

# Governing Body (Public) Meeting

DATE: 28<sup>th</sup> March 2013

Title	<b>Future Arrangements for the CCG Remuneration Committee</b>	
Recommended action for the Governing Body	<p>That the Governing Body:</p> <p><b>Agree:</b></p> <ol style="list-style-type: none"> <li>1. That the Bexley CCG Remuneration Committee meets 'together' (in common) with the Bromley and Greenwich CCG Remuneration Committees in line with their individual Terms of Reference.</li> <li>2. The proposed operating model for the collaborative committee.</li> </ol> <p><b>Consider</b></p> <ol style="list-style-type: none"> <li>1. The arrangements for the chair of the collaborative committee and the SRO role.</li> </ol>	
Executive Summary	As public bodies the governing bodies of Clinical Commissioning Groups (CCGs) are required to establish a Remuneration Committee. In considering options for future arrangements for operating Remuneration Committees CCGs may choose to do this either on an individual basis or in collaboration with one or more CCGs.	
Which objective does this paper support?	<b>Patients:</b> Improve the health and wellbeing of people in Bexley in partnership with our key stakeholders	
	<b>People:</b> Empower our staff to make BCCG the most successful CCG in (south) London	✓
	<b>Pounds:</b> Delivering on all of our statutory duties and become an effective, efficient and economical organisation	
	<b>Process:</b> Commission safe, sustainable and equitable services in line with the operating framework and which improves outcomes and patient experience	✓
Organisational	Key Risks (corporate and/or clinical)	None

implications	Equality and Diversity	None
	Patient impact	None
	Financial	None
	Legal Issues	None
	NHS constitution	None
<b>Consultation</b> (Public, member or other)	With COs of SEL CCGs	
<b>Audit</b> (Considered / Approved by Other Committees / Groups)	None	
Communications Plan	None	
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	Clinical Lead	Executive Sponsor Simon Evans-Evans / Sarah Blow
Date	12 <sup>th</sup> March 2013	

## **1. Introduction**

In South East London CCGs have each produced Terms of Reference for their Remuneration Committees and a number of the CCGs expressed an interest in adopting a collaborative approach with other CCGs. Chief Officers asked the Head of HR from South London CSU to present a paper on options for collaborative working, which they considered at their meeting on 15<sup>th</sup> February 2013.

The CCGs who expressed an interest in working collaboratively indicated that they wanted a model where their Remuneration Committees would meet 'together' in line with their individual Terms of Reference rather than establishing a joint Committee with representation from each of the individual Committees.

Following discussion the Chief Officer's proposed the following arrangements for operating CCG Remuneration Committees in South East London:

- Bexley, Bromley and Greenwich CCG Remuneration Committees to meet 'together'
- Southwark CCG and Lambeth CCG Remuneration Committees to meet 'together'
- Lewisham CCG to hold their Remuneration Committee on an individual basis

This paper makes a recommendation to Bexley CCG Governing Body for a model where Bexley CCG, Bromley CCG and Greenwich CCG Remuneration Committees meet 'together' and sets out a proposed operating model.

## **2. Membership and quorum rules**

Membership and quorum rules for the individual Bexley, Bromley and Southwark CCG Remuneration Committees would be as set out in their individual agreed Terms of Reference. Terms of Reference for the individual CCGs state that the Remuneration Committee will be chaired by a Lay Member. It is proposed that the Chair of the Remuneration Committee from either Bexley, Bromley or Greenwich CCG chairs the collaborative committee and this responsibility could be rotated on an annual basis.

Chief Officers and the Head of HR from South London CSU may be invited to attend meetings in an advisory non-voting capacity. Other senior staff may also be invited to attend, where appropriate, to provide advice or information on specific issues. They would withdraw from any discussion which represents a conflict of interest for them.

## **2. Reporting arrangements**

Bexley CCG's Remuneration Committee will report, in writing, to the CCG Governing Body with the basis for its recommendations. The CCG shall use the report as the basis for their decisions, but remain accountable for taking decisions on the remuneration and terms of service of officer members. Confidential minutes of CCG meetings should record such decisions.

## **3. Administration for the proposed collaborative committee/s**

It is proposed that either the Bexley, Bromley or Greenwich Chief Officer acts as senior responsible officer (SRO) for the collaborative committee and agrees the agenda with the other Chief Officers and the Chair of the collaborative committee. This responsibility could be rotated on an annual basis. To enable more equal input

into the collaborative committee one CCG could provide the chair for the collaborative committee and another CCG the SRO.

Agendas for the collaborative committee/s could be divided into two parts:

Part 1 - agreed agenda items for all CCGs

Part 2 – private part of meeting where CCG specific items can be discussed

One set of minutes could be produced, where agendas items all fall under Part 1, provided that they demonstrated that the three CCGs were quorate and recorded the recommendations/decisions of each individual CCG. The minutes would therefore reflect the wider discussion that influenced the recommendations/decisions of the individual Committees, which is one of the benefits of the collaborative approach. Where the individual CCGs have items included under Part 2 then the recommendations/decisions on these issues could be included in the minutes for that CCG only.

It is proposed that administrative support for the collaborative committee is provided by the CCG whose Chief Officer is acting as SRO.

#### **4. Frequency of meetings**

It is proposed that the Remuneration Committees meet at least twice per year and that additional meetings may be convened, as required.

#### **5. Support from South London CSU**

Support to Remuneration Committees is included as part of the HR service offer for CCGs

and this includes:

- Supporting the CCGs in producing a forward plan for the year to ensure relevant items are considered in a timely manner
- Producing and presenting papers, as required
- Attending and providing professional advice at Remuneration Committee meetings
- Providing benchmarking information to inform decision making, as required
- Supporting the CCGs in producing an annual report on the work of their individual Remuneration Committee