

NHS Blood and Transplant

Remuneration Committee

Annual Report 2016/17

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 2016/17.

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.

- 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 2016/17 was:

- Shaun Williams – Non-Executive Director and Chair of Remuneration Committee
- Jeremy Monroe - Non-Executive Director
- John Pattullo – NHSBT Chair

Louise Fullwood - Non-Executive Director joined the Remuneration Committee in 2017 as Chair of the Remuneration Committee and 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 – Director of Workforce 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:

- Monday 13th June 2016

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

5 DUTIES AND FINDINGS

At formal meetings during 2016/2017 the Committee discussed and agreed a number of matters which included the following:

13th June 2016

- Update on the new DH Executive Pay Framework, potential pay uplift and public sector severance cap
- Director Performance Review and Bonus Arrangements
- Update on Changes within the Executive Structure
- Succession Planning Update
- Use of Executive Search
- Update on Retire and Return

7. REVISIONS TO TERMS OF REFERENCE

There were no revisions to the Committee's Terms of Reference during 2016/2017.

6 CONCLUSION

The Remuneration Committee has complied fully with its Terms of Reference and duties during 2016/2017.