

## **NHS SOUTH WEST LINCOLNSHIRE CLINICAL COMMISSIONING GROUP**

### **GOVERNING BODY REMUNERATION COMMITTEE**

#### **TERMS OF REFERENCE**

##### **1. 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.

##### **2. 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.

##### **3. 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.

##### **4. 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 consider the severance payment of the Accountable Officer and usually of other senior staff, seeking HM Treasury approval as appropriate in accordance with the guidance 'Managing Public Money'.
- 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.

##### **5. 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

**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.

**6. COMMITTEE CHAIRMAN**

The Committee shall be chaired by the Lay Member.

**7. 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.

**8. FREQUENCY OF MEETINGS**

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

**9. 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.

**10. 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.

**11. QUORUM**

A quorum shall comprise a minimum of three members.

**12. 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 its Terms of Reference will be submitted to the CCG Governing Body for approval.

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

Date.....