

NHS Shetland

Meeting:	Shetland NHS Board
Meeting date:	27 August 2024
Agenda Reference:	Board Paper 204/25/39
Title:	Annual Report on activities of the Remuneration Committee 2023/24
Responsible Executive/Non-Executive:	Lorraine Hall, Director of Human Resources and Support Services
Report Author:	Lorraine Hall, Director of Human Resources and Support Services

1. Purpose

This is presented to the Board/Committee for:

- Awareness

This report relates to:

- Government policy/directive
- Legal requirement

This aligns to the following NHSScotland quality ambition(s):

- Safe
- Effective
- Person-centred

2. Report summary

2.1. Situation

This report was considered by the Remuneration Committee at its meeting on 20 June 2024.

This report provides an insight of the work discharged by this Committee over the course of the year, 01 April 2023-31 March 2024.

2.2. 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;

Chair of the Audit Committee and

Employee Director

The Chair of the Committee is the Board Vice-Chair.

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 at the meeting on 25 January 2024. Following a change to wording they were submitted again to meeting on 20 June 2024.

2.3. Assessment

Meeting Dates

During the year the Remuneration Committee met on five occasions: 24 May 2023, 28 June 2023, 29 June 2023 (continuation of meeting from previous day), 04 October 2023 and 25 January 2024.

Summary of activities during the year

- Starting Salary for Chief Executive
- Annual Report Remuneration Committee 2022-23
- Annual Report Executive Vacancies, Acting Up and Interim Arrangements 2022-23
- End of Year Review 2022-2023 Chief Executive
- End of Year Reviews 2022-2023 Executive Directors
- Objectives 2023-2024- Chief Executive

- Objectives 2023-2024 Executive Directors
- Discretionary Points Applications 2021-22 Round
- Mid-Year Review 2023-24 Chief Executive
- Mid-Year Review 2023-24 Executive Directors
- Remuneration Committee Terms of Reference
- Remuneration Committee Business Plan 2024-25
- Discretionary Points Applications 2022-23 Round

The Committee also discussed items related to specific employees which are not detailed on the list above. These conversations are fully minuted and available where required by Scottish Ministers and the Governance process pertaining to Board's Remuneration Committees.

Remuneration Committee noted the following circulars and other correspondence:

NPMC Performance Management Arrangements for staff in the Executive and Senior Management
DL (2023) 21 Arrangements for Distinction Awards and Discretionary Points 2023
DL (2023) 25 National Evaluation Committee
PCS (ESM) 2023-3 Pay and Conditions of Service Executive and Senior Management Pay 2023-24

Compliance

The National Performance Monitoring Committee reviewed the Performance Review Outcomes for all those within the Executive Cohort 2022-2023 and deemed these to be robust. The Letter of Assurance was received on 09 February 2024. Pay adjustments were made in line with PCS (ESM) 2023/3 and PCS (ESM) 2024/1.

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.

2.3.1. Quality / patient care

Ensuring that Directors of the organisation have appropriate objectives that link to the strategic delivery agenda supports quality and patient/staff care.

2.3.2. Workforce

Each Director has an objective aligned to demonstrating contribution to valuing and leading people.

2.3.3. Financial

This forms part of the annual performance cycle which along with other information aids members in fulfilling their corporate responsibilities.

2.3.4. Risk assessment/management

The Risk Assurance Framework is a standing agenda item on the committee and manages and mitigates risk as appropriate.

2.3.5. Equality and Diversity, including health inequalities

As this is an annual report, no impact assessment is required.

2.3.6. Other impacts

Not applicable.

2.3.7. Communication, involvement, engagement and consultation

This report is considered by Remuneration Committee before being presented to the NHS Shetland Board meeting.

2.3.8. Route to the meeting

Remuneration Committee, 20 June 2024.

3. List of appendices

Not applicable.