

Bundle Remuneration & Terms of Service Committee 13 May 2019

- 1 R19.43 Apologies - Marian Wyn Jones
- 2 R19.44 Declarations of interests
- 3 R19.45 Draft minutes of meeting held on 9.4.19 for accuracy and matters arising
R19.45 Minutes RATS 9.4.19 Public V0.02 agreed with MP.doc
- 4 R19.46 Summary action log
R19.46 RaTS Summary Action log PUBLIC_live document v19 30.4.19.docx
- 5 R19.47 Summary of in committee matters discussed at previous meeting - HR processes; Upholding Professional Standards in Wales (restrictions/suspensions over 6 months); pay protection report, Executive and Director proposed changes; national pay rates.
- 6 R19.48 - Item moved to in committee
- 7 R19.49 Issues of significance to inform the Chair's assurance report to the Board
- 8 R19.50 Any other business
- 9 R19.51 Date of next meeting - 5.8.19
- 10 R19.52 Resolution to Exclude the Press and Public
- 11 IN COMMITTEE



Remuneration & Terms of Service Committee (R&TS)

DRAFT Minutes of the Meeting Held on
9.4.19 in Corporate Offices, Wrexham Maelor Hospital

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| Present: | |
| Mr M Polin Mrs J Hughes Mr M Hughes Mrs MW Jones | Chair Independent Member Independent Member Vice-Chair |
| In Attendance: | |
| Mr G Doherty Mrs S Green Mrs K Dunn | Chief Executive Executive Director of Workforce & Organisational Development (OD) Head of Corporate Affairs (for minutes) |
| Agenda Item | Action |
| R19.21 Apologies for absence None. | |
| R19.22 Declarations of interests None. | |
| R19.23 Minutes of meeting held on 14.1.19 for accuracy and matters arising The minutes were agreed as an accurate record. | |
| R19.24 Summary action log The summary action log was reviewed and updated accordingly. | |
| R19.25 Summary of in committee matters discussed at previous meeting It was noted that Executives' and Directors' remuneration; Healthy Prestatyn and managed practices; and upholding professional standards in Wales were discussed at the last in committee meeting. | |
| R19.26 Policy approval mechanism - Workforce and OD R19.26.1 The Executive Director of Workforce & OD presented the paper which set out a proposed approval process for Workforce and Organisational Development Policies, and which recommended that All Wales policies should not necessarily | |

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| <p>need to come to the Committee in full, and that there was potential for circulating such policies as and when they were approved at an All Wales level. The paper did recommend that new BCU policies or those with a significant financial impact should still formally be considered by the Committee. Members welcomed the paper which was seen as a positive development although it was agreed that the implications would need to be picked up by the Office of the Board Secretary in terms of policy management and the training of authors through the corporate 'policy on policies'.</p> <p>R19.26.2 It was resolved that the Committee endorse the proposals for WOD Policy/procedure approval.</p> | GLP |
| <p>R19.27 Draft Remuneration & Terms of Service Committee Annual Report 2018/19</p> <p>R19.27.1 The Executive Director of Workforce & OD presented the annual report to the Committee. Members were happy with the content, however, a point of accuracy was raised in terms of the appropriate terminology for "Trade Union Partners" as opposed to "Staff Side" which would need to be amended in the Terms of Reference.</p> <p>R19.27.2 Pending this amendment to the Terms of Reference it was resolved that the Committee approve its annual report for submission to the Audit Committee.</p> | LJ |
| <p>R19.28 Issues of significance to inform the Chair's Assurance Report to the Board</p> <p>To be agreed with Chair.</p> | |
| <p>R19.29 Any other business</p> <p>None raised.</p> | |
| <p>R19.30 Date of next meeting</p> <p>It was confirmed the Committee would next meet in public on the 13.5.19 at 12.00 in Carlton Court, St Asaph.</p> | |
| <p>R19.31 Resolution to exclude Press and Public</p> <p>It was resolved to move into private session.</p> | |

Remuneration and Terms of Service Committee

Summary Action Plan – Public

| Officer | Minute reference and action agreed | Timescale | Latest update position | Revised timescale |
|--|--|-----------|---|-------------------|
| Actions from the meeting held 14.1.19 | | | | |
| S Green | R19.6 Menopause Policy – Mrs Green agreed to review the appropriateness of references to female managers in appendix 1. | 1.2.19 | Update due at April meeting 9.4.19 – SG confirmed that a 3 month review of the policy was being undertaken nationally. BCU comments had been fed into that process. | Closed |
| Actions from the meeting held 9.4.19 | | | | |
| G Lewis-Parry | R19.26.1 Policy Approval Mechanism Ensure implications are picked up within corporate ‘policy on policies’ and associated training. | May | Deputy Board Secretary confirmed on 30.4.19 that the implications would be picked up and taken forward, and training provided as necessary. | Closed |
| L Jones | R19.27.2 Annual Report Amend ToR to replace Staff Side with “Trade Union Partners” and submit Committee Annual Report to Audit Committee | 14.5.19 | Committee annual report submitted on 30.4.19. Deputy Board Secretary and Head of Corporate Affairs informed of ToR change requirement 30.4.19. | Closed |

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