

SOUTH WEST LINCOLNSHIRE CLINICAL COMMISSIONING GROUP

REMUNERATION COMMITTEE

TERMS OF REFERENCE

1. GOVERNANCE NOTE

South Lincolnshire and South West Lincolnshire CCGs have each established their respective remuneration committees. Each CCG is responsible for fulfilling its own statutory responsibilities as CCGs. However, the two CCGs have identified common areas of interest and ways in which they will be able to access joint knowledge and experience. Accordingly, the CCGs have identified that there is merit in their respective Remuneration Committees meeting together as “committees in common”. Whilst each committee will, of course, retain responsibility for its own functions and will remain accountable to its Governing Body, the CCGs believe that efficiencies may be achieved in sharing administrative/secretarial support, to share views and opinions on relevant issues and, where possible, to achieve consistency across the two CCGs.

Each Remuneration Committee will have its own Terms of Reference and membership, quorum and administrative arrangements will be as stated in those Terms of Reference.

The Chairs of the Committees will share the chairing arrangements for the Committees in Common. Where an agenda item relates to a particular CCG, the Chair of that Remuneration Committee will take the chair for that item.

2. CONSTITUTION

The Remuneration Committee (The Committee) is established in accordance with NHS South West Lincolnshire Clinical Commissioning Group's Constitution, Standing Orders and Scheme of Delegation. These terms of reference set out the membership, remit, responsibilities and reporting arrangements of the Committee and shall have effect as if incorporated into the Clinical Commissioning Group's Constitution and Standing Orders.

3. OVERALL PURPOSE

The purpose of the Committee is to make recommendations to the Governing Body on determinations about pay and remuneration for employees of the Clinical Commissioning Group and people who provide services to the Clinical Commissioning Group and allowances under any pension scheme it might establish as an alternative to the NHS pension scheme.

4. AUTHORITY

The Committee is authorised by the CCG Governing Body to commission any reports, surveys, legal or other independent professional advice it deems necessary to assist in fulfilling its obligations.

5. KEY ROLES AND FUNCTIONS

- To determine the remuneration and conditions of service of the senior team.
- To review the performance of the Accountable Officer and other senior team members and determine annual salary awards, if appropriate.
- To determine the terms and conditions, remuneration and travelling or other allowances for Governing Body members, including pensions and gratuities. This includes the GP Chair, GP Governing Body members, Lay Members and Clinical Leads in connection with their leadership roles within the CCG, ensuring that this is in line with national guidance and with due regards for the CCG's circumstances.
- To consider and, in accordance with statutory guidance, approve any severance payments to Very Senior Managers in line with NHS England and HM Treasury requirements.
- To apply best practice in its decision making processes, for example, when considering individual remuneration the Committee will:
 - Comply with current disclosure requirements for remuneration;
 - On occasion seek independent advice about remuneration for individuals and;
 - Ensure that decisions are based on clear and transparent criteria.

6. MEMBERSHIP

The Committee shall be appointed by the CCG from amongst its Governing Body members and shall include:

- 1) Two Lay Members
- 2) Secondary Care Doctor
- 3) Governing Body GP
- 4) One other GP practice representative

In attendance:

The Accountable Officer, any HR Lead or external advisers may be invited to attend as required, but will not be in attendance for discussions about their own remuneration and terms of service.

Where the discussion concerns the remuneration of the Lay Members, the Lay Members will withdraw from the meeting for that discussion.

The CCG Corporate Secretary will act as Secretary to the Committee.

All Committee papers shall be collected by the CCG Corporate Secretary on completion of meetings and destroyed.

7. COMMITTEE CHAIRMAN

The Committee shall be chaired by the Lay Member, Governance.

8. REPORTING ARRANGEMENTS

A report on the activity of the Remuneration Committee will be presented to the South West Lincolnshire CCG Governing Body and the Member's Council on an annual basis.

A report detailing the activities of the Remuneration Committee will be included in the Annual Report.

9. FREQUENCY OF MEETINGS

The Remuneration Committee shall meet at least once per financial year.

10. MINUTES AND AGENDAS

Notice of each meeting, confirming the venue, time and date together with an agenda of items to be discussed shall be forwarded to each member of the Committee no later than 5 working days before the meeting date.

There will be formal minutes of the meetings recording those present. Decisions will be fully documented.

11. DECLARATION OF INTERESTS

Requirements for declaring interests and their applicability to the Remuneration Committee members are outlined in the Clinical Commissioning Group's Constitution and Standing Orders.

At the beginning of each meeting Members will be required to declare a personal interest if it relates to a particular issue under consideration. Any such declaration will be formally recorded in the minutes of the meeting.

The Chief Officer, Chief Finance Officer, other senior staff on pay and conditions of service, GP Chair, GP Governing Body Members, Clinical Leads and Lay Members must not be present for discussions of their own remuneration, performance or terms of service.

The Chair's decision regarding a Member's participation, or that of any attendee, in any meeting will be final.

12. QUORUM

A quorum shall comprise a minimum of three members.

13. REVIEW

The Terms of Reference will be normally reviewed on an annual basis.

At least annually, the Committee shall review its own performance, constitution and Terms of Reference and ensure it is operating at maximum effectiveness. Any suggested changes to the Terms of Reference will be submitted to the CCG Governing Body for approval.

Reviewed February 2018

Signed..... (Chair of the Governing Body)

Date.....

Next Review Date: February 2019

