

Shetland NHS Board

Meeting:	Shetland NHS Board		
Paper Title:	Annual Report on Activities of the Remuneration Committee 2019/20		
Author:	Lorraine Hall	Job Title:	Director of Human Resources and Support Services
Executive Lead: (if different from Author)		Date:	17 September 2020
Response required from the meeting:			
The Board is asked to receive the report for information.			
Summary:			
This report provided an insight of the work discharged by this Committee over the course of the year.			
Assessment of implications to the organisation in respect of:			
Patient Safety:	None		
Staffing/Workforce:	None		
Finance/Resource:	This forms part of the annual performance cycle which along with other information aids members in fulfilling their corporate responsibilities.		
Risk:	None		
Equality & Diversity:	As an annual report no impact assessment required		
Community Planning / SOA:			
Legal Issues:	None		
Fit with Corporate Objectives/Action Plan:	Complies with National and local Governance requirements – and provides assurances		
Previously considered by: (e.g.Board/Standing Committee/Group)	None		

SHETLAND NHS BOARD

ANNUAL REPORT ON THE WORK OF THE REMUNERATION COMMITTEE 2019-2020

Purpose of Paper

To present to the Board the Remuneration Committee Annual Report 2019-20, which provides the Board with an insight into the work discharged by this Committee during the course of the year.

Background

The Remuneration Committee comprises four Members as defined by the Board's Standing Orders (approved by the Board following discussion on the Staff Governance Standard 4th Edition) as follows:

Board Chairman;
Board Vice-Chairman;
Chairman of the Audit Committee and
Employee Director

The Director of Human Resources and Support Services acts as the Executive Advisor to the Remuneration Committee and the Chief Executive is in attendance (except for items where an interest is disclosed). Other members of the Executive Management team are invited to the meeting to present papers as necessary.

The Terms of Reference for the Remuneration Committee were reviewed and approved in December 2019.

Activities undertaken during 2019-20

During the year the Remuneration Committee met twice on 25 June 2019 and 17 December 2019.

At the meeting of 25 June 2019, the following business was conducted:

- Review of Remuneration Committee Risks, Controls and Assurance Framework
- Annual Reports on :
 - Acting up Payments 2018-2019
 - Executive/Senior Management Vacancies 2018-19
 - Severance Payments 2018-2019
- Annual Report on the work of the Remuneration Committee 2018-2019
- End of Year Review 2018-2019 Chief Executive
- Performance Plan for the Interim Chief Executive 2019-2020
- End of Year Reviews 2018-2019 Directors in the Executive Cohort
 - Director of Health and Social Care
 - Director of Finance
 - Director of Human Resources and Support Services
- Performance Plans for Directors in the Executive Cohort 2019-20

- Director of Finance
 - Director of Human Resources and Support Services
- End of Year Reviews 2018-2019 for Directors – Non Executive Cohort
 - Interim Medical Director
 - Director of Nursing and Acute Services
- Performance Plan for Directors – Non Executive Cohort 2019-20
 - Interim Medical Director
 - Director of Nursing and Acute Services
 - Interim Director of Health and Social Care (Shetland Islands Council Employee)
- Discretionary Points Process 2018 Round (No applications received)
- Interim Chief Executive- Acting Up Salary Arrangements
- Discussion on relocation/accommodation issues regarding individual employee

The Committee noted that there was no information presented with regards to Consultants job planning arrangements as an assurance.

At the meeting of 17 December, the following business was conducted:

- Review of Remuneration Committee Risks, Controls and Assurance Framework
- Terms of Reference were updated
- Mid-Year Performance Reviews of:
 - Interim Chief Executive
 - Interim Director of Community Health and Social Care (SIC Employee)
 - Director of Finance
 - Director of Nursing and Acute Services
 - Interim Medical Director
 - Director of Public Health (NHS Grampian Employee)
- NPMC Letter of Assurance
- Chief Executive Starting Salary (Previously agreed via email on 30 October 2019).

Compliance

The National Performance Monitoring Committee reviewed the Performance Review Outcomes for all those within the Executive Cohort 2018-19 and deemed these to be robust. The Letter of Assurance was received on 20 November 2019. Pay adjustments were made in line with PCS (ESM) 2019/2.

Due to the COVID-19 pandemic NHS Scotland entered emergency measures. Appraisal arrangements were paused as a result of DL (2020) 5 Coronavirus (Covid-19): National Arrangements for NHS Scotland Staff. As we have moved into the recovery phase the decision has been taken to work to complete the Executive Appraisal process for 2019/20. This means that the Committee will deviate from its standard timetable and will meet to agree 2020/21 objectives in August 2020.

The Remuneration Committee complied with all the CELs /PCSs as laid down and it met all the timescales required for the necessary returns to Government Departments.

As per the Committee's Risks and Controls Assurances Framework all reports required as controls were submitted to the Committee.

A handwritten signature in purple ink that reads "Lorraine Hall". The signature is written in a cursive style with a long horizontal flourish underneath the name.

LORRAINE HALL
Director of Human Resources and Support Services
17 September 2020