

Agenda Item: 04

Report to: Governing Body
Date of meeting: 17/06/2021
Date paper distributed: 15/06/2021
Subject: Annual Assurance Report – Remuneration Committee
Presented by: Mark Webb
Previously distributed to: N/A

STATUS OF THE REPORT (auto check relevant box)	
Decision required	<input checked="" type="checkbox"/>
For Discussion to give Assurance	<input type="checkbox"/> (Only if requested by Committee member prior to meeting)
For Information	<input type="checkbox"/>
Report Exempt from Public Disclosure	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes

PURPOSE OF REPORT:	The purpose of this report is to articulate the activities of the Remuneration Committee in 2020/2021 to provide the Governing Body with assurance on the discharge of the Committee’s functions.
Recommendations:	Members are asked to consider whether the report provides adequate assurance that the Committee has delivered its Terms of Reference, and is an accurate reflection on the activities undertaken.
Clinical Engagement	Clinical membership of the Remuneration Committee.
Patient/Public Engagement	
Committee Process and Assurance:	Remuneration Committee.

Link to CCG’s Priorities	<ul style="list-style-type: none"> • Sustainable services <input type="checkbox"/> • Empowering people <input type="checkbox"/> 	<ul style="list-style-type: none"> • Supporting communities <input type="checkbox"/> • Fit for purpose organisation <input checked="" type="checkbox"/>
Are there any specific and/or overt risks relating to one or more of the following areas?	<ul style="list-style-type: none"> • Legal <input type="checkbox"/> • Finance <input checked="" type="checkbox"/> • Quality <input type="checkbox"/> • Equality analysis (and Due Regard Duty) <input type="checkbox"/> 	<ul style="list-style-type: none"> • Data protection <input type="checkbox"/> • Performance <input checked="" type="checkbox"/> • Other <input type="checkbox"/>

Annual Assurance Report

1.0 Purpose

The purpose of this report is to articulate the activities of the Remuneration Committee, from the 1st of April 2020 to the 31st of March 2021.

2.0 Background

The committee has full authority to commission any reports or surveys it deems necessary to help it fulfill its obligations. On occasion the committee may also seek independent advice about remuneration for individuals. When making decision the committee will consider best practice and comply with relevant disclosure requirements for remuneration. Unless otherwise specified by the Governing Body, the Committee shall:

- Recommend to the Governing Body the remuneration and terms of service for the employed roles (including clinically employed officers) outside of the nationally determined terms and conditions.
- Recommend to Governing Body annual salary awards and non-consolidated bonus payments in-line with very senior managers (VSM) framework.
- Recommend to Governing Body annual salary awards for locally determined clinical officer roles.
- Determining remuneration for other appointments at the CCG under contract for services.
- Determinations about pay and remunerations for people who support services to the NHS North East Lincolnshire Clinical Commissioning Group, e.g. community forum members.
- Recommend to the Governing Body severance payments for all employees subject to receiving HM Treasury (if necessary) approval in accordance with any current guidance.
- To receive and approve policies and instructions relating to remuneration. Other workforce policies and procedures will be the responsibility of the delegated committee.
- In making recommendations the committee must ensure adherence with equal pay requirements.

3.0 Activities of the Remuneration Committee

The Remuneration Committee met once throughout 2020/21 and attendance records demonstrate that the meeting was quorate. Key issues discussed and decisions made include:

- Review of remuneration and terms of service/reference for the following:
 - Very Senior Managers.
 - Governing Body and Partnership Board Members.
- Review of the performance and annual objectives of Very Senior Management.
- Provide updates on the national guidance and arrangements for Agenda for Change and Very Senior Managers.
- Ratification of applicable HR policies.

The Remuneration Committee also approved virtually:

- The NEL Union policy for volunteer expenses. This policy has undergone a full review and been amended to reflect a Union approach.
- An updated Terms of Reference, which have been reformatted to comply with the new CCG corporate template.
- An increase of working hours for the Medical Director to support the ongoing work related to the Pandemic.