



**Remuneration & Terms of Service Committee (R&TS)**

Minutes of the Meeting Held on  
4.11.19 in Carlton Court

<p><b>Present:</b></p> <p>Mr M Polin Mrs MW Jones Mrs J Hughes Mr M Hughes</p>	<p>Chair (part meeting) Independent Member and Health Board Vice Chair Independent Member Independent Member</p>
<p><b>In Attendance:</b></p> <p>Mr G Doherty Mrs S Green Mrs L Jones</p>	<p>Chief Executive Executive Director of Workforce &amp; Organisational Development (OD) Assistant Director, Corporate Governance</p>
Agenda Item	Action
<p><b>R19.84 Apologies</b></p> <p>None. The Chair joined the beginning of the meeting during a discussion on staff rotas, and was then called away to attend to an urgent matter. The Health Board Vice Chair took over the chairing of the meeting.</p>	
<p><b>R19.85 Declarations of interest</b></p> <p>The Executive Director of Workforce and Organisational Development indicated that she would have an interest to declare in respect of a paper on the confidential section of the agenda.</p>	
<p><b>R19.86 Draft minutes of previous meeting 29.8.19</b></p> <p>The minutes were approved as an accurate record.</p>	
<p><b>R19.87 Summary action log for discussion</b></p> <p>All actions on the log were closed.</p>	
<p><b>R19.88 Summary of in committee matters discussed at previous meeting</b></p> <p>It was noted that a grievance case, executive team roles and remuneration, and Upholding Professional Standards in Wales had been considered during the previous in committee meeting.</p>	
<p><b>R19.89 Revised R&amp;TS Committee Terms of Reference version v5.02</b></p>	

<p>R19.89.1 The revised terms of reference, with changes agreed at the previous meeting and as submitted to the Board for approval, were noted for information. It was agreed that the Chair would write to the Trade Union Partner Chair of the Local Partnership Forum, to remind her that the terms of reference listed her as an ex-officio member in attendance during R&amp;TS Committee meetings held in public. She would be added to the distribution list and invited to attend part or all of the meetings herself, dependent upon agenda items of interest, or alternatively to send a representative. It was also agreed to ascertain whether the terms of reference wording regarding this matter was standard across Wales.</p> <p>R19.89.2 In response to a query from an Independent Member, the Executive Director of Workforce and Organisational Development stated that the Voluntary Early Release Scheme (VERS) was not currently open, however consideration was being given in respect of this position.</p>	<p>MP</p> <p>LJ</p>
<p><b>R19.90 Issues of significance to inform the Chair’s report to the Board</b></p> <p>It was agreed that the key items of business discussed would be reported to the Board.</p>	
<p><b>R19.91 Any other business</b></p> <p>None raised.</p>	
<p><b>R19.92 Date of next meeting</b></p> <p>21.1.20.</p>	
<p><b>R19.93 Resolution to exclude the Press and Public</b></p> <p>It was resolved to move to private session for the in committee section of the agenda.</p>	