

NHS Scarborough and Ryedale Clinical Commissioning Group

Remuneration Committee Terms of Reference

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TERMS OF REFERENCE AMENDMENTS

Amendments to the Terms of Reference will be issued from time to time. A new amendment history will be issued with each change.

New Version Number	Author/Editor	Nature of Amendment	Approved By	Date
1.0	Accountable Officer (Chief Officer)	None	Governing Body	
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1 Title

- 1.1 The Committee shall be known as the Remuneration Committee of the Scarborough and Ryedale Clinical Commissioning Group (SRCCG) and is established in accordance with the constitution, standing orders and scheme of delegation.

2 Accountable To

- 2.1 The Committee shall be accountable to the Governing Body of SRCCG.

3 Reporting Arrangements

- 3.1 The Committee's Terms of Reference shall be agreed by the Governing Body of SRCCG.
- 3.2 The minutes of the Committee shall be formally recorded and submitted by the Committee Chair to the SRCCG Chair within seven calendar days of the meeting
- 3.3 The composition of the Committee shall be published in the Annual Report.

4 Duties & Responsibilities

- 4.1 Authority
- 4.1.1 The Committee shall make recommendations to the Governing Body on determinations about pay and remuneration for employees of the Scarborough and Ryedale Clinical Commissioning Group. This will include development pay and the use of Recruitment and retention premiums
- 4.1.2 The Committee shall make recommendations to the Governing Body on determinations about annual salary awards (where applicable)
- 4.1.3 The Committee shall make recommendations to the Governing Body on determinations about allowances under any pension scheme
- 4.1.1 The Committee shall make recommendations to the Governing Body on the severance payments of Scarborough and Ryedale Clinical Commissioning Group employees and contractors, seeking HM approval as appropriate in accordance with guidance 'Managing Public Money'

4.1.4 The Committee shall receive and review new policies and instructions relating to remuneration

4.1.5 The Committee has the authority to commission any reports or surveys it deems necessary to help fulfil its obligations. On occasion the Committee may seek independent advice about remuneration for individuals. When making a decision the Committee will consider best practice and comply with relevant disclosure requirements for remuneration.

4.2 Objectives

4.2.1 The Committee shall make recommendations to the Governing Body on determinations about pay and remuneration for employees of the Scarborough and Ryedale Clinical Commissioning Group. This will include development pay and the use of Recruitment and retention premiums

4.2.2 The Committee shall make recommendations to the Governing Body on determinations about annual salary awards (where applicable)

4.2.3 The Committee shall make recommendations to the Governing Body on determinations about allowances under any pension scheme

4.2.4 The Committee shall make recommendations to the Governing Body on the severance payments of Scarborough and Ryedale Clinical Commissioning Group employees and contractors, seeking HM approval as appropriate in accordance with guidance 'Managing Public Money'

5 Training & Briefing

5.1 The Committee shall ensure all members have the skills and access to support in order to carry out their role.

5.2 Membership

5.2.1 The Committee shall be appointed by the SRCCG from amongst its Governing Body members and shall comprise of the following:

- The Lay members of the Governing Body
- Secondary Care Doctor, Governing
- GP representative from an SRCCG constituent practice

- 5.3 Any other Director, Officer, external advisors from Commissioning Support Unit may be asked to attend all or part of the meeting as necessary.
- 5.4 The Chair shall be a Lay member of the Governing Body.
- 5.5 In the event of the Committee Chair being unable to attend a meeting, a Governing Body Member shall normally deputise.
- 5.6 Membership may be reviewed by the Committee as required.
- 5.7 No individual should be in attendance for discussion about their own remuneration and terms of service.
- 5.8 A secretary will be identified from within the CCG and they will be responsible for supporting the Chair. This will include arranging formally minuting and archiving all reports and documentation associated with the Committee business.

6 Quorum

- 6.1 No business shall be transacted unless there are at least two members present, of which at least one shall be a Lay member of the Governing Body.

7 Attendance

- 7.1 Regular attendance at Committee meetings leads to improved decision making and continuity of management.
- 7.2 Frequency of attendance by members and attendees will be reviewed by the Committee Chair at least annually.

8 Frequency

- 8.1 The Committee will meet when required upon receipt of a request to the Chair or Vice Chair.
- 8.2 The Committee will meet a minimum of twice per financial year.
- 8.3 Seven calendar days notice will be provided of the meeting and any documents to be considered / discussed at the meeting will be circulated to the Committee at least two calendar days prior to the meeting.

9 Declaration of Interests

- 9.1 Members are required to declare interests prior to the commencement of the Committee and a register of interests will be maintained. The Chair is required to reconfirm this as a standing item on Committee agendas. As per the Standing Orders, individuals may be required to leave the meeting for relevant agenda items at the discretion of the Committee and will no longer count towards the quorum.

10 Review of Committee Effectiveness

- 10.1 The Committee shall undertake a review of its effectiveness at least annually.
- 10.2 The Committee shall be subject to any review of SRCCG Committees as required.

11 Conduct

- 11.1 The members of the Committee must ensure that at all times they:
- Observe the highest standards of propriety involving impartiality, integrity and objectivity in relation to the stewardship of public funds and the management of the bodies concerned.
 - Always strive to maximise value for money through ensuring that services are delivered in the most efficient and economical way, within available resources and with independent validation of performance achieved where practicable
 - Are accountable to Parliament, to users, to individual citizens, and to staff for the activities of the bodies concerned, for their stewardship of public funds and the extent to which key performance targets and objectives have been met
 - Comply fully with the principles of the Citizens charter and the Code of Practice on Access to Government Information, in accordance with Government Policy on openness
 - Must comply with the Nolan's seven principles of public life
 - Bear in mind the necessity of keeping comprehensive written records of their dealings, in line with general good practice in corporate documents.

12 Terms of Reference

- 12.1 These Terms of Reference and any subsequent amendments will be agreed by the SRCCG Governing Body
- 12.2 The Terms of Reference will be reviewed at least annually and to comply with any national guidance and legislation