

# Workforce Committee Terms of Reference

**GPhC0005 Version 3.2**

This policy sets out the delegated remit and function of the GPhC Workforce Committee (WFC).



## Policy details

<b>Policy reference</b>	<b>GPhC0005</b>
<b>Version</b>	3.2
<b>Policy author</b>	Laura McClintock, Chief of Staff
<b>Approved for issue by</b>	Council, 14 September 2023
<b>Effective from</b>	14 September 2023
<b>Next review</b>	12 September 2024

## Version control tracker

Version	Approved date	Description of change	Amendments by
1.0	7 June 2018	Amendments to paragraph 2.1 – “without disclosing the remuneration of any member of staff other than the Chief Executive and Registrar”	Helen Dalrymple, Council
2.0	13 June 2019	Added new section 1.1 “to ensure that all policies and work within the Committee’s remit take account of and promote the GPhC’s culture and values, and commitment to equality, diversity and inclusion”.	Laura McClintock, Chief of Staff
2.1	11 June 2020	Reviewed by Council as part of annual requirement. No changes made – version number updated to reflect annual review.	Janet Collins, Governance Manager
3.0	15 July 2021	Name updated to ‘Workforce Committee’. Terms of Reference include greater detail and scope following Committee review in January and April 2020. Version number updated to 3.0	Gary Sharp and Laura McClintock
3.0	9 June 2022	Annual review of terms of reference completed. No changes required. Existing version number retained.	Gary Sharp and Laura McClintock
3.1	8 September 2022	Minor updates to section headers and language, to ensure consistency and alignment across all non-statutory committee terms of reference, where appropriate. No other substantive or significant changes to content.	Laura McClintock
3.2	14 September 2023	Annual review of terms of reference completed and approved. No significant changes.	Janet Collins

# Contents

1. Terms of reference and delegated authority ..... 2

2. Accountability and reporting..... 3

3. Composition ..... 3

4. Quorum ..... 3

5. Frequency and scheduling of meetings ..... 3

6. Attendance ..... 3

7. Secretariat ..... 4

8. Monitoring and compliance ..... 4

## **1. Terms of reference and delegated authority**

- 1.1 The Council has established a Workforce Committee to support the Council by providing assurance that there are appropriate systems in place for remuneration for council members, employees and others and associated workforce matters.
- 1.2 The Committee is a non-executive committee and has no executive powers except as set out in these Terms of Reference.
- 1.3 Under delegated powers from the Council and within the Council's policies:
  - To approve or reject (not amend) the remuneration packages, including the basis on which performance would be assessed and any bonuses awarded, for the Chief Executive & Registrar and those directors who report directly to the Chief Executive & Registrar;
  - To approve or reject the overall remuneration framework for the remainder of the GPhC's employees (the responsibility to make recommendations on remuneration packages for directors and the overall remuneration framework falls to the Chief Executive & Registrar alone, as does the decision-making on remuneration for the GPhC's employees other than the Chief Executive & Registrar and those directors who report directly to the Chief Executive & Registrar).
  - To advise the Council on remuneration policy for Council members.
  - To determine the remuneration and expenses policy for non-statutory committee members, and those associate groups established under legislation (statutory committee members, legal and clinical advisers to statutory committees, assessors and visitors), including advising on appropriate remuneration for any recipients of honoraria;
  - To advise the Chief Executive and Registrar on the staff expenses policy.
  - To ensure that all policies and work within the committee's remit (which includes reward strategy, workforce resourcing, succession planning and health & wellbeing matters in addition to organisational development) take account of GPhC's culture and values, and commitment as a good employer to equality, diversity and inclusion.
- 1.4 The Committee may obtain independent professional advice and secure the attendance of external advisers (for example, remuneration consultants) with relevant experience and expertise if it considers this necessary, within the budget approved by the Council.
- 1.5 The Council members on the Workforce Committee will have a conflict of interest and so the Committee should rely heavily on independent advice to inform its recommendations.
- 1.6 The Committee may operate in an informal workshop mode to enable it to discuss a wider range of topics in order to set the context for its responsibilities as outlined above. This may include the creation of 'Task and Finish' Groups which can operate separately to the Committee and make recommendations for wider consideration by the Committee.

## **2. Accountability and reporting**

- 2.1 The Committee is accountable to the Council. The minutes of each Workforce Committee meeting shall be circulated to the Council, except where the Committee considers that all or part of its minutes should remain confidential to the Committee and its secretariat.
- 2.2 The Committee should report its decisions to the Council without disclosing the remuneration of any member of staff other than the Chief Executive & Registrar.
- 2.3 The Committee shall report annually to the Council on its work.
- 2.4 The Committee may submit advice separately to the Council on issues where it considered that the Council should be taking action.

## **3. Composition**

- 3.1 The Committee, including its Chair, is appointed through arrangements agreed by the Council.
- 3.2 The Committee shall have no more than six members, but may operate with fewer while a vacancy exists, provided the quorum is maintained.
- 3.3 Committee members may include the Chair of Council, Council members, and include at least one lay member and one registrant member. The group may also include two external members with appropriate skills and experience.
- 3.4 The Council will appoint one of the Council members serving on the group as Chair, based on relevant background and skills. If this is not the case at any time, the Council should give serious consideration to the appointment of an independent chair.
- 3.5 In the absence of the Chair, the Committee shall elect another of its members to chair the meeting.

## **4. Quorum**

- 4.1 A quorum shall be three members of the Committee.

## **5. Frequency and scheduling of meetings**

- 5.1 The Committee shall meet not less than three times per year. Additional meetings may be scheduled if necessary.
- 5.2 Where possible, the Committee's frequency of meetings shall support the business cycle (e.g. consideration of the GphC's annual pay review).
- 5.3 There will be a forward planner scheduling business aligned with the wider GPhC agenda for each meeting.

## **6. Attendance**

- 6.1 Only members shall be entitled to attend Committee meetings. The Chief Executive & Registrar will attend the meetings along with other key members of staff, as necessary (except that they shall not be present during discussions relating directly to their own position).
- 6.2 Other Council members may attend meetings at the invitation of, or with the agreement of, the Chair of the Committee.

- 6.3 The Committee may request any employee or member to attend a meeting to assist with its discussions on any particular matter or to provide any information it may reasonably require in order to fulfil its remit. All employees and members are directed to co-operate with any reasonable request made by the Committee.
- 6.4 The Committee may ask any or all non-members to withdraw for all or part of a meeting if it so decides. In such an instance, the Chair shall ensure that a proper record is made of the meeting.

## **7 Secretariat**

- 7.1 The Chief Executive & Registrar shall ensure that appropriate secretariat support is provided to the Chair and to the Committee.

## **8. Monitoring and compliance**

- 8.1 These terms of reference are reviewed annually by the Workforce Committee and approved by the Council, in line with the Scheme of Delegation.



