

**Agenda Item**

Report to: (Board/Sub-Committee): Governing Body

Date of Meeting: 13 December 2018

Subject: Remuneration Committee Terms of Reference

Presented by: Laura Whitton

**STATUS OF THE REPORT *(auto check relevant box****)*

For Information [ ]

For Discussion [x]

For Approval / Ratification [x]

Report Exempt from Public Disclosure [x]  No [ ]  Yes

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| --- | --- |
| **PURPOSE OF REPORT:** | The object of this report is to update the Governing Body on amendments to the Remuneration Committee terms of reference and to seek approval of these amendments in order to ensure compliance with the new model CCG constitution published Sept 18. A new model constitution was published on Friday 7 September, which required a number of changes to be made to the CCGs Remuneration Committee, the main changes are as follows:- 1. This Committee is accountable to the Governing Body and makes recommendations to the Governing Body about the remuneration, fees and other allowances (including pension schemes) for employees and other individuals who provide services to the CCG. The law does not permit delegation for decisions about pay for CCG staff to the Remuneration Committee
2. Only members of the Governing Body may be members of the Remuneration Committee

The Terms of Reference have been approved by the Remuneration Committee and Council of Members in November 2018.Once ratification has been sought to comply with the requirements of the new model constitution the Terms of Reference will for part of the CCG’s constitution and submitted to NHS England for sign off. Copies of Terms of Reference can be found via the embedded files in the ‘Appendices / attachments’ section of this cover sheet, changes noted as track changes. |
| **Recommendations:** | The Governing Body are asked to:-• Agree and ratify the Committee’s Terms of Reference |
| **Sub Committee Process and Assurance:** | Remuneration Committee Council of Members  |
| ***Implications:*** |  |
| **Risk Assurance Framework Implications:** | The CCG has established formal mechanisms and robust governance arrangements in place which supports the delivery of risk management. Associated risks are included on the CCG Board Assurance Framework or Risk Register. |
| **Legal Implications:** | To ensure sound integrated governance and financial management arrangements are in place, and that those arrangements support the efficient, effective and economic delivery of the CCG’s functions. |
| **Equality Impact Assessment implications:** | An Equality Impact Analysis/Assessment is not required for this report [x]  An Equality Impact Analysis/Assessment has been completed and approved by the EIA Panel. As a result of performing the analysis/assessment there are no actions arising from the analysis/assessment [ ] An Equality Impact Analysis/Assessment has been completed and there are actions arising from the analysis/assessment and these are included in section \_\_\_\_ of the enclosed report [ ]  |
| **Finance Implications:** |  There are no direct financial implications of the changes to the Constitution. |
| **Quality Implications:** | This report details a positive impact on quality The proposal put forwards, if agreed, would have a positive impact in terms of enabling providers to meet safe staffing targets. Retention and recruitment is forecast to be improved, which would have a positive impact on the safe delivery of local services. [ ] This report details a neutral impact on quality. [x] The report will not make any impact on experience, safety or effectiveness. This report details a negative impact on quality. [ ] The report details the need for budgets to be significantly reduced. It is clear that the report summarises that quality will be negatively impacted by this as decisions to remove services/provide a lower level of provision to solely meet the ‘must do’s’ of provision in terms of meeting people’s needs has to be made. It is forecast that service user experience will be negatively impacted by this position. |
| **Procurement Decisions/Implications *(Care Contracting Committee):*** | None relevant to this report |
| **Engagement Implications:** | None relevant to this report |
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| **Conflicts of Interest**  | *Have all conflicts and potential conflicts of interest been appropriately declared and entered in registers which are publicly available?* [x]  Yes [ ]  NoNo known conflicts of interest to declare at this time.Any interests which are declared at a meeting will be included on the CCG’s Declaration of interest Register. |
| **Links to CCG’s Strategic Objectives** | [ ]  Sustainable services [ ]  Empowering people[ ]  Supporting communities [x]  Delivering a fit for purpose organisation |
| **NHS Constitution:** | <https://www.gov.uk/government/publications/the-nhs-constitution-for-england> |
| **Appendices / attachments** |  |