

# NHS LIVERPOOL CLINICAL COMMISSIONING GROUP REMUNERATION COMMITTEE

## Minutes of meeting held on Tuesday 10<sup>th</sup> September 2013 at 11.00am Arthouse Square

### PRESENT:

Professor Maureen Williams	Chair
Dave Antrobus	Lay Member – Patient Engagement
Moira Cain	Practice Nurse
Dr Shamim Rose	GP
Dr Maurice Smith	GP

### IN ATTENDANCE:

Katherine Sheerin	Chief Officer
Helen Galley	Administration Manager - Minutes

#### 1. WELCOME & INTRODUCTIONS

The meeting was opened by the Chair who welcomed everyone.

#### 2. DECLARATIONS OF INTEREST

All members of the Remuneration Committee declared an interest in item 4.

#### 3. MINUTES OF PREVIOUS MEETING AND MATTERS ARISING

The minutes of the last meeting held on 9<sup>th</sup> April were previously circulated and agreed as a correct record subject to the following amendment on page 2:

Item 3. Terms of Reference, 1<sup>st</sup> paragraph, 'WITH ONE....' should be amended to read 'with one'.

#### Matters arising not already covered on the agenda:

3.1 The Lay Member, Patient Engagement enquired if salaries would be published in Liverpool PCTs Annual Report? The Chief Officer responded that if any of the CCG Governing Body members were previously a Non Executive Director of Liverpool PCT, then their salaries would be published by band. The Chief Officer also reported that Liverpool CCG will be publishing an annual report next year.

The Chief Officer agreed to contact Clare Duggan at NHS England to find out who is producing last year's annual report for Liverpool PCT.

#### 4. LCCG BOARD REMUNERATION AND RELATED ISSUES

All members of the Remuneration Committee declared an interest.

A report from the Liverpool CCG Board review with recommendations prepared by the Chair, was previously circulated to the Remuneration Committee.

The Chair noted that by minuting this conflict of interest and adhering to good governance guides on conduct as adduced by the Nolan Principles et al, we will have demonstrated transparency and management of the conflict of interest.

This report will go the private business section of the Governing Body in October.

The Remuneration Committee discussed/commented as follows:

- Terms of engagement – What happens if a Governing Body member leaves or is not performing their duties? The Chair confirmed if a GBM resigned they would simply be replaced as per constitution. If someone was not performing their duties and did not respond to discussion, the Chair could reduce their sessions to a minimum i.e. one per month.
- Recommendation 2 of the report – it was agreed that the rate for Governing members should be for 2 years. The Chief Officer explained that from 2008 to present the PEC rate per session has been £300 and had not been adjusted and therefore the Remuneration Committee agreed to set the formal remuneration for Governing Body at £320 per session and the rate to remain the same for 2 years.
- The Chair noted that it is our responsibility to look at the roles of all members and commented that she felt everyone was making a valuable contribution. It was agreed that all members on the Board are paid at the same rate and the number of sessions would be agreed for 12 months.
- It was noted that if a member leaves and is replaced, there is no assumption that the replacement would receive the same amount of sessions. Sessions can be variable, based on contribution and capacity.
- Recommendation 9: Timing and frequency of meetings. The Chief Officer and Chair of Governing Body to discuss and implement from January 2014. Proposed changes would go to the Informal Governing Body meeting.
- The Practice Nurse explained that her role was unique and that there is not a clinical nurse on any other Boards. The Chair confirmed that her position is equal to other board members. The Chief Officer also confirmed that this is in the Constitution.

The Chief Officer noted that the rate of pay is similar to other CCGs. We have spent less on management costs, therefore there is sufficient money to cover clinical engagement. The Chief Officer noted that she would always back this up.

**The Remuneration Committee:**

- **Agreed that the amount per session is uplifted to £320.**
- **Supported all the recommendations within the report and for this to go to the Governing Body meeting scheduled for 18<sup>th</sup> October under Private Business.**

**5. ANY OTHER BUSINES**

There was no further business raised.

**6. DATE AND TIME OF NEXT MEETING**

Tuesday 10<sup>th</sup> December 2013 at 11am, to be held at Arthouse Square

Future meetings:

Tuesday 11<sup>th</sup> March 2014 at 11am

If a meeting is required sooner, notification will be sent out in advance.