

Bundle Remuneration & Terms of Service Committee 15 June 2020

3.00pm via Webex

- 1 R20.20 Apologies
- 2 R20.21 Declarations of interests(all Board members/officers present are referred to in item R20.32 on the private agenda)
- 3 R20.22 Draft minutes of previous meeting held in public 21.1.20 - for approval
R20.22 Minutes RATS 21.1.20 v0.01 draft agreed with MP SG.doc
- 4 R20.23 Summary action log
R20.23 RaTS Summary Action log Public_live document.docx
- 5 R20.24 Any other business
- 6 R20.25 Date of next meeting - 9.7.20
- 7 R20.26 Resolution to exclude the Press and Public
- 8 PRIVATE SESSION:



Remuneration & Terms of Service Committee (R&TS)

Minutes of the Meeting Held on
21.1.20 in Carlton Court

<p>Present:</p> <p>Mr M Polin Mrs J Hughes Mr M Hughes</p>	<p>Chair (part meeting) Independent Member Independent Member</p>
<p>In Attendance:</p> <p>Mrs S Green Mrs L Jones Dr C Stockport</p>	<p>Executive Director of Workforce & Organisational Development (OD) Assistant Director, Corporate Governance Executive Director of Primary and Community Services (part meeting)</p>
Agenda Item	Action
<p>R20.1 Apologies</p> <p>Apologies were received from Jan Tomlinson.</p>	
<p>R20.2 Declarations of interest</p> <p>There were no declarations of interests.</p>	
<p>R20.3 Draft minutes of previous meeting 4.11.19</p> <p>The minutes were approved as an accurate record. It was agreed that the Executive Director of Workforce & Organisational Development (OD) would speak with Jan Tomlinson to seek her views on the need for the Trade Union Chair of the Local Partnership Forum to be in attendance at R&TS Committee meetings. The Committee's terms of reference will require review should attendance not be necessary.</p>	<p>SG</p>
<p>R20.4 Summary action log for discussion</p> <p>There action log was reviewed and noted. All actions on the log were closed.</p>	
<p>R20.5 Summary of private matters discussed at last meeting:</p> <p>It was noted that structures, Upholding Professional Standards in Wales (UPSW) and Executive team objectives and performance assessment had been considered at the previous private R&TS Committee meeting.</p>	
<p>R20.6 UPSW - proposed changes to management process</p>	

<p>The Executive Director of Workforce & OD presented this agenda item. She explained how capability performance and conduct issues were managed for doctors and dentists, describing how cases are monitored and the differences relating to salaried GPs. The latter issue was subject to ongoing work with the Executive Medical Director and a further paper was to be submitted in due course. She highlighted the role of the Designated Board Member and the importance of having a consistent process in place. It was therefore agreed to seek volunteers in order to identify 2 Independent Members to be nominated by the Chair, to be reviewed after 12 months. Following further questions from members and discussion on the number of open cases, the Committee resolved to approve the recommendations in the paper presented as follows:</p> <ul style="list-style-type: none"> • Committee to receive a full summary of cases on a quarterly basis. • Chairman to nominate 2 Independent Members to act as Designated Board members for a 12 month period • Executive Medical Director and Executive Director of Workforce to submit a proposal re support and reporting of issues with salaried GPs. 	<p>SG LJ</p>
<p>R20.7 Pay Uplift for GPs Employed as Clinical Leads in Health Board Managed Practices</p> <p>The Executive Director of Primary and Community Services attended to speak to this agenda item. He highlighted the fact that that the top of the pay scale for Clinical Leads was not as high as the top of the consultant pay scale. Cost implications for the service were discussed; it was noted that these were not believed to be very high, relatively speaking. The Executive Director of Workforce & OD advised of the need to understand any gender pay gap implications. In response to the Chair, the Executive Director of Primary and Community Services stated that there were ongoing difficulties in recruiting Clinical Leads, however the proposed uplift might assist retention through the goodwill of current post holder and could potentially result in new recruits. Following discussion, the Committee supported the proposal as set out in the paper presented, and resolved to agree the recommendation that clinical leads in Health Board practices should have the recruitment and retention payment uplifted from 1st April 2019 by 2.5% to £10,050 (full time equivalent) to retain parity with consultant colleagues.</p>	
<p>R20.8 Issues of significance to inform the Chair's report to the Board.</p> <p>It was noted that the business discussed would be included in the Chair's Assurance Report.</p>	<p>MP</p>
<p>R20.9 Any other business</p> <p>None.</p>	
<p>R20.10 Date of next meeting</p> <p>9.4.20, 10.00am, Carlton Court.</p>	
<p>R20.11 Resolution to exclude the press and public</p>	

The Committee moved into private session.	
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Remuneration and Terms of Service Committee

Summary Action Plan - Public

Officer	Minute reference and action agreed	Timescale	Latest update position	Revised timescale
21.1.20				
S Green	R20.3 It was agreed that the Executive Director of Workforce & Organisational Development (OD) would speak with Jan Tomlinson to seek her views on the need for the Trade Union Chair of the Local Partnership Forum to be in attendance at R&TS Committee meetings. The Committee's terms of reference will require review should attendance not be deemed necessary.	April	Update 28.5.20 – SG advised that JT is to continue to be invited to meetings until she has the opportunity to discuss the matter with her personally.	
S Green	R20.3 UPSW: The Executive Director of Workforce & OD, re capability performance and conduct issues for doctors and dentists, and the differences relating to salaried GPs - conduct ongoing work with the Executive Medical Director and arrange for a further paper to be submitted in due course	April meeting [delayed due to Covid-19]	UPSW is provisionally listed for the July R&TS Committee agenda	

L Jones	R20.6 Designated Board Member: It was therefore agreed to seek volunteers in order to identify 2 Independent Members to be nominated by the Chair, to be reviewed after 12 months.	14.2.20	Update 18.5.20 – Chair nominated Lyn Meadows and Jackie Hughes, who agreed to undertake the role for a period of 12 months.	Closed
M Polin	R20.8 It was noted that the business discussed would be included in the Chair's Assurance Report.	7.2.20	Completed	Closed

V31 8.6.20