Ashford and St. Peter's Hospitals NHS
NHS Foundation Trust

COUNCIL OF GOVERNORS
28th May 2013

TITLE	**Remuneration and Appraisal Committee Minutes**
EXECUTIVE SUMMARY	The draft minutes from the Committee meeting held on 9th April 2013 are attached for information. The Committee discussed: ▪ Chairman's appraisal process; and ▪ Non-Executive Director remuneration.
The Council is asked to:	Note the minutes.
Submitted by:	David Frank, Chairman of the Remuneration and Appraisal Committee and Public Governor for Surrey Heath
Date:	May 2013
Decision:	For Noting

Ashford and St. Peter's Hospitals NHS
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Council of Governors

Minutes of the Remuneration & Appraisal Committee
9th April 2013

Chertsey House, St Peter's Hospital
5pm

PRESENT:	Mr David Frank (Chair)	Public Governor – Surrey Heath
	Mrs Margaret Lenton	Public Governor – Windsor & Maidenhead
	Ms Michèle Low	Public Governor – Hounslow
	Mr Paul Wills	Staff Governor
	Mr Hugh Meares	Appointed Governor – Runnymede
APOLOGIES:	Mr Andrew Liles	Chief Executive
IN ATTENDANCE:	Ms Raj Bhamber	Director of Workforce and Organisational Development
	Mr George Roe	Head of Corporate Affairs
	Mr Peter Taylor	Senior Independent Director (for minute R&A-3/13)

Minute **Action**

R&A-1/13 Minutes of Previous Meeting

The minutes of the meeting held on 25th July 2012 were agreed as a correct record.

R&A-2/13 Matters Arising

There were no matters arising which were not covered elsewhere on the agenda.

R&A-3/13 Appraisal process: Chairman

Peter Taylor, Senior Independent Director, advised the Committee of the proposed process for the Chairman's appraisal noting that whilst the Chairman's appraisal was conducted between October and February in the prior year it would be completed in May this year to align this process with the financial year. The appraisal would be discussed with the Non-Executive Directors and the Chair of the Remuneration & Appraisal Committee prior to a report to the Remuneration & Appraisal Committee and subsequently the full Council of Governors.

The Committee ENDORSED the appraisal process.

Minute **Action**

R&A–4/13 Review of Chairman and Non-Executive Remuneration

The Director of Workforce and Organisational Development presented the paper which summarised the Chairman's and Non-Executive Director's remuneration from March 2011 to March 2013 at ASPH and options for remuneration for 2013/14. Comparative details of remuneration at Royal Surrey County Hospital were provided plus benchmarked remuneration across a wider catchment. These identified that the current remuneration rate benchmarked at a similar or slightly higher level than the average.

David Frank highlighted that the market the Non-Executive's and Chairman were operating within had not changed since remuneration rates had been set. This may have been a different position had the Epsom transaction progressed.

The Committee agreed to maintain remuneration at current levels as there was no evidence that they were off market rate. Michele Low emphasised that this maintenance of remuneration was not a reflection of the Committee's views of the Chairman's or Non-Executive Director's performance.

The Remuneration and Appraisal Committee AGREED that there should be no change to the current remuneration for the Chairman and Non-Executive Director's.

R&A–5/13 Any other Business

None.

R&A-6/13 Date of Next Meeting

The next formal business to be conducted by the Committee would be to endorse the outcome of the Chairman and Non-Executive Director appraisals.

Signed

David Frank (Chairman)

Action log

Meeting Date	Minute Ref	Topic	Action	Lead	Due Date	Comment as at	Status
None							