

Subject:	Remuneration Committee Annual Report 2018-19 to Governing Body
Presented by:	Tim Bishop – Chair of Remuneration Committee
Prepared by:	Heather Farley - Assistant Director – Corporate Services
Submitted to:	NHS West Norfolk CCG Governing Body 1 st August 2019
Purpose of Paper:	For noting

1. Summary

The Remuneration Committee determines the remuneration and conditions of service of the Governing Body GPs and Secondary Care Doctor. The Committee makes recommendations to the Governing Body for the Accountable Officer and Chief Finance Officer. It reviews HR policies and procedures which contain sections on pay, remuneration and allowances for staff prior to approval by the Accountable Officer.

Much of the detail of the Committee's business cannot be reported in a public meeting however this report will cover the headlines areas which have been discussed.

2. Remuneration and Conditions of Services

The Committee reviewed the remuneration for the following WNCCG roles during the year:

- Chair
- Accountable Officer
- Chief Finance Officer
- Governing Body GPs
- Secondary Care Doctor

Benchmarking was undertaken for all posts before being presented to the Committee. Executive posts were then presented to Governing Body for approval. Non-Executive posts were agreed within the Committee.

At the Norfolk CCGs' Committee in Common the job descriptions and pay for the Norfolk CCGs' Accountable Officer and Chief Finance officer were discussed. Some changes to the Job Descriptions were requested. The Committee agreed the rate of pay at which the two posts would be advertised.

3. Policies

HR policies are now written by Arden and Gem CSU HR team on behalf of the five CCGs. Consultation took place with all staff and they were reviewed and approved as required within in each CCGs' Scheme of Delegation. Where appropriate they are based on the NHS Business Services Authority approved polices which have been consulted on with Trade Unions. The follow policies were reviewed and agreed by the Committee before being approved by the Accountable Officer:

- Attendance Management
- Change Management

- Grievance
- Pay Protection
- Probation
- Recruitment and Selection
- Smoke Free

4. Other Items Discussed

Parking permits – The Committee reviewed the subsidy received by staff given the increase in the cost of parking permits and agreed that the subsidy should continue as £8.17. Going forward any increase in permits costs should continue to be paid by staff and the subsidy stay at the same rate.

Salary Setting for Very Senior Managers – The Committee requested a paper on how this is managed and this was prepared by the CSU HR Business Partner. The guidance within the papers was accepted as good practice.

5. Membership and Attendance Record

The Terms of Reference identify the membership of this committee to comprise the four lay members and either the Secondary Care Specialist Doctor member or the Registered Nurse member. It is the Registered Nurse who attends.

The quorum for the meeting is any 2 members attending. All meetings during the year were quorate.

Name	29 th November 2018	12 th December 2018*
Tim Bishop (Chair)	√	√
Michelle Barry	x	x
Karl Fenlon	x	x
Sue Hayter	x	x
Ian Pinches	√	√
Meeting Quorate?	Yes	Yes

* This was a Remuneration Committee in common for all Norfolk CCGs.

6. Reporting Arrangements

The minutes of Remuneration Committee meetings have been formally recorded. They are kept in a secure file location with decisions being brought to the Governing Body where appropriate. For any decision relating to a member of the Governing Body that individual has been excluded.

7. Work plan and Terms of Reference

The items on the work plan were delivered as planned. Both the Work Plan and Terms of Reference were reviewed during the year.

8. Conclusion

The Committee has met its terms of reference to review pay and remuneration and policies as required.

KEY RISKS:

Clinical: None
Finance and Performance: The Remuneration Committee is a key part of the internal assurance process ensuring national guidance is followed and appropriate scrutiny takes place.
Impact Assessment (environmental and equalities): None
Reputation: Failure to deliver required remit of the Committee could lead to reputation damage.
Legal: Failure to deliver required remit of the Committee could lead to legal challenge.
Patient focus (if appropriate): N/A
Reference to relevant Governing Body Assurance Framework: All
Recommendation: The Governing Body are asked to note the report from the Remuneration Committee.

