

WOLVERHAMPTON CLINICAL COMMISSIONING GROUP

Remuneration Committee

Minutes of the meeting held on 21st July 2015
Science Park, Wolverhampton

Present:

Mr J Oatridge	Independent Committee Member (Chair)
Dr D DeRosa	WCCG Chair
Dr D Bush	Governing Body Member
Dr J Morgans	Governing Body Member (part meeting)
Mr T Fox	Governing Body Member

In attendance:

Mrs C Skidmore	Chief Finance and Operating Officer
Ms P Sond	Senior Human Resources Business Partner
Mrs H Pidoux	Administrative Officer

1. Apologies

Apologies for absence were received from Dr Hibbs.

2. Declarations of Interest

RC.79

Governing Body members declared an interest in items 83, Pay Award 2015/16 (non-agenda for change), 86, Governing Body Member Terms of Office, 89, Review of Governing Body GP Member Sessions and 90, GP Payments Policy.

Mrs Skidmore declared an interest in item 85, Framework/performance objectives and success criteria for VSM performance related pay award.

It was noted that the Committee seeks to deal with all items in an open and transparent way. It was also noted that Ms Sond, employed by the CSU, brought an independent dimension to Remuneration Committee deliberations in her capacity as HR advisor.

3. Minutes of the last meeting held on 26th May 2015

RC.80 The minutes of the last meeting were agreed as a correct record.

4. Matters arising

RC.81 Resolved: There were no matters arising from the last meeting.

5. Resolution Log

RC.82 Items were considered as follows;

- Item 19 – Options for protection of continuity for Governing Body members to be considered – on agenda – item closed
- Item 22 – 4 measurable objectives to be agreed for each VSM – on agenda – item closed.
- Item 23 –Date of meeting to be changed from 21st July to 9th June 2015 – action closed.
- Item 24 – Dr DeRosa and Dr Hibbs to be invited to attend June meeting to present reports on delivery of 2014/15 objectives for the Chief Officer and Chief Finance and Operating Officer – objectives for Dr Hibbs, Dr DeRosa and Mr S Marshall, Director of Strategy and Transformation to be brought to the July meeting – on agenda – action closed.
- Item 25 – Performance framework and scoring criteria to be reviewed and agreed at the April meeting in preparation for objective setting for 2015/16 – on agenda – action closed.
- Item 26 – Align the pay for staff on non AforC contracts (including VSM, GP and Lay Governing Body Members) to those on AforC contracts – action confirmed with payroll and individuals notified – action closed.
- Item 27 – Apply the 1% consolidated uplift for 2015/16 to the hourly rate of pay for GPs – uplift applied – action closed.

Resolved: Resolution log to be updated to reflect discussions

6. Pay Award 2015/16 (non agenda for change)

RC. 83 Mrs Skidmore confirmed that Payroll have been instructed to align pay for non-agenda for change contracts with staff on the Agenda for change contract. The uplift will occur in June backdated to 1st April 2015. The individuals concerned have been notified by email.

The uplift has also been applied to the hourly rate for ad hoc claims which occur from 1st July 2015.

Resolved: The Committee noted that the uplifts have been applied and the individuals concerned informed.

7. VSM performance related pay award 14/15

RC.84 Dr DeRosa brought Dr Hibbs' objectives set for 2014/15 to the Committee for consideration. After discussion it was agreed that whilst the majority of the objectives have been achieved some have only

been partly met. This has been noted in discussion between Dr DeRosa and Dr Hibbs and recorded on the PDP pro-forma. Therefore, it was agreed that 8.5% of the performance related payment for 2014/15 should be awarded.

Resolved: The Committee agreed that Dr Hibbs should be awarded 8.5% related payment of the 10% of annual pay for 2014/15

8. Performance framework and scoring criteria for Very Senior Manager (VSM) 15/16

RC.85 Mrs Sond reported that, along with Dr Hibbs, she had reviewed the framework and scoring criteria following discussions at the last meeting. The conclusion reached was that the policy should not be amended as the evidence used will vary year to year and it was felt that it would not be beneficial to add these specifically to the policy.

Committee members agreed that it is incumbent on the individual to provide evidence to demonstrate their achievement of each performance objective. This will be reviewed with their line manager and provided to the Remuneration Committee to support the case put forward for payment on any performance related monies.

It was noted that the constituent parts of the VSM's objectives have been divided into a set of Key Performance Indicators as agreed at the last meeting.

After discussion it was agreed that for next year adding personal objectives should be considered. Dr Hibbs views to be sought regarding this.

Resolved: The Committee;

- noted the review of the framework and scoring criteria and agreed with the decision not to specify the evidence required.
- requested that consideration should be given to adding personal objectives next year. Dr Hibbs' views to be sought.
- it was agreed that from 2015/16 onwards decisions in relation to achieving objectives should be outcomes and evidence based.

9. Governing Body Member Terms of Office

RC.86 Mr McKenzie presented to the Committee the outline of options to ensure that the risks to the continuity of the CCG's leadership and governance arrangements associated with the Governing Body members reaching the end of their terms of office are minimised. (This

includes the elected GP members, lay members and the secondary care consultant).

The Committee considered the following;

- The recent election process has shown that there was minimal interest from GPs to become members of the Governing Body.
- More regular elections have high resource implications.
- It is not prescribed in the Constitution as to when or how often elections have to be.
- The Constitution does include that where the terms is specified for a role, a maximum of two consecutive terms can be served.
- A by-election is required to fill a vacancy, this is set out in the Constitution and is in line with good governance procedures.
- The need to proactively plan for 2018, including work before the election to raise interest.
- A transitional process with an election in 2017 and time to embed new members before 1st April 2018.
- Consider offering more than 3 year terms up to 5 years.
- Stagger length of term for 3, 4 or 5 years in the first instance to introduce a natural change in members. Once this is established all members could have the same length of term.
- As each elected GP has a specialised role that involves either chairing a committee or locality group any election process would need to reflect the specific role that has become available. There are significant risks with this approach and these would need to be mitigated during the planning.

It was agreed to consider the situation again in 12 months' time and to include a plan for 2018.

The Committee considered whether staggered terms of office could be better articulated in the constitution. Mr McKenzie agreed to review this.

Resolved: The Committee;

- Noted and considered the options set out in the paper.
- Agreed to consider the situation again in 12 months' time.
- Requested that the possibility of including the option to stagger the terms of office for Governing Body members in the Constitution be explored.

10. **VSM Pay and Agency/Consultancy Services**

RC.87 Dr DeRosa informed the Committee that the report and letters shared provided an overview of information received from the Department of Health and the implications of this for the CCG in relation to VSM Pay and agency/consultancy services.

It was noted that the contents of the VSM Pay Collection return to the Secretary of State for Health contained inaccuracies and should be reviewed. Mrs Skidmore asked that she review any further information before submission.

It was reported that the CCG has reviewed the contents of the letters and the implication to the organisation for current and future VSM and agency/consultancy staff. Assurance was given that decisions made to date remain robust and justifiable if open to scrutiny.

Mr Skidmore reported that any level of consultancy work has to be reported to the NHS England Area Team, regardless of the level of remuneration.

There is currently a review being undertaken of the national VSM framework. The outcome of this is awaited and any significant changes will be brought back to this Committee.

Resolved: The Committee;

- Noted the content of the letters received from the Department of Health and the implications for the CCG.

Dr. Morgans left the meeting.

11. Interim Chief Operating Officer (COO)

RC.88 Mrs Skidmore brought to the Committee, on behalf of Dr Hibbs, the proposal to extend the contract of the Interim COO until the end of August. She reminded the Committee that it had originally agreed the contract for 3 months, terminating at the end of July, however, due to personal reason the Interim COO had been unable to fulfil the number of working days agreed. The extension until the end of August would allow the contracted days to be fulfilled and the ongoing work to be completed. There would be no additional costs to the CCG.

Resolved: The Committee:

- Noted the reason for the extension request and agreed the proposed extension to the contract to the end of August 2015.

12. Review of Governing Body GP Member Sessions

RC.89 Mrs Skidmore asked the Committee, on behalf of Dr Hibbs, that it consider increasing the payment to Dr Rajcholan, in her role as Quality lead. Uplifting the requirement of the role from 1.5 sessions per week to 2 sessions per week. The increase was proposed due to the scale of work involved. The role was previously covered by two Governing Body members.

Resolved: The Committee considered the request and agreed that it was reasonable to increase the payments in line with the volume of work involved.

13. GP Payments Policy

RC.90 Mrs Skidmore explained that this policy has been revised to reflect the new rates of pay and minor amendments to the processing arrangements.

Resolved: The Committee noted the changes to the Policy.

14. Any other business

RC.91 Lay Member workloads

A lay member has raised a concern with Remuneration Committee members regarding an increase in workload. After discussion it was agreed that there is a need to scope the work being carried out by the lay members and identify what is relevant to their role and what is being carried out in addition to this. The scale of work can then be assessed and the approach to take agreed.

Resolved: It was agreed to scope the work of the lay members and report back to this Committee.

13. Date and time of next meeting

Tuesday 20th October 2015 at 2.00pm, CCG Main Meeting Room