

NHS Harrogate and Rural District Clinical Commissioning Group

Remuneration Committee Terms of Reference

1. Introduction

The Remuneration Committee (the committee) is established in accordance with Harrogate and Rural District Clinical Commissioning Group's (HaRD CCG'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 CCG's constitution and standing orders.

The Committee is a Non-Executive Committee of the CCG and has no executive powers other than those specifically delegated in these Terms of Reference.

2. Purpose

The purpose/role of the Committee is to approve the terms and conditions, remuneration and travelling or other allowances for Governing Body Members and other people who provide services to the CCG where local decisions are required. This may also include allowances under any pension scheme the CCG might establish as an alternative to the NHS pension scheme. These recommendations will include:

- All aspects of salary (including any performance-related elements/bonuses)
- Provisions for other benefits, including allowances, pensions and cars
- Arrangements for termination of employment and other contractual arrangements

3. Remit & Responsibilities

In order to fulfill its role effectively, the Committee will:

- Ensure that its staff are fairly rewarded having proper regard to the organisation's circumstances and performance and to the provisions of any national arrangements or guidance where appropriate.

- Determine the remuneration packages of each governing body member including, where appropriate bonuses and incentive payments; having regard as required to any national policy or guidance.
- Determine the policy for and scope of termination/redundancy payments whilst ensuring they are in accordance with national guidelines.
- Determine any major changes in remuneration structures within the CCG.
- Determine policy on CCG specific terms and conditions of service.
- Ratify expenses policy for the CCG (approved by SMT)
- Determine relocation policy for the CCG.

4. Membership

The membership of the committee will comprise of the following:

- Lay Member – Patient and Public Involvement - this member shall Chair the Remuneration committee
- Lay Member for Audit – this member shall be Vice Chair of the Remuneration Committee
- Clinical Chair – this member will act as Chair of the Remuneration Committee only when any items relating to the Lay Members are discussed and they are consequently not able to be present.
- A Governing Body GP shall be co-opted on to the committee to achieve quorum when neither Lay Member is able to be present.

No member of the Remuneration Committee should claim a significant proportion of their income from the CCG.

The following may also be invited to attend meetings:

- The Chief Officer
- Other Senior Managers when they have papers to present or are required to provide advice
- External advisers, including HR representation

Members of the Committee will be listed in the annual report.

5. Conflict of Interest

If any Member has an interest, pecuniary or otherwise, in any matter and is present at the meeting at which the matter is under discussion, he/she will declare that interest as early as possible and shall not participate in the discussions. The Chair will have the power to request that member to withdraw until the Committee's consideration has been completed.

No Committee attendee shall participate in any discussion or decision on their own remuneration.

6. Authority

The Committee is authorised by the Governing Body to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any individual as appropriate to its remit.

The Committee is authorised by the Governing Body to obtain outside legal or other independent professional advice and to secure the attendance of advisers with relevant experience and expertise if it considers this necessary.

Matters for consideration by the Committee may be nominated by any Member of the Committee or the Accountable Officer or Human Resource advisors.

7. Quorum

A quorum will be two members.

8. Frequency of Meetings

Meetings shall be held as required but not less than once a year.

9. Reporting Arrangements

The Remuneration Committee has delegated authority to make decisions on behalf of the Governing Body as defined by the Scheme of Reservation and Delegation. The minutes of the Committee shall be formally recorded by the Board Secretary.

The full version of the minutes will be private and will be circulated only to the Members of the Remuneration Committee. They will also be made available, upon request, to internal Audit. Individuals, upon request, may also have access to elements of the minutes that refer to themselves.

A summary report of the minutes will be presented to the Governing Body.

The Chair of the Committee shall draw to the attention of the Governing Body any issues that require approval, disclosure or other executive action.

The Committee's discussions will usually relate to individuals and will be confidential.

The Remuneration Committee reports to the Governing Body.

10. Conduct & Review

The Committee will conduct its business in accordance with any national guidance and relevant codes of conduct / good governance practice, for example, Nolan's seven principles of public life.

These Terms of Reference shall be reviewed annually by the Remuneration Committee, with recommendations made to the Governing Body for any amendments.

Approved by: NHS Harrogate and Rural District CCG Governing Body

Issued date: June 2016

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