

NHS 24 BOARD MEETING		20 JUNE 2019 FOR NOTING
REMUNERATION COMMITTEE ANNUAL REPORT TO THE BOARD – 2018/19		
Executive Sponsor:	Remuneration Committee Chair	
Lead Officer/Author:	Executive Lead for Human Resources	
Action Required	The Committee is asked to note the report that was submitted to the Board on 20 June 2019.	
Key Points	The report is prepared and presented as part of the Statutory Annual Accounts process to provide assurance to the Board that the Committee has fulfilled its duties as set out in the Terms of Reference.	
Financial Implications	There are no financial implications contained within this paper.	
Timing	The paper was presented to the Board on 20 June 2019.	
Contribution to NHS 24 strategy	The Remuneration Committee reviews the performance of the organisation against the NHS 24 Strategy on an ongoing basis. Good governance is essential to ensure appropriate decision making to support the strategy.	
Contribution to the 2020 Vision and National Health and Social Care Delivery Plan (Dec 2016)	The Staff Governance Committee reviews the organisation's contribution against the 2020 Vision and National Health and Social Care Delivery Plan (Dec 2016) on an ongoing basis.	
Equality and Diversity Impact Assessment (EQIA)	The Staff Governance Committee ensures that business cases have been impact assessed and supports NHS 24 to meet its duties with regard to equality and patient engagement.	

1. BACKGROUND

- 1.1 The Annual Report to the Board 2018/19 is presented to the Staff Governance Committee for approval.

2. INTRODUCTION

- 2.1 This report sets out the activities of the Remuneration Committee during 2018/19 and details how it has fulfilled its governance remit.

3. REMIT

- 3.1 The Remuneration Committee is a statutory Committee of the Staff Governance Committee, which seeks to provide to the Board a view from the Committee on the overall effectiveness of the system of internal control related to its remit during financial year 2018/19.

APPENDIX 1

REMUNERATION COMMITTEE

As Chair of the NHS 24 Remuneration Committee, I have responsibility for providing an Annual Report to the Board.

This Report provides the Board with the Committee's view on the overall effectiveness of the system of internal control related to its remit during financial year 2018/19.

The key matters are:

1. Remit of the Committee

The Committee seeks to provide assurance to the Board that appropriate arrangements are in place to ensure that NHS 24 meets the statutory requirements laid out in the Staff Governance Standard in respect of the remuneration of the Executive Directors and Directors (and any other staff employed under Executive Managers' or Consultants' pay arrangements or in posts graded Agenda for Change Band 8C or above).

2. Membership/Attendance

Members

Mr John Glennie	Non-Executive (Committee Chair until August 2018)
Ms Esther Robertson	Non-Executive Board Chair
Mr Graham Revie	Non Executive (Employee Director)
Ms Madeline Smith	Non-Executive
Mr Albert Tait	Non-Executive
Mr Martin Togneri	Non-Executive (Committee Chair from August 2018)

Regular Attendees

Ms Angiolina Foster	Chief Executive
Mr Ian Reid	Executive Lead for HR

3. Conduct of Meetings

The Committee met twice during the year (28 June 2018 and 29 November 2018). All meetings were quorate.

Formal minutes of each Meeting are taken and agreed by the Committee. A summary of the key agenda items was provided by the Chair to the Board following each Committee meeting.

4. Risk Assessment Activity

During the year, the agenda and reports received by the Committee were informed by any relevant risks relating to the remit of the Committee (in relation to Directors' terms and conditions, performance objectives, performance assessment and

compliance with Scottish Government Health and Social Care Directorates' directions). Further details are provided in section 5 below.

5. Activities & Reporting to the Committee

The basis of reporting to the Committee was within the context of the requirements of the Scottish Government Health and Social Care Directorates' guidance. Reports and discussions included the following:

- **Performance Appraisals and Personal Development - Performance Reviews 2017/18**– the Committee noted confirmation from the National Performance Management Committee (NPMC) that it was content with the appraisal outcomes for the 2018/19 performance year, and the resultant application of performance related pay for Directors in accordance with Pay and Conditions of Service, Executive and Senior Management Pay PCS(ESM)2017/1.
- **Executive Team Performance Reviews 2017/18:** the Committee reviewed and approved the outcome of appraisals for the Chief Executive and Directors in respect of their performance in 2018/19, undertaken within the framework contained in Health Directorate Letter (HDL) (2007)15 and CEL (2009)12 for formal evaluation and marking, and recorded on TURAS. The Committee approved the performance ratings for submission to the NPMC.
- **Executive Team objectives for the performance year 2018/19:** the Committee reviewed and approved in detail the objectives set for the Chief Executive and Directors for 2018/19. For 2018/19 the EMT has used a different approach to objective setting. Following the development of the SPRA the team identified its priority objectives for 2018/19. These were drawn from the SPRA and are designed to achieve progress towards NHS 24's agreed strategic direction and to meet it's in year commitments noting their alignment to the NHS 24 Corporate Plan 2014/15.
- **Executive Team Objective Mid Year Reviews 2018/19:** the Committee considered mid-year reviews of the Chief Executive and Directors in respect of their performance in 2018/19

In addition, the Committee considered matters relating to:

- Additional responsibility payments for Executive Directors and those on Senior Manager pay
- Executive Management Team Recruitment
- Director of Workforce Update

6. External Guidance, Standards and Legislation

As detailed above, the Committee noted and fulfilled its responsibility to ensure the implementation of guidance issued by the Scottish Government Health and Social Care Directorates. This included compliance with the provisions of HDL (2007)15 and CEL 2009(12), and implementing PCS(ESM) 2017/1, in respect of the performance management process and application of performance related pay for staff in the Executive and Senior Manager cohorts.

Mr Martin Togneri
Chair, NHS 24 Remuneration Committee