

HTA Board meeting paper, 7th March 2024

Agenda item	5.2
Purpose: for information or decision?	Governance The paper provides an overview of the business of the Remuneration Committee (REMCO) meeting held on 26th January 2024 Approved by Ellen Donovan, Chair of REMCO.
Decision making to date?	N/A
Recommendation	The Board is asked to note the content of the Report
Which strategic risks are relevant?	N/A
Strategic objective	N/A
Core operations / Change activity	Core operations
Business Plan item	Private Office – facilitating Board, Committee, and Senior Management functions, providing good governance support and compliance with Government requirements
Committee oversight?	REMCO - Remuneration Committee
Finance and resource implications	N/A
Timescales	For consideration by the Board on 7 th March 2024
Communication(s) (internal/external stakeholders)	N/A
Identified legislative implications	N/A

Remuneration Committee Update

1. The Committee met on the 26th January 2024, approved the minutes of the meeting held on 13th September 2023 and agreed that the actions had been completed.
2. In addition to the Committee Members, three other Board Members (Mhairi Anderson, Tom Chakraborti and Jessica Watts) attended the meeting as observers.
3. The Committee considered two items.

Our actions to mitigate Risk 4, including recruitment and retention to reduce turnover/attrition

4. The Committee considered a paper that originally was sent to the Audit and Risk Assurance Committee about Risk 4: 'Failure to adequately deliver the diverse, capable workforce the HTA requires or needs to fulfil its functions and objectives.'
5. The Committee received an update on the transition to HR shared services, on the excellent support being provided by CQC HR colleagues, within the constraints of the Shared Services agreement, as well as what needs to be done over the coming financial year to further bolster the HR service and People response. It was noted that Claire Clarke of CQC HR will be invited to attend future meetings of the Remuneration Committee. She was unable to attend this meeting.
6. The Committee Chair reported the twin ambitions of: (a) preparing a HR Plan for 2024/5, which the Committee will look forward to seeing; and (b) building capacity within the HTA to be able to focus on what the HR provider can deliver. It was noted that Tom Skrinar carries this role at present, which entails regular meetings with CQC.
7. The Committee recommended that, in future, the term 'HTA's HR provider' should be used. Moreover, the Committee Chair offered to introduce Colin Sullivan and Tom Skrinar to their counterparts at a Welsh public body,

HTA meeting papers are not policy documents.

Draft policies may be subject to revision following the HTA Board meeting

Qualifications Wales, which employs approx.. 70 staff. The Chair thought there could be opportunities for shared learning.

Update on latest Equality, Diversity, and Inclusion (EDI)

8. The Committee considered a paper on the most recent EDI statistics relating to HTA's workforce and which provided an update on EDI activity within the organisation.
9. It was noted that the timing of the Committee coincided closely to the Holocaust Memorial day events, which staff at the HTA could join via EDI networks at DHSC and Cabinet Office.
10. The Committee discussed (a) the diverse nature of the HTA's workforce, especially its geographic spread UK-wide; (b) gender pay balance; (c) understanding the importance of how recruitment advertisements are worded so that they attract the widest possible pool of candidates, female and male; and (d) what can be done to establish staff groups for those with protective characteristics. It was, however, noted this is a challenge for such a small organisation.
11. The Committee concluded by recommending, where possible, more research into where staff, especially female and from ethnic minority groups, are in their careers, how long they wish to stay with the HTA, and how they can be developed for the next stage in their careers.

Recommendation

12. The Board is asked to note the content of this report.