1. Members are encouraged to use the GOC reception travel and accommodation booking service wherever possible, so that payment for travel and accommodation can be made directly to the provider and benefits of centralised bookings can be realised.
- 11.2. Whilst attendance at such events as listed in 5.3 will not be additionally remunerated, the GOC will pay any additional expenses incurred which relate to attendance as a member, such as travel or subsistence, in accordance with the GOC expenses policy.
- 11.3. Any expenses, such as travel or accommodation booked in person or subsistence, will be separately reimbursed in accordance with the GOC expenses policy<sup>3</sup>, within six weeks of receipt of a valid claim. Claims are normally paid monthly on the last working day of the month. Claims submitted after the 20<sup>th</sup> of the month will be reimbursed the following month.

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<sup>3</sup> [https://www.optical.org/en/about\\_us/our-governance/index.cfm](https://www.optical.org/en/about_us/our-governance/index.cfm)

11.4. All claims should be submitted using the GOC expenses claim form (available from the GOC Finance Team) and submitted to the GOC Finance Team within two calendar months of attendance or completion of the work, and at the year-end (31 March) no later than 15 April. In order for a claim to be valid it must be made in accordance with the expenses policy and accompanied by receipts. Any claims made not in accordance with the expenses policy will require approval by the Director of Resources. Claims received more than two months after the event will not be paid.

## **12. Transparency**

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12.1 We will publish this policy on our website once agreed, which will be replaced every three years once reviewed.

12.2 The member fees will be circulated to members and published on our website in advance of 1 April annually.

12.3 In accordance with our information disclosure policy the fees and expenses paid to Council members are published on our website on a quarterly basis and disclosed in our annual report.

## **13. Questions regarding this policy**

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13.1. Any questions regarding this policy and how it might be applied should be directed to the Director of Resources in the first instance.

## Annex One – Benchmarking data sets 2015

## Council Chair/Board chair

<b>Healthcare Regulatory</b>	<b>Chair</b>	<b>Annual time commitment</b>	<b>Equivalent day rate</b>
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Review Body on Senior Salaries	£10,500	30	£350
<b>Average (including healthcare regulators)</b>	<b>£45,168</b>	<b>£87</b>	<b>£504</b>
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**Council/Board member**

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General Chiropractic Council	£6,650	15	£443
General Dental Council	£15,000	20	£750
General Medical Council	£18,000	36	£500
General Pharmaceutical Council	£12,000	40	£300
General Osteopathic Council	£6,630	18	£368
Health Care Professional Council	£9,500	30	£317
Nursing & Midwifery Council	£12,000	36	£333
<b>Average (just healthcare)</b>	<b>£11,598</b>	<b>29</b>	<b>£422</b>
<b>Median (just healthcare)</b>	<b>£12,000</b>	<b>30</b>	<b>£368</b>
<b>Wider Regulatory bodies</b>	<b>Council Member</b>	<b>Annual time commitment</b>	<b>Equivalent day rate</b>
Architects Registration Board	£2,500	10	£250
Care Quality Commission	£5,000- £10,000	30	£192
Committee on Standards in Public Life	£5,760	24	£240
Driver and Vehicle Standards Agency	£15,000	36	£417
Forestry Commission	£11,111	24	£463
Legal Services Ombudsman	£10,000	20	£500
Ministry of Defence, Equipment and Support	£15,000	36	£417
Office of Communications (Ofcom)	£42,519	104	£409
Social Security Advisory Committee	£9,245	36	£257
<b>Average (including healthcare regulators)</b>	<b>£12,436</b>	<b>32</b>	<b>£383</b>
<b>Median (including healthcare regulators)</b>	<b>£11,111</b>	<b>30</b>	<b>£368</b>

## Other committee Chairs – day rates

Healthcare Regulatory	HP Chair	IC Chair	Visitor panel Chair	Advisory Committee chair	Total
General Optical Council	£330	£716*	£330	NA	
General Chiropractic Council	£500~	£500	£500	NA	
General Dental Council	£353	£353		£353	
General Medical Council	£360	£360	£360	£360 - £12,000*	
General Pharmaceutical Council			£360		
General Osteopathic Council+	£306	£306			
Health Care Professional Council	£320		£320		
Nursing & Midwifery Council \$	£310	£340	NB NMC outsource		
<b>Average</b>	<b>£354</b>	<b>£429</b>	<b>£374</b>	<b>£353</b>	<b>£386</b>
<b>Median</b>	<b>£330</b>	<b>£353</b>	<b>£360</b>	<b>£353</b>	<b>£353</b>

\* IC Chair is paid a meeting fee of £600 per meeting, plus an annual fee of £1,850 with the expectation of 16 days per annum spent on chairing meetings and conducting appraisals.

# Visitor Panel Chair is paid £330 per visit plus an annual fee of £6,000, which is an average day fee of £490 based on current average time commitment.

~ Chairs who are legally qualified

+ GOsC pay a half day rate of £153 for a day commitment of less than 3.5 hours; and a £75 reading fee

\$ NMC offer discretionary £100 reading fee to HP/IC Chairs /members (on a case by case basis)

## Other members – day rates

Healthcare Regulatory	HP member	IC member	Visitor panel member	Advisory Committee member	Independent Committee member	Total
General Optical Council	£300	£600	£300	£280	£280	
General Chiropractic Council	£300	£300	£300	£300	£300	
General Dental Council	£353	£353		£353		
General Medical Council	£310	£310	£310	£310		
General Pharmaceutical Council			£300			
General Osteopathic Council+	£306	£306				
Health Care Professional Council	£190		£190	£320		
Nursing & Midwifery Council \$	£310	£340	NMC outsource			
<b>Average</b>	<b>£296</b>	<b>£322</b>	<b>£280</b>	<b>£313</b>	<b>£290</b>	<b>£301</b>
<b>Median</b>	<b>£306</b>	<b>£310</b>	<b>£300</b>	<b>£310</b>	<b>£290</b>	<b>£303</b>

+ GOsC pay a half day rate of £153 for a day commitment of less than 3.5 hours; and a £75 reading fee

\$ NMC offer discretionary £100 reading fee to HP/IC Chairs /members (on a case by case basis)

GOC IC member rate not included in the average or median calculations

## Other members – day rate

Healthcare Regulatory	Teleconference	Development and Induction fee	Independent Assessor
General Optical Council	£150	£200	£400
General Chiropractic Council	£150	£300\$	£300
General Dental Council		£353\$	£500
General Medical Council		£310^	£465^
General Pharmaceutical Council		£225	
Health Care Professional Council		£320\$	
Nursing & Midwifery Council		£310\$	£260
<b>Average</b>	<b>£150</b>	<b>£288</b>	<b>£385</b>
<b>Median</b>	<b>£150</b>	<b>£310</b>	<b>£400</b>

\$ pay the same as they do for attendance at hearings and meetings

^ not available to Chairs.

**Annex five: Impact of recommended fees on budget**

<b>Role</b>	<b>16/17 budget based on current fee</b>	<b>16/17 budget based on recommended fee</b>	<b>Impact on budget</b>
Council Chair	£40,000	£56,693	£16,693
Senior Council Member	£16,000	£16,460	£460
Council members	£130,000	£134,600	£4,600
Chair of the Investigation committee	£4,850	£3,590	-£1,260
Investigation committee members	£20,400	£9,848	-£10,424
Chair of the Hearings Panel	£63,336	£69,938	£6,602
Hearing Panel members	£186,400	£191,712	£5,312
Committee members (education, standards, registration and companies) and Independent members of ARC, Nomco and RemCo - includes budget for development and induction	£33,962	£37,995	£4,033
Independent Assessor	£18,600	£19,164	£564
Chair of the Education Visitor Panel and Education Visitors	£113,370	£101,161	-£11,561
Chair of CET Approvers	£6,000	£16,016	£10,016
CET Approvers	£140,880	£172,528	£31,648
<b>Total</b>	<b>£775,398</b>	<b>£831,433</b>	<b>£56,683</b>