

MEMBER FEES POLICY

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Version:	V03
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Date reapproved and updates:	<p>29 June 2022</p> <ul style="list-style-type: none"> - section 4 of the policy now requires the Remuneration Committee to review the policy at least every three years. - Section 5.1.1 of the policy now aligns the fees offered for two hours or more of development and induction with the fees listed in the fee schedule; - Section 6 of the policy has been updated to remove the differential fees for teleconference/videoconference and in-person meetings, and the fee schedule updated accordingly; - Section 9 of the policy has been updated to clarify that fees offered for other activities, if less than a day, are pro-rata the relevant published daily fee; and - Section 10 of the policy has been updated and the option to be paid fees by invoice removed. All fees will be paid via payroll (with a transitional arrangement being agreed with the Director of Regulatory Operations for those currently being paid by invoice).
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Author:	Head of Governance
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1 Introduction

- 1.1. This policy outlines how members' fees are set, how fees and expenses are paid, and how and when fees are reviewed, to ensure that members are paid appropriate fees for the work they undertake for the GOC. It also provides guidance on who is entitled to additional fees beyond the fees paid for attending meetings.
- 1.2. As a registered charity there is a need to ensure that the monies of the charity are only used to further the GOC charitable objects and, in keeping with other public bodies, we are expected to demonstrate best value for money in all that we do.
- 1.3. In addition, fees paid to Council members (trustees) are subject to review by the Charities Commission.
- 1.4. Our approach is consistent with our values – acting with integrity, pursuing excellence, respecting other people and ideas, showing empathy, behaving fairly and being agile and responsive to change.

2 Purpose

- 2.1. The purpose of this policy is to ensure that member fees remain current, are fairly applied and are in line with comparable data from similar organisations from within the regulatory and healthcare public body sector.
- 2.2. This policy also provides information on how fees are reviewed every three years against comparable data and how fees for all members are set at a day rate in line with the median benchmarked fee level.

3 Scope

- 3.1. This policy applies to all our members. This includes members who hold more than one appointment with the GOC (such as being a member of more than one committee). This policy does not apply to GOC employees (such as case examiners) or workers (such as education visitors).
- 3.2. The payment of additional member fees for member development, induction and training, participating in working groups and/or selection panels, undertaking member performance assessment and other activities only applies to members who are not paid an annual fee. This means that Council members are not paid for any additional activity such as preparation for meetings, induction, training and development, undertaking member performance assessment and performance appraisal activities along with membership on Council committees, working groups and/or selection panels.

4 How member fees are set and reviewed

- 4.1. Member fees will be reviewed at least every three years in accordance with the review method described below. Recommendations for changes to members fees and/or changes to this policy are considered by Remuneration Committee for approval by Council.

- 4.2. The review will include consideration of the mean time commitment of all members over a three-year timeframe. Where the time commitment for the role may have changed, the views of members will be gathered to inform the analysis of the data collection.
- 4.3. For roles remunerated by an annual fee the mean time commitment will be calculated to include chairing duties, preparation for and attendance at meetings, induction, training and development, undertaking member performance assessment and performance review activities as well as membership on Council committees, working groups and/or selection panels.
- 4.4. If there is a reason to change the time commitment of members outside of the review period, for example, because of a change in responsibilities, the Remuneration Committee and Council will take this into account in reviewing whether to change the fee payable.
- 4.5. Member fees and day rates will be benchmarked against comparable data, which will include data from other healthcare regulators and at least eight non-healthcare public sector bodies, for which comparable fee data is available, as agreed by the Remuneration Committee (see Annex A).
- 4.6. A median day rate for Council Chair and members is multiplied by the mean annual time commitment to identify an annual fee (and paid on a monthly basis).
- 4.7. An allowance for the Senior Council member is identified by adding a supplement of £2,500 to the annual fee agreed for Council members (and paid on a monthly basis). The supplement includes payment for undertaking a range of activities as detailed in the role description, including undertaking the performance appraisal of the Chair and chairing committee and other meetings as required.
- 4.8. The Chair of the Investigation Committee will be paid for each day they work. This includes when they undertake the performance appraisal of Investigation Committee members. Hearing Panel members acting as a Chair of a Fitness to Practice Panel or Registration Appeals Committee will be paid the chair day rate for each day they work. This includes when they undertake the performance reviews of Hearing Panel members.
- 4.9. Where Investigation Committee members or the Chair of Investigation Committee are undertaking work as a Case Examiner, this will be aligned to the current rate for Case Examiners as set out in the Case Examiner Fees Policy.
- 4.10. A rate for all other members is paid for each day they work, with the exception of their own performance appraisal, which is unpaid.

5 Fees for development and induction activity

- 5.1. For members who are not paid an annual fee, additional fees for development and induction will be paid for:
 - 5.1.1. attendance at induction sessions lasting longer than two 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.

- 5.2. The median day rate for development and induction activity is identified from a benchmark data set (Annex A) which includes other healthcare regulators for which comparable fee data is available.

- 5.3. We will not pay additional development or induction fees for the following:
 - 5.3.1. attendance at a 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, consultation events or stakeholder meetings;
 - 5.3.4. development or induction which is delivered in an on-demand or online short course format for less than two hours;
 - 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 Fees for meetings held by teleconference/ videoconference and in-person

- 6.1 Member fees for meetings held via teleconference/videoconference or in a hybrid format are paid at the same rate as meetings attended in-person. Members travelling for in-person meetings or to attend hybrid meetings are not paid an additional fee for time spent travelling. GOC will pay any additional travel or subsistence expenses incurred which relate to in person attendance, in accordance with the GOC Expenses Policy.

7 Reading Fees

- 7.1. Hearing Panel and Investigation Committee members required to read papers in excess of 500 pages may be paid an additional reading fee. Payment of additional

reading fees will require authorisation by the Director of Regulatory Operations or the Head of Casework Operations and only applies to Hearing Panel or Investigation Committee members.

- 7.2. Reading and preparation fees for other committee members are included in the fees paid for attending meetings.

8 Cancellation Fees

- 8.1. Hearing Panel members may have a hearing cancelled at short notice. As Hearing Panel members are required to commit to attendance at a hearing which can be a number of days or weeks long, if a hearing is cancelled the following terms will apply:
- 8.1.1. Half a day fee will be paid for each hearing day cancelled within five calendar days of the scheduled hearing commencement date [capped at seven calendar days];
 - 8.1.2. A full day fee will be paid for events that conclude earlier than anticipated [capped at full fee for day 1-2; half a fee for days 3-5; no fee thereafter];
 - 8.1.3. Half a day fee will be paid 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 to discharge 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, undertake a desk-based review, fill another member role on a temporary basis or participate in a Council workshop or working group.
- 9.2. For members who are not paid an annual fee, fees for such activity will be communicated with the member in advance and if the agreed activity will take less than a day (for example, two hours), the fee paid will be pro-rata the agreed and published daily fee (based on a 7-hour working-day).

10 Payment of fees

- 10.1. Fees will be 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 day of the month payment will be made the following month.
- 10.2. For member attendance and/or activity which does not relate to a meeting, workshop or hearing (for example, fees paid for sifting and shortlisting of

applications or a desk-based review) the fees for such activity will be communicated with the member in advance and if the agreed activity is less than a day, paid pro-rata in accordance with the agreed and published daily fee.

- 10.3. Once authorised and the agreed activity is completed, the fee will be paid to members via payroll on the next available occasion, normally 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. Information on how to use this service will be provided on appointment.
- 11.2. Whilst attendance at such events as listed in 5.3 will not be additionally remunerated, the GOC will pay any authorised additional expenses incurred which relate to attendance as a member, such as travel or subsistence, in accordance with the [GOC Expenses Policy](#)
- 11.3. Expenses booked and paid for by members directly, such as travel, accommodation or subsistence, will be separately reimbursed in accordance with the [GOC Expenses Policy](#), 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 day of the month will be reimbursed the following month.
- 11.4. All expense 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 Corporate Services. Claims received more than two months after the event will not be paid.

12. Transparency

- 12.1 Member fees will be circulated to members and published on the GOC website.
- 12.2 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 Head of Governance in the first instance.

Annex A: Benchmarking data sets

Council Chair/Board chair

Healthcare regulator	Chair	Annual time commitment	Equivalent day rate
General Optical Council	£50,000	130	£385
General Chiropractic Council	£23,000	Info unavailable	Info unavailable
General Dental Council	£55,000	156	£352
General Medical Council	£110,000	156	£705
General Pharmaceutical Council	£60,000	156	£384
General Osteopathic Council	£27,000	78	£346
Health and Care Professional Council	£65,000	156	£416
Nursing & Midwifery Council	£78,000	156	£500
Average	£58,500	141	£441
Median	£57,500	156	£385
Wider regulatory bodies	Chair	Annual time commitment	Equivalent day rate
Care Quality Commission	£63,000	156	£404
Profession Standards Authority	£34,530	104	£332
Northern Ireland Social Care Council	£17,403	104	£167
Social Care Wales	£32,352	96	£337
Scottish Social Services Council	£26,208	104	£252
Care Inspectorate (Scotland)	£41,808	156	£268
Regulation and Quality Improvement Authority (Northern Ireland)	£19,387	156	£124
Average (including healthcare regulators)	£46,846	133	£355
Median (including healthcare regulators)	£41,808	156	£349

Council/Board member

Healthcare regulator	Council member	Annual time commitment	Equivalent day rate
General Optical Council	£13,962	36*	£388
General Chiropractic Council	£6,650	15	£443
General Dental Council	£15,000	35	£429
General Medical Council	£18,000	48	£375
General Pharmaceutical Council	£12,500	36	£347
General Osteopathic Council	£7,500	18	£417
Health Care Professional Council	£12,000	30	£400
Nursing & Midwifery Council	£14,724	36	£409
Average	£12,542	32	£401
Median	£13,231	36	£405
Wider regulatory bodies	Council member	Annual time commitment	Equivalent day rate
Care Quality Commission	£7,883	36	£219
Professional Standards Authority	£8,078	Info unavailable	Info unavailable
Social Work England	£5,250	15	£350
Northern Ireland Social Care Council	£6,367	24	£265
Social Care Wales	£6,768	24	£282
Scottish Social Services Council	£9,247	60	£154
Care Inspectorate (Scotland)	£4,200	24	£175
Regulation and Quality Improvement Authority (Northern Ireland)	£6,202	36	£172
Average (including healthcare regulators)	£9,646	32	£322
Median (including healthcare regulators)	£7,981	35	£350

* Estimated as approximately two to three days per month to include chairing duties, preparation for and attendance at meetings, induction, training and development, undertaking member performance assessment and performance review activities as well as membership on Council committees, working groups and/or selection panels

Member fees policy

Committee chair daily fees healthcare regulator	HP chair	IC chair	Visitor panel chair	Advisory committee chair
General Optical Council	£372	£372*	£330 #	N/A
General Chiropractic Council	£350	£500	£500	N/A
General Dental Council	£353	£353		£353
General Medical Council	£360	£360	£360	
General Pharmaceutical Council			£360	
General Osteopathic Council+	£306	£306		
Health Care Professional Council	£348		£320	
Nursing & Midwifery Council \$	£340	£340	NB NMC outsourced	
Average	£347	£372	£374	£353
Median	£350	£357	£360	£353

* IC Chair is paid a meeting fee of £372 per day, plus reading fees.

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.

+ 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)

Correct as of Dec 2021

Member fees policy

Committee member daily fees healthcare regulator	HP member	IC member	Visitor panel member	Advisory committee member	Independent committee member
General Optical Council	£319	£319	£300	£319	£319
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	£310	NMC outsource		
Average	£298	£321	£280	£320	£310
Median	£310	£315	£300	£319	£310

+ 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

Correct as of Dec 2021

Other committee members – day

Other Allowances

Healthcare regulator	Teleconference	Development and induction fee	Independent assessor
General Optical Council		£223	£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		£260	£260
Average	£150	£292	£385
Median	£150	£310	£400

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

^ not available to chairs.

Correct as of Dec 2021