NHS
Wolverhampton
Clinical Commissioning Group

WOLVERHAMPTON CCG

GOVERNING BODY
10 JULY 2018

Agenda item 16

TITLE OF REPORT:	Summary – Remuneration Committee – 17 May 2018
AUTHOR(s) OF REPORT:	Peter Price – Remuneration Committee Chairman
MANAGEMENT LEAD:	Peter McKenzie, Corporate Operations Manager
PURPOSE OF REPORT:	To provide an update of key discussions and decisions made at the Remuneration Committee to the Governing Body.
ACTION REQUIRED:	☐ **Decision** ☒ **Assurance**
PUBLIC OR PRIVATE:	This Report is intended for the public domain
KEY POINTS:	The Committee discussed the following points • Ratification of Chairman's Action • The Re-appointment of the Governing Body Practice Manager Representative • Approval of HR Policies
RECOMMENDATION:	That the Governing Body receive and note the contents of this report.
LINK TO BOARD ASSURANCE FRAMEWORK AIMS & OBJECTIVES:	
3. System effectiveness delivered within our financial envelope	Continue to meet our Statutory Duties and responsibilities The Remuneration Committee is responsible for ensuring that the CCG has appropriate Human Resources Policies and Procedures in place to deliver statutory responsibilities as an employer.

1. BACKGROUND AND CURRENT SITUATION

1.1 This report gives details of the issues discussed and decisions made at the meeting of the Remuneration Committee on 17 May 2018.

2. ITEMS CONSIDERED BY THE COMMITTEE

2.1. Ratification of Chairman's Action

The Committee agreed to ratify a Chairman's action taken in respect of pay arrangements for CCG staff who had undertaken additional duties during 2017/18.

2.2. Governing Body Practice Manager Representative

The committee agreed that, following the ending of her first term of office, Helen Ryan should be re-appointed as the Governing Body Practice Manager representative in line with the provisions of the CCG's constitution.

2.3 Human Resources Policies

The committee considered and approved updates to the CCG's Dress Code, Smoke Free, Grievance and Whistleblowing policies following them being routinely reviewed.

2.4 Other Items of business

The committee discussed an outline process for Governing Body appraisals and agreed that they would discuss Senior Manager pay arrangements at its next meeting in June. Dates for future meetings were agreed and the committee will determine a forward work plan to include a comparative review of Governing Body pay arrangements later in the year.

3. CLINICAL VIEW

3.1. There are clinical members who contribute fully to its deliberations.

4. PATIENT AND PUBLIC VIEW

4.1. Not applicable.

5. KEY RISKS AND MITIGATIONS

5.1. There are no specific risks associated with this report.

6. IMPACT ASSESSMENT

Financial and Resource Implications

6.1. The costs associated with the issues outlined in this report are being met from within existing pay budgets.

Quality and Safety Implications

6.2. There are no quality and safety implications associated with this report.

Equality Implications

6.3. There are no equality implications associated with this report.

Legal and Policy Implications

6.4. Changes were made to Human Resources Policies as outlined in the paper.

Other Implications

6.5. There are no specific Human Resources implications arising from this report. The Committee receives Human Resources advice when required.

Name	Peter Price
Job Title	Remuneration Committee Chair
Date:	May 2018

REPORT SIGN-OFF CHECKLIST

This section must be completed before the report is submitted to the Admin team. If any of these steps are not applicable please indicate, do not leave blank.

	Details/ Name	Date
Clinical View	**N/a**	
Public/ Patient View	**N/a**	
Finance Implications discussed with Finance Team	**N/a**	
Quality Implications discussed with Quality and Risk Team	**N/a**	
Equality Implications discussed with CSU Equality and Inclusion Service	**N/a**	
Information Governance implications discussed with IG Support Officer	**N/a**	
Legal/ Policy implications discussed with Corporate Operations Manager	**N/a**	
Other Implications (Medicines management, estates, HR, IM&T etc.)	**N/a**	
Any relevant data requirements discussed with CSU Business Intelligence	**N/a**	
Signed off by Report Owner (Must be completed)	**Peter Price**	**29/05/18**