

NHS Blood and Transplant

Remuneration Committee

Annual Report 2017/18

1 PURPOSE OF THE REPORT

The Remuneration Committee has prepared this report to the NHSBT Board in order demonstrate how the Committee has satisfied its terms of reference during 2017/18.

2 OVERVIEW

The duties of the Remuneration Committee are:-

- To exercise the authority delegated by the Board of NHSBT on the remuneration and other contractual arrangements for the Chief Executive and NHSBT Directors. This to be done with due regard to the provisions of the NHS Very Senior Manager (VSM) Pay Framework and more recently the Executive Senior Manager (ESM) Pay Framework and/or other relevant guidance and best practice, ensuring that they are fairly motivated and rewarded and their terms are reviewed and remain competitive and appropriate.
- Through the Chair of NHSBT and the Chief Executive, to monitor and evaluate the performance of the Chief Executive and individual NHSBT Directors and to use the authority delegated by the Board to set performance bonuses, if appropriate and within guidelines and/or requirements set by DH.
- To oversee and advise the Board on termination and severance arrangements in relation to the Chief Executive and NHSBT Directors.
- To ensure that appropriate details of Board Members' remuneration and other benefits are published in the Annual Report.
- To consider and approve any individual redundancies with projected costs in excess of £100,000.
- To consider and approve redundancy proposals within organisational change exercises, where the total estimated redundancy cost exceeds £500k.

Status: Official

- To consider and approve proposals to establish management posts at Band 9 of the NHS national pay bands.
- To consider and approve recommendations for local Clinical Excellence Awards to NHSBT medical staff.
- To review the overall approach to NHSBT recommendations for national honours and to review the categories against which recommendations are made on an annual basis.
- At the request of the NHSBT Board, to undertake succession planning and any other appropriate duties to ensure that a stable, experienced and viable team is in place at executive at non-executive levels.

3 MEMBERSHIP

The Remuneration Committee membership in respect of the financial year 2017/18 was:

- Louise Fullwood - Non-Executive Director and Chair of the Remuneration Committee
- Jeremy Monroe - Non-Executive Director
- Jonny Oates - Non-Executive Director
- John Pattullo – NHSBT Chair

Millie Banerjee our new NHSBT Chair replaced John Pattullo in June 2017

The following individuals were normally in attendance at meetings:

Ian Trenholm - Chief Executive, NHSBT
David Evans – Director of Workforce and BTS

Katherine Robinson – People Director replaced David Evans in July 2017 and has now also taken over the lead Director role to support the Remuneration Committee.

4 COMPLIANCE WITH TERMS OF REFERENCE

Formal meetings of the Remuneration Committee were held as follows:

24th May 2017
3rd November 2017
20th February 2018

All meetings were quorate, and the Committee complied with all aspects of its Terms of Reference.

Status: Official

5 DUTIES AND FINDINGS

At formal meetings during 2017/2018 the Committee discussed and agreed a number of matters which included the following:

24th May 2017

- Update on DH ESM Pay Framework, Potential Public Sector Pay Uplift and Severance Caps
- 2016/17 Performance Review and Bonus Arrangements for VSM/ESM
- Update on Changes to Executive Team
- Executive Exit Interview Update
- NHSBT Annual Report

3rd November 2017

- Supply Chain Modernisation Redundancy Costs Review
- ESM 1% Pay Uplift Update
- Talent & Succession Update and Review
- Remuneration Committee Terms of Reference Review
- Executive Team Update
- Executive Exit Interview Update
- High Level Review of Public Sector Pay, Recruitment & Retention Issues and Gender Pay Gap at NHSBT

20th February 2018

- Confirmation of decisions by correspondence in relation to the CEA Awards and Executive Director Flexible Working Policy
- Executive Team Update
- Gender Pay Gap Report

Status: Official

- Retire and Return Request
- Talent and Succession Update
- Turnover Analysis Presentation

6 CONCLUSION

The Remuneration Committee has complied fully with its Terms of Reference and duties during 2017/2018.