

Minutes of Remuneration Committee Telephone Conference held on 31/08/2017

| Location | Present | In Attendance |
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| 8 Weymouth Street London W1W 5BU | Jagtar Singh – Chair Nabila Zulfiqar Richard Parnaby | Karen Holmes Marc Stoner Tim Redwood; Crowe Clark Whitehill |

Note**Action**

1. Apologies for Absence

None.

2. Minutes

The minutes of 7 July 2017 were approved.

3. Declarations of Interest

There were no declarations of interest.

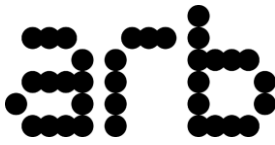
4. Board Remuneration Report

The Chair welcomed Tim Redwood from Crowe Clark Whitehill (CCW), who had joined the telephone conference to discuss further the report that CCW had produced.

The Chair thanked the Head of Finance and Resources for the emailed summary of decisions that he circulated before the meeting. The Chair laid out the issues to be discussed.

5. Rates of Pay and how payment should be made

The Committee noted the contents of the updated Report provided by CCW, noting the evidence provided that ARB's current daily rate is below the median daily rate paid by the benchmarked organisations. The Committee discussed the various matters for consideration, including the introduction of a fixed annual fee for Board members, the amalgamation of attendance allowance and reading time, or the continuation of the current system.



After consideration, it was agreed that the introduction of an annual fee could be attractive in the future, once the “all appointed Board” was in place and a new governance structure had been decided. After discussion, the Committee decided to recommend to the Board the amalgamation of the current attendance allowance and reading time, recommending a daily rate of £375 or £187.50 per half day for Board and Committee attendance. The Committee agreed that it would be beneficial, when the all appointed Board was in place, for it to consider again the introduction of a fixed annual fee for Board members. The amalgamation of the two fees, attendance allowance and reading time would clarify the daily rate payable when the next appointments process takes place later in 2017.

Whilst acknowledging the combined rate would work for Board meetings and Committee meetings, the Committee acknowledged the heavy workload carried by Prescription Committee members and agreed to recommend to the Board that the proposed amalgamated daily rate of £375 for Prescription Committee members would include the first three hours reading time, with any additional hours spent reading claimable at £50.00 per hour.

The Committee agreed to recommend to the Board the following:

Board Members Attendance Allowance

The current attendance allowance paid to Board members of £250 (or £125 half day) be increased to a fixed fee of £375 (or £187.50 half day) to incorporate reading time. The daily or half daily rate would be payable for Board meetings and Committee meetings (excluding Prescription Committee) in accordance with ARB policy on claiming attendance allowance, reading/preparation time, travel and subsistence.

Prescription Committee members

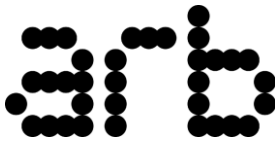
The proposed fixed fee of £375 per day would include the first three hours reading time for Committee members, with additional reading time hours claimable at £50 per hour.

Timing of Introduction

The Committee agreed to recommend to the Board two options in relation to the timing of the introduction of the proposed amalgamated attendance allowance and reading time rate.

- (i) introduction from 1 October 2017 or
- (ii) introduction with effect from the start date of the all appointed Board.

The Committee asked the Registrar to update the DCLG on the outcomes of the independent review that had been undertaken and the recommendations it would be putting forward to the Board at its September meeting.



Amounts paid to the Chair of ARB and Committee Chairs

The Committee discussed the findings within the Report, which illustrated that many organisations pay a higher rate for the organisation's Chair and the Chairs of Committee's. After discussion, it was acknowledged that as the Committee were not recommending a fixed fee for Board members, including the Chair of the Board and Committee Chairs, those undertaking additional duties as the Chair of the Board or a Committee Chair could charge for additional days or hours, as applicable under the current policy.

The Committee discussed the importance of ensuring that when the DCLG recruit for the appointed Chair, the rates being paid by ARB, attract applications from those individuals with the right skills and experience, but agreed to recommend that there should be no difference in the daily/half daily rate payable to the Chair of the Board or Committee Chairs.

The Committee decided it might be appropriate, dependent on the Board's decision on the possibility of the future introduction of a fixed annual fee, that it might be appropriate for the advert for the appointed Chair to state that the remuneration currently being paid may be subject to review.

The Committee asked the Registrar to ensure the time commitment, for the role of Chair and Board members be clearly stated within the adverts and information packs provided to potential applicants in the forthcoming DCLG recruitment campaign.

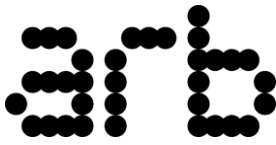
6. Carer's Allowances

The Committee discussed the information provided as part of the CCW report in relation to the possibility of the introduction of carer's allowance. Whilst the Committee felt the introduction of carers allowance supported the Board's commitment to ensuring it attracts applications from a diverse range of people, irrespective of their circumstances, additional information would be required on how a carer's allowance scheme would work in practice.

The Committee asked the Head of Finance and Resources to explore how schemes run in other organisations and bring further information back to the Committee at its next meeting.

7. Other roles undertaken by non-staff

The Committee discussed next steps with regards to other roles undertaken by non-staff members, Prescription Advisers, Investigation Panel members, Examiners etc. Due to reviews currently being undertaken in the areas of ARB's disciplinary processes, prescription processes and the possible review of the prescribed



examination processes in 2018, the Committee agreed to postpone any decisions on the remuneration attached to each role group, until clarity has been secured on their roles and responsibilities.

8. Dates of next meetings

1 December 2017

18 May 2018

6 December 2018