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Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board

Remuneration & Terms of Service Committee

Annual Report (April 2020 – March 2021)

FOREWORD

I am pleased to present the 2020/2021 Annual Report of the CTMUHB Remuneration and Terms of Service Committee which outlines the activity for the period April 2020 – March 2021.

Marcus Longley, Committee Chair / CTM Health Board Chair

Remuneration and Terms of Services Committee Annual Report 2020-2021

1. Introduction

- 1.1 This report summarises the key areas of business activity undertaken by the Committee between 1st April 2020 and 31st March 2021 and highlights some of the key issues which the Committee intend to give further consideration to over the next 12 months.
- 1.2 A Committee Annual 'Business Cycle' which has been approved by the Committee will act as a key component in ensuring that the Committee effectively carries out its role.
- 1.3 This report reflects the Committee's key role in the development and monitoring of the Governance and Assurance framework.

2. Role and Responsibilities

- 2.1 The primary purpose of the committees is to:
 - Provide advice to the Board on remuneration and terms of service for the Chief Executive, Executive Directors and other very senior staff within the framework set by the Welsh Government
 - Seek assurance on behalf of the Board in relation to the CTMUHB's arrangements for the remuneration and terms of service, including contractual arrangements, for *all staff*, in accordance with the requirements and standards determined for the NHS in Wales

The Committee also receives reports relating to the remuneration and terms of service, including contractual arrangements, for Directors and Very Senior Managers (VSMs) of hosted bodies, e.g. Welsh Health Specialised Services Committee (WHSSC) and the Emergency Ambulance Services Committee (EASC).

3. Agenda Planning Process

- 3.1 The Chair of the Committee, in conjunction with the Executive Lead and Meeting Secretary develops the meeting agenda for each meeting.
- 3.2 Due to the Coronavirus Pandemic, it was necessary to hold these Board Committee meetings virtually due to lockdown restrictions and the need to observe social distancing.
- 3.3 The secretariat for the meeting is provided through the Director of Corporate Governance/ Board Secretary.

3.4 The agenda and corresponding reports are disseminated to Committee members in advance of each meeting. Where appropriate, reports are accompanied by a coversheet which provides an executive summary and guidance to the Committee on the action required.

4. Operating Arrangements

4.1 Minor amendments were made to the Terms of Reference and Operating arrangements during 2020 which were submitted to the Board for approval in November 2020. The current Terms of Reference are available via the Health Board's [website](#).

4.2 A Committee Cycle of Business was developed towards the end of the 2020/21 and was considered by the Committee and was approved by the Committee at its meeting on 4th March 2021.

4.3 The agendas for each meeting is sufficiently flexible to allow the committee to consider any emerging issues.

5. Membership, Frequency and Attendance

5.1 Whilst some changes were made the majority of Independent Members (IMs) were assigned as Committee Members for the period being reported, a proposal was made in the autumn of 2020 that all IMs should be Committee Members going forward. This change was approved by the Board at its meeting in November 2020.

5.2 During the year the Committee met on ten occasions with member attendance as follows:

Name	Level of Attendance at relevant meetings*
Marcus Longley	10 out of 10
Maria Thomas	10 out of 10
Paul Griffiths	5 out of 5
Dilys Jouvenat	9 out of 10
Mel Jehu	7 out of 8
Ian Wells	7 out of 10
Nicola Milligan	7 out of 8
Jayne Sadgrove	7 out of 8
Phillip White	4 out of 10
James Hehir	9 out of 10
Keiron Montague	7 out of 10

* the number of meetings held reflects the membership period relevant to the IM.

5.3 The Committee requires the attendance of other Health Board Officers for advice, support and information routinely at meetings. It may also co-opt additional independent 'external' members from outside the organisation to provide specialist skills, knowledge and expertise.

6. Committee Activity

6.1 During the year the Committee received and considered reports relating to the recruitment, remuneration and appointment arrangements for members of the Executive Team and other individuals along with applications for the Voluntary Early Release Scheme. The Committee also received an update on a matter relating to payments made to locum consultants and discussed changes that were being implemented for recruitment to medical staff posts.

6.2 The Committee has reviewed its terms of reference to clarify aspects of its remit and membership arrangements which were subsequently approved by the Board in November 2020.

7. Committee Effectiveness & Performance

7.1 A committee effectiveness questionnaire was issued prior to the completion of this Annual Report which is due for consideration under a separate agenda item at the June 2021 meeting of the Remuneration Committee.

8. Reporting the Committee's Work

8.1 The Committee Chair reports to Board the key issues discussed at each of its meetings by way of a 'Highlight Report'.

9. Conclusion and way forward

9.1 The Committee is grateful to all those involved in the work of the Committee for their support over the past 12 months, and for the constructive and positive way in which they have contributed.

9.2 The Committee will continue to ensure that it conducts its business in accordance with legislation and best practice. This will provide the assurance that the Committee has in place the appropriate governance arrangements and resources to ensure success in achieving its objectives.