

Member fees policy

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1. Policy Statement

- 1.1 The Council is committed to ensuring that we pay our members appropriate fees for the work they undertake for us. We recognise that there are times when we need to pay additional fees to our members beyond the fees we pay for attending meetings.
- 1.2 This policy outlines how members' fees are set and how it is reviewed. It also provides guidance on who is entitled to additional fees and how fees and expenses are paid.
- 1.3 We wish to ensure the fees paid to our members are fair and remain current.
- 1.4 A general fee increase will be applied annually to member fees (The same as agreed for employees) and provision included in draft budgets.
- 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. Changes to fees paid to Council members (trustees) are subject to review by the Charities Commission.
- 1.6 This approach is consistent with our Values – responsible, forward thinking and principled.

2. Purpose

- 2.1 This policy is to ensure that member fees are fair and remain current.
- 2.2 It provides key information on how 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),

3. Scope

- 3.1 This policy applies to all our members¹. Including members who hold more than one appointment with the GOC (such as being a member of more than one committee).
- 3.2 This policy does not apply to GOC employees (including case examiners).
- 3.3 The payment of additional remuneration for development, induction activity and undertaking performance assessment of members only applies to members who are

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

not paid an annual fee. This does not include Council members, the Chair of the Investigation Committee and the Chair of CET Approvers, who are already paid an annual fee.

4. How member fees are set and reviewed

- 4.1 The member fees review will be undertaken by the Executive and provided by the Remuneration Committee for consideration and recommendation ahead of approval by Council as part of the budget setting process.
- 4.2 The review will look at the mean average time commitment of all members every three years. 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.
- 4.3 For roles remunerated by an annual fee the mean average time commitment will be calculated to include chairing duties, attendance at meetings, induction, and development and performance appraisal activities.
- 4.4 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.
- 4.5 A general fee increase will be applied annually to member fees (the same as agreed for employees) and provision included in draft budgets.
- 4.6 All day rates have been set by benchmark data set which includes other healthcare regulators and eight non-healthcare public sector bodies, agreed by the Remuneration Committee for which comparable fee data is available. (See Annex A)
- 4.7 A median day rate for **Council Chair and members** 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).
- 4.8 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.

- 4.9 A median day rate for all **other Chairs** 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.
- 4.10 A median day rate for **Independent Assessors** are paid the daily fee for each day they work.
- 4.11 A median day rate for all **other members** are paid the daily fee for each day they work, with the exception of their own performance appraisal.
- 4.12 **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

- 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 A) 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 policy².

6. Teleconference Fees

- 6.1 Members may be asked to or may wish to attend meetings via teleconference. Teleconference meetings allow members not to spend time travelling to attend in person, therefore a fee of two thirds of the daily rate for attendance 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

- 7.1 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

- 8.1 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 the following will apply:
 - 8.1.1 Pay half a day fee for events that are cancelled within five calendar days of the scheduled hearing commencement date [capped at 7 calendar days]
 - 8.1.2 Pay a full fee for events that conclude earlier than anticipated [capped at day 1-2; half a fee for days 3-5; no fee thereafter]
 - 8.1.3 Pay half a day fee for split event days that are within 28 calendar days of an early finish. [no fee thereafter]. Split events are defined as events scheduled over non-consecutive days.

9. Fees for other activities

- 9.1 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.

² 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

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 20th 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. If members wish to be paid via invoice rather than through payroll, they 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

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 policy³, 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 20th of the month will be reimbursed the following month.

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

³ https://www.optical.org/en/about_us/our-governance/index.cfm

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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

- 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

- 13.1. Any questions regarding this policy and its application should be directed to the Director of Resources in the first instance.

Annex A: Benchmarking data sets 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
Average (just healthcare)	£50,610	110	£482
Median (just healthcare)	£48,000	115	£372
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
Average (including healthcare regulators)	£45,168	£87	£504
Median (including healthcare regulators)	£40,000	£78	£372

Council/Board member

Healthcare Regulatory	Council Member	Annual time commitment	Equivalent day rate
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
Average (just healthcare)	£11,598	29	£422
Median (just healthcare)	£12,000	30	£368
Wider Regulatory bodies	Council Member	Annual time commitment	Equivalent day rate
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
Average (including healthcare regulators)	£12,436	32	£383
Median (including healthcare regulators)	£11,111	30	£368

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		
Average	£354	£429	£374	£353	£386
Median	£330	£353	£360	£353	£353

* 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			
Average	£296	£322	£280	£313	£290	£301
Median	£306	£310	£300	£310	£290	£303

+ 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
Average	£150	£288	£385
Median	£150	£310	£400

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

^ not available to Chairs.