

SCHEDULE 2

Remuneration Committee Standing Orders

Standing Order Review Schedule

Date first Approved by the Board: January 2015

Last Approved by the Board: January 2018

Date of Next Review: January 2020

Schedule Owner – Governance, IT & Facilities Manager

Amendment Overview

Version	Date	Pages	Comments	Actioned
2005 – 1.0				
2012 - 2.0	09/12		Moved to new policy template. Reviewed for discussion by the Governance Committee, before approval by NIMDTA Board	Mark McCarey
2012 - 2.1	09/12		Amended to reflect discussion at Governance & Risk Committee. Powers & responsibilities added. Composition, quorum and frequency meeting of committee clarified. References to 'Chairman' changed to 'Chair' throughout. To be submitted to NIMTDA Board for approval	Mark McCarey
2012 – 2.1	27/09/2012		Presented to NIMDTA Board for approval. Approved.	
2012 – 2.2	10/06/2013		Updated to include 'The Role of Agency' and NIMDTA mission statement	Linda Craig
2014 – 3.0	27/11/2014		Presented to NIMDTA Board for Approval. Approved.	
2016 – 3.1	26/10/16	7	Reviewed following the retirement of the Administrative Director for consideration by the Governance & Risk Committee	Mark McCarey
2016 – 3.2	23/10/16	7	Reviewed following G&R for Board approval. Approved	Mark McCarey

Version	Date	Pages	Comments	Actioned
2018 – 4.0	11/01/18		Reviewed for consideration by G&R on 24/01/18. Approved	Mark McCarey
			Presented to NIMDTA Board 25/01/18. Approved	

Contents

Standing Order Review Schedule.....	2
Role of the Northern Ireland Medical and Dental Training Agency.....	5
1. Introduction	6
2. Policy and Best Practice	6
3. Powers and Responsibilities.....	6
4. Terms of Reference of the Committee	7
5. Composition and Conduct of the Committee	7
6. General.....	8

Role of the Northern Ireland Medical and Dental Training Agency

The Northern Ireland Medical and Dental Training Agency (NIMDTA) is an Arm's Length Body sponsored by the Department of Health (DoH) to train postgraduate medical and dental professionals for Northern Ireland. NIMDTA seeks to serve the government, public and patients of Northern Ireland by providing specialist advice, listening to local needs and having the agility to respond to regional requirements.

NIMDTA commissions, promotes and oversees postgraduate medical and dental education and training throughout Northern Ireland. Its role is to attract and appoint individuals of the highest calibre to recognised training posts and programmes to ensure the provision of a highly competent medical and dental workforce with the essential skills to meet the changing needs of the population and health and social care in Northern Ireland.

NIMDTA organises and delivers the recruitment, selection and allocation of doctors and dentists to foundation, core and specialty training programmes and rigorously assesses their performance through annual review and appraisal. NIMDTA manages the quality of postgraduate medical and dental education in HSC Trusts and in general medical and dental practices through learning and development agreements, the receipt of reports, regular meetings, trainee surveys and inspection visits. It works in close partnership with local education providers to ensure that the training and supervision of trainees support the delivery of high quality safe patient care.

NIMDTA recognises and trains clinical and educational supervisors and selects, appoints, trains and develops educational leaders for foundation, core and specialty medical and dental training programmes throughout NI.

NIMDTA is accountable to the General Medical Council (GMC) for ensuring that the standards set by the GMC for medical training, educational structures and processes are achieved. The Postgraduate Medical Dean, as the 'Responsible Officer' for doctors in training, has a statutory role in making recommendations to the GMC to support the revalidation of trainees. Revalidation is the process by which the GMC confirms that doctors are up to date and fit to practice. NIMDTA also works to the standards in the COPDEND framework for the quality development of postgraduate Dental training in the UK.

NIMDTA enhances the standard and safety of patient care through the organisation and delivery of relevant and valued career development for general medical and dental practitioners and dental care professionals. It also supports the career development of general medical practitioners and the requirements for revalidation through the management and delivery of GP appraisal.

NIMDTA aims to use the resources provided to it efficiently, effectively and innovatively. NIMDTA's approach to training is that trainees, trainers and educators should put patients first, should strive for excellence and should be strongly supported in their roles.

1. Introduction

The primary aim of the NI Medical and Dental Training Agency Remuneration Committee is to advise the Board of NIMDTA about appropriate remuneration and terms of service for the Chief Executive and other executives within the Senior Management Committee.

2. Policy and Best Practice

Certain principles relating to best practice in establishing executive pay within the HSC have been identified. These are as follows:

- Remuneration packages must be such as to enable people of appropriately high ability to be recruited, retained and motivated within levels of affordability;
- All HSC bodies are part of the public sector and what they do including the pay of employees must be publicly defensible;
- A properly defensible remuneration package requires a clear statement of responsibilities with rewards linked to their measurable discharge; and
- Wherever possible, it will be advisable to seek independent advice about pay structures and the state of the market for the kind of managers to be recruited – including consultation with appropriate HSC bodies.

3. Powers and Responsibilities

The Committee is responsible to the Board, but has a devolved authority to take decisions on the remuneration and terms of service of the Chief Executive and members of the Senior Management Committee.

The Board is ultimately responsible for all the decisions and actions taken in its name, whether directly or through its arrangements for delegation. The Board retains the right, therefore, to amend or overturn any decisions or actions of any Committee, Sub-Committee or working group which it deems to be contrary to Board policy or otherwise against the Board's interests.

Minutes of the Board's meetings should record such decisions.

4. Terms of Reference of the Committee

The main functions of the Committee will be:

- to make decisions on behalf of the Board on the remuneration and terms of service of the Chief Executive, Directors, Senior Managers and all other staff to ensure that they are fairly rewarded for their contribution to the organisation (this should include having proper regard to the organisation's circumstances and performance and to the provision of any national agreements for such staff, where appropriate);
- to ensure that Senior Executives and Senior Managers total remuneration can be justified as reasonable in the light of general practices within the public sector in Northern Ireland;
- to advise on and oversee appropriate contractual arrangements for staff covered. This is to include a proper calculation and scrutiny of termination payments, taking account of such national guidance as is appropriate;
- to agree and monitor an award strategy which reflects national agreements and policy;
- to monitor the application of the reward strategy to ensure adherence to equality legislation;
- to agree a performance management system;
- to establish annually, a framework for local pay negotiation, if required; and
- to monitor and evaluate the performance of the Chief Executive and Directors.

5. Composition and Conduct of the Committee

The committee will comprise of the NIMDTA Chair and the other Board members with a quorum of three. The NIMDTA Chair shall hold the position of Chair of the Remuneration Committee.

The Chief Executive and members of the Senior Management team should not be present for discussions about their own remuneration and terms of service. However, they may be invited to meetings of the Committee to discuss other staffs' remuneration and terms of service.

When the Committee is discussing local pay bargaining, it will be supported by the Chief Executive. The Committee can require any member of staff to be present at meetings. The Committee will be constituted as a Committee of the Board of NIMDTA with the power to make recommendations to it. The Terms of Reference will be approved by the Board of NIMDTA and recorded in the minutes.

The Committee shall be conducted formally with minutes of proceedings and decisions being submitted to the Board of NIMDTA.

The Committee shall meet not less than once a year.

The Committee will consider what supporting material it requires but may wish to ensure that it has the following:

- A clear statement of the responsibilities of the individual posts and their accountabilities for meeting objectives of the organisation.
- A means of assessing the comparative job weight e.g. by job evaluation.
- Comparative salary information from the HSC, other public sector organisations and other industrial and service organisations in Northern Ireland.
- Periodic reports from the Chief Executive in order to allow it to make assessments of Directors achievements.

Membership is to be not less than three non-executive members of the NIMDTA Board, one of whom must be the Chair of the Board.

No business shall be transacted at a meeting unless three Board members are present, one of whom must be the Chair of the Board (or the individual who has been appointed to deputise if the Chair is unavailable to fulfil their duties for a period).

6. General

In advising appropriate contractual arrangements, the Committee will wish to note that best employment practices recommend that the remuneration and terms and conditions of engagement of staff are set down in writing in a contract of employment, signed by both employer and employee. Although there is no legal requirement to do so, the Committee will want to note that the Employment Rights (NI) Order 1996 requires that each employee receives written particulars of certain terms of the employment contract.