

**REPORT OF THE
NHS SHEFFIELD CCG REMUNERATION COMMITTEE 2015/16**

Paper prepared by Carol Henderson, Committee Administrator, NHS Sheffield CCG and Suzie Paradine, HR Business Partner, NHS Sheffield CCG

On behalf of John Boyington, CBE, Remuneration Committee Chair

April 2016

REMUNERATION COMMITTEE CHAIR'S ANNUAL REPORT

1 April 2015 to 31 March 2016

1. Introduction

1.1 The purpose of this report is to update Governing Body members on the work of the Remuneration Committee during 2015/16 and to demonstrate that the Remuneration Committee has discharged the functions within its terms of reference.

1.2 This report focuses on the work of NHS Sheffield CCG Remuneration Committee between 1 April 2015 to 31 March 2016.

2. Remuneration Committee Role and Membership

2.1 The Remuneration Committee is a Governing Body Committee whose principal duties are:

- In accordance with section 6.6.5(b) of the CCG's Constitution and section 2 of the CCG's Standing Orders, overseeing the appointment process of all Governing Body members, including the appointment process of the Chair.
- Having delegated authority to determine the remuneration and conditions of service for all Governing Body members, taking into account any national Directions or guidance on these matters.
- Having delegated authority to consider the outcome of any performance review of the Accountable Officer and other senior CCG employees and determine any financial awards as appropriate.
- Having delegated authority to consider the severance payments of the Chief Officer (Accountable Officer) and that of other senior staff, seeking HM Treasury approval as appropriate in accordance with the guidance 'Managing Public Money' (available on the HM Treasury.gov.uk website).
- Making recommendations to the Governing Body on determinations about allowances under any pension scheme it might establish as an alternative to the NHS pension scheme and on any other potential alternative remuneration and conditions of service for CCG employees and other persons providing services to the CCG, outside of or in place of national Agenda for Change arrangements.

2.2 Membership

Membership comprises the following:

- The Committee is appointed by the Clinical Commissioning Group from amongst its Governing Body Members.

- Three Lay Members and three GP members of the Governing Body are full voting members of the Committee but relevant members are not present where discussions relate to their remuneration, fees or allowances. The Chair of the Remuneration Committee has the casting vote. Any issue on which a casting vote is used is specifically reported to the Governing Body.
- The Vice-Chair of the Governing Body chairs the Committee and one of the other Lay Members deputises in his absence. When the Lay Members' remuneration is considered, however, one of the GP members of the Governing Body chairs the Committee.

In attendance at meetings

- The HR Business Partner and the Chief Finance Officer are usually in attendance. The Accountable Officer and other independent advisors may be invited to attend for all or part of any meeting as and when appropriate. However, relevant CCG employees should not be in attendance for discussions about their own remuneration and terms of service.
- The HR Business Partner acts as secretary to the Committee and is responsible for supporting the Chair in the management of remuneration business and for drawing the committee's attention to best practice, national guidance and other relevant documents as appropriate.

Declarations of interest were made by members and those in attendance where relevant. Where necessary, individuals declaring an interest left the meeting while the item in question was discussed. All declarations of interest are recorded in the minutes of each meeting.

2.3 Meetings

The Remuneration Committee met three times (one of which was virtual) in 2015/16:

- 17 June 2015 (virtual)
- 2 July 2015
- 10 December 2015

The Remuneration Committee reports directly to the Governing Body. The Governing Body is advised at its next meeting, of the Remuneration Committee meeting and any decisions or recommendations made.

3. Work of the Remuneration Committee in 2015/16

Key areas of work progressed during 2015/16 are detailed below:

- 3.1** Process for electing the Governing Body Chair
- 3.2** CCG Senior Officers' Remuneration
- 3.3** Governing Body GPs', Secondary Care Doctor, Medical Director, and Lay Members' Remuneration
- 3.4** Director on-call

4. Conclusion and Next Steps

The Remuneration Committee has sought to demonstrate in this annual report to the Governing Body how it has fulfilled its terms of reference during the year.

5. Recommendation

It is recommended that the Governing Body receives and notes this 2015/16 annual report of the Remuneration Committee and comments as appropriate.

Carol Henderson, Committee Administrator, NHS Sheffield CCG and Suzie Paradine, HR Business Partner, NHS Sheffield CCG

On behalf of John Boyington, CBE, Remuneration Committee Chair

April 2016