

Terms of Reference

Title:	Remuneration Committee
Date approved: Approving Body:	
Review date:	July 2017
Introduction/Purpose:	<p>The Remuneration Committee (the committee) is established in accordance with Nottingham North and East Clinical Commissioning Group's constitution, standing orders and scheme of delegation. These terms of reference set out the membership, remit, responsibilities and reporting arrangements of the committee and shall have effect as if incorporated into the clinical commissioning group's constitution and standing orders.</p> <p>The Remuneration Committee will make recommendations to the Governing Body on determinations about remuneration. The committee will act as an arbiter, as required, for conflicted fee based decisions relevant to Nottingham North and East GPs.</p>
Membership:	<p>Membership</p> <p>Core membership includes:</p> <ul style="list-style-type: none"> • Chair – Lay Member Financial Management and Audit • Lay Member Patient and Public Involvement • Lay Member Primary Care <p>Other members may be drawn from the Governing Body, relevant to agenda items and direct conflicts of interest.</p> <p>Rules governing Members' qualification, disqualification, appointment, tenure and eligibility for reappointment are detailed in the Group's Standing Orders and in Clinical Commissioning Group Governing Body Members – Role outlines, attributes and skills (NHS Commissioning Board Authority, July 2012).</p>
Terms of Service	Terms of service will be relevant to the Group's Standing Orders where a committee member is on the Governing Body.
Attendance:	Members are required to attend all meetings, with appropriate notice.

	<p>Officers with expertise in the following areas may be invited to attend meetings in an advisory capacity:</p> <p>Human Resources Finance</p> <p>The Director of Operations and Chief Finance Officer shall normally attend meetings.</p>
Secretary:	<p>Director of Operations</p> <p>The Secretary will be responsible for supporting the Chair in the management of the Remuneration Committee's business and for drawing the Remuneration Committee's attention to best practice, national guidance and other relevant documents, as appropriate.</p>
Chair:	Governing Body Lay Member Financial Management and Audit
Deputy Chair:	In the event of the Chair being unable to attend all or part of the meeting, he or she will nominate a substitute from within the membership to deputise.
Quorum:	A quorum will be two members.
Frequency of Meetings:	The Remuneration Committee will meet as required, with a minimum of one meeting per year.
Responsibility/Remit:	<p>The Remuneration Committee, which is accountable to the Group's Governing Body, makes recommendations to the Governing Body on determinations about the remuneration, fees and other allowances for employees and on determinations about allowances under any pension scheme that the Group may establish as an alternative to the NHS pension scheme. The Committee will act as a point of appeal for decisions against job responsibilities, job matches and the agenda for change pay scale. The Committee may be used for decisions on pay for contractors.</p> <p>The Committee will apply best practice in its decision making processes. When considering individual remuneration the Committee will:</p> <ul style="list-style-type: none"> • Comply with current disclosure requirements for remuneration • Seek independent advice about remuneration for individuals when required • Ensure that decisions are based on clear and transparent criteria
Responsibility for Conflicts of Interest	The Remuneration Committee will act as a resolution body where decisions cannot be made within a vote by the Group, the

	Governing Body or Committees of either.
Declarations of Interest:	<p>All members of the Remuneration Committee will be required to complete a declaration of interest form in accordance with the CCG Conflict of Interest Policy.</p> <p>At the beginning of each meeting members will be required to declare a personal interest if it relates to a particular issue under consideration. Any such declaration will be formally recorded in the minutes of the meeting. The Chair will then make a decision about the member's participation in the discussion in accordance with the CCG Conflict of Interest Policy.</p>
Duties – Standing Agenda Items	<p><u>Administration:</u></p> <ul style="list-style-type: none"> • Welcome and Apologies for absence • Declaration of Interests • Minutes of the last meeting • Matters Arising Action Log <p><u>General Items:</u></p> <ul style="list-style-type: none"> • Any Other Business • Date, time and venue of next meeting
Accountability:	The Remuneration Committee is accountable to the Governing Body.
Review of Terms of Reference:	July 2018