	Remuneration Committee Work Programme 2019						
1	**Council, the Chair of the Council and other non-executives**	**Author**	**24/01/2019 (additional meeting)**	**21-Mar**	**24-Jun**	**26-Sep**	**09-Dec**
1.1	Council member recruitment	Rachel Knight	Discuss	Update	Update	Confirm	Lessons
1.2	Council member appointments and reappointments	Rachel Knight	Discuss	Chair		Confirm	
1.3	Council member induction	Rachel Knight		Update	Update	Outcomes	Outcomes
1.4	Evaluating the performance of the Council	Bobby Davis		Scope	Update	Update	Outcomes
1.5	Council member appraisal process	Rachel Knight	Outcomes- tbc	Outcomes		Approve	
1.6	Remuneration report (annual report and accounts)	Samantha Bache	Approve	Approve			
1.7	Non-executive remuneration policies (every 2 years-due 2020)	Rachel Knight	N/A	N/A	N/A	N/A	N/A
1.8	Chair of Council's Royal Society of Medicine membership for 2020	Rachel Knight				Approve	
1.9	Council member expenses and accommodation	Guvinder Soomal	Discuss	Recommend			
1..10	Appraisal of the Chair of Council – External Feedback (from Matthew Hill)	Bobby Davis			Approve		Outcomes
1..11	Independent Member appointment and/or reappointment	Rachel Knight					
2	**Chief Executive and EMT**						
2.1	Review the process for the annual appraisal and objective setting of the Chief Executive, including external feedback	Bobby Davis	Objectives set			Approve	Update
2.2	Proposals for any remuneration review for the directors	Ian Brack		Recommend			
2.3	Chief Executive salary review	Chair		Recommend			
3	**Reward, Recognition and Remuneration**						
3.1	Pension Strategy and/or Operational activity	Kim Chudley		Update			Update
3.2	Annual funding update as at 1 April 2019	Samantha Bache				Discuss	
3.3	Annual report from Chair of the Pension Trustees (external)	Samantha Bache					Discuss
3.4	Staff performance	Alex Bishop		Discuss	Discuss		
3.5	Staff pay assessments	Kim Chudley		Discuss	Discuss		
3.6	Expenses	Samantha Bache				Review	
4	**POD Strategy and Continuous Improvement**						
4.1.1	Associates Project- workforce planning	Andrew Obst	Focus/strawman	Focus	Update/ POD	Update/ POD	Update/ POD
4.1.2	Associates Project- fees	Andrew Obst	Recommend-tbc	Recommend -tbc	Update/ POD	Update/ POD	Update/ POD
4.1.3	HR balanced scorecard (part of POD programme pack)	Kim Chudley	Update/ POD	Update/ POD	Update/ POD	Update/ POD	Update/ POD
4.1.4	HR management information (analysis for action)	Kim Chudley	Update/ POD	Update/ POD	Update/ POD	Update/ POD	Update/ POD
4.1.5	HR policy and statutory changes (by exception)	Kim Chudley	Update/ POD	Update/ POD	Update/ POD	Update/ POD	Update/ POD
4.1.6	Internal Communications	Clem Morris	Update/ POD	Update/ POD	Update/ POD	Update/ POD	Update/ POD
4.1.7	EDI update	Alex Bishop	Update/ POD	Audit outcomes action plan	Update/ POD	Update/ POD	Update/ POD
4.1.8	Planning and Performance	Kim Chudley	Update/ POD	Update/ POD	Update/ POD	Update/ POD	Update/ POD
4.1.9	Organisational Design	Elaine Dunlop	Focus	Focus	Update/ POD	Update/ POD	Update/ POD
4.1.10	"Grow Our Own"	Bobby Davis		Focus	Update/ POD	Update/ POD	Update/ POD
4.1.11	Resourcing and Recruitment	Kim Chudley		Update/ POD	Focus	Update/ POD	Update/ POD
4.1.12	Resilience (incl. arrangements for succession planning of the Chief Executive and the directors)	Bobby Davis		Outcomes	Discuss Staff	Update/ POD	Update/ POD
4.1.13	Learning and Development	Alex Bishop		Update/ POD	Update/ POD	Update/ POD	Update/ POD
4.1.14	Engagement	Alex Bishop		Update/ POD	Focus	Update/ POD	Update/ POD
4.1.15	Wellbeing and Inclusivity	Alex Bishop		Focus	Update/ POD	Update/ POD	Discuss
4.1.16	HR Systems Review	Kim Chudley		Update/ POD	Focus	Update/ POD	Update/ POD
5	**Matters from Council / Other Committees**						
5.1	Estates Strategy - People aspects/Remco involvement	Bobby Davis		Discuss	Discuss	Discuss	Discuss
5.2	Internal audit report on EDI	Alex Bishop		Audit outcomes			
6	**Governance**						
6.1	Committee Terms of Reference Review	Polly Button					Approve
6.2	Items to be seen by other Committees	Chair		Discuss	Discuss	Discuss	Discuss
7.3	Report to Council	Polly Button		Discuss	Discuss	Discuss	Approve
7.4	Future Work Programme items, Work Programme Review	Polly Button		Discuss	Discuss	Discuss	Approve
7.5	Meeting Review / Committee Effectiveness	Chair		Discuss	Workshop?	Discuss	Discuss

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