

Bristol, North Somerset and South Gloucestershire
Clinical Commissioning Groups
In-Common Remuneration Committee
Way of Working

Bristol, North Somerset and South Gloucestershire Clinical Commissioning Group's Remuneration Committees Meeting in Common

Terms of Reference

1. Introduction

The meeting in-common of a Bristol, North Somerset and South Gloucestershire (BNSSG) Clinical Commissioning Groups (CCGs) Remuneration Committees (the Committees) is established in accordance with each of the Clinical Commissioning Group's constitutions, standing orders and schemes of delegation.

This document sets out the functions, membership, and voting arrangements for each Remuneration Committee and describes how in-common meetings will be managed. It does not attempt to replicate in full the arrangements specified in each of the CCGs Terms of Reference for the Remuneration Committees of the CCGs. Rather, it is intended as a description of how the meetings in common will normally operate. The corporate management team will advise Remuneration Committee Chairs should specific circumstances require other arrangements not captured in this document by referring to individual CCG terms of reference.

Terms of Reference for each of the Remuneration Committees are appended to this document.

2. Remit and responsibilities of the Committees

The Committees, meeting-in common, make determinations and approve pay and remuneration for:

- Employees of the clinical commissioning group
- Allowances under any pension scheme it might establish as an alternative to the NHS pension scheme.

The Committees also:

- Considers the appointment and remuneration of the Chief Executive
- Determines the remuneration and conditions of service of other members of the Executive team
- Reviews the performance of the Chief Executive Officer and other senior team members and determines annual salary awards, if appropriate.
- Considers and determines the remuneration of Clinical Chairs and other clinical leaders
- Considers the severance payments of the Chief Executive Officer and of other senior staff

3. Membership

The Committees are appointed by the CCGs from amongst its Governing Body members as follows:

Bristol Clinical Commissioning Group

The Committee will comprise five members:

- Clinical Chair
- Lay Member – Audit and Governance
- Lay Member – Patient and Public Engagement
- Two Membership Representatives from the Governing Body

North Somerset Clinical Commissioning Group

The Committee will comprise six members:

- Clinical Chair
- Lay Member – Audit and Governance
- Lay Member – Patient and Public Engagement
- GP Membership Representative on the Governing Body
- Clinical Leader Member Representative on the Governing Body
- Practice Manager Representative on the Governing Body

South Gloucestershire Clinical Commissioning Group

The Committee will comprise four members:

- Clinical Chair
- Lay Member – Audit and Governance (Chair)
- CCG Clinical Lead
- GP CCG Board Member

4. Location of Meetings

Meetings will be rotated around the three CCG areas. The location of the meetings will be published in advance to all members of the Committees.

5. Chair

The meeting-in-common of the Committees shall be chaired by one of the lay members who have been nominated as Chair of an individual CCG Remuneration Committee, serving in turn. If, due to a conflict of interest a Chair cannot chair part of the meeting then another Chair will take over that part of the meeting.

6. Attendance at Meetings

Only members of the Committees have the right to attend committee meetings.

Other individuals such as the Chief Executive Officer, a HR (Human Resources) lead, or any person with specialist knowledge in respect of any matter under consideration may be invited to attend for all or part of a meeting, as and when appropriate.

Members will be excluded from discussions regarding their own remuneration and terms of service.

7. Quorum and Voting

Each Committee must be quorate in its own right. The quorum and voting arrangements for each CCG as defined in their individual terms of reference are set out below:

Bristol Clinical Commissioning Group

A meeting of the committee shall be quorate when there are a minimum of three members (to include the chair) present

North Somerset Clinical Commissioning Group

A meeting of the Committee shall be quorate when there are a minimum of three members to include one of the Lay Members.

South Gloucestershire Clinical Commissioning Group

A meeting of the Committee shall be quorate when there are a minimum of three members to include either the Chair of the Governing Body or the Lay Member.

If due to a conflict of interest, all GP Members of Committees are unable to participate, the Committees will be quorate when both Lay members are present.

If due to a conflict of interest, Lay Members of Committees are unable to participate, the Committees will be quorate when the Clinical Chair and at least one other GP members are present.

All CCG terms of reference are silent on voting arrangements and the aim will be to reach consensus without the need to resort to a vote. If a vote is needed, each Committee will vote individually. The Chair of each Committee will have a casting vote. All relevant Committees will need to vote to approve a decision for it to be enacted. Individual CCG decisions cannot be over-ruled by other CCG's.

If decisions only affect one CCG (or two) it is only that CCG/those CCGs who will be asked to consider that decision. Agenda's for in-common meetings will make clear which CCG/s items relate to and whether the item is for decision, review, assurance or information.

8. Administration

The in-common meeting will have a single agenda as items are expected to generally be the same. Where items on the agenda relate to specific CCG's rather than all three this will be made clear.

Each Committee must take its own decisions and these will be recorded in the minutes.

A named administrator will be responsible for the provision of administrative support to the Committees and they will ensure that minutes of the meeting are accurately produced and agreed with members.

A named Human Resources manager will be responsible for supporting the Chair in the management of remuneration business and for drawing the Committees attention to best practice, national guidance and other relevant documents, as appropriate.

9. Frequency of Meetings

The Committees shall meet at least annually but additional meetings may be requested at any time by the Chief Executive Officer of the CCGs.

Except in the event of urgent meetings, a minimum of ten days' notice of a meeting of the Committees in common will normally be provided confirming the venue, time and date together with an agenda of items to be discussed. Supporting papers will normally be sent to all members and other attendees as appropriate, no later than 5 days before the meeting.

10. Reporting arrangements

The Committees will report in writing through a summary report to the Governing Body's in closed session, on the items considered at Committee meetings, the basis on which decisions have been based and any recommendations made. This report will be prepared by the named Human Resources Manager and agreed with the Chair of the meeting.

11. Policy and Best Practice

When considering remuneration and terms of service the Committees should take into account the following points:

- remuneration packages should be such as to enable people of appropriate ability to be recruited, retained and motivated - within levels of affordability;
- all NHS bodies are part of the public sector and what they do, including the pay of their employees, must be publicly defensible and subject to audit;
- NHS bodies must comply with current disclosure requirements for remuneration;
- a remuneration package should be supported by a clear statement of responsibilities linked to their measurable discharge;
- where appropriate, independent advice should be sought regarding pay structures for comparable organisations and the state of the market.

In all of their decisions and recommendations, the Committees should remain aware that each individual NHS organisation is corporately responsible for

ensuring that its pay arrangements are appropriate in terms of Equal Pay requirements and other legislation.

The Committees will have full authority to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary, within its terms of reference and within a limit determined by the CCG's Chief Finance Officer.

12. Review of the Committees Performance

The Committees will undertake a review of its performance on an annual basis and report this to the Governing Bodies of the CCG's.

13. Approval and Review

These terms of reference will be reviewed on an annual basis or sooner is required with recommendations made to the CCG Governing Bodies for approval.

14. Review History

Version	Reviewed and Approved by:	Date Approved	Review date
Version 4	BNSSG Governing Body In-Common	07/11/2017	March 2018