

**Governors Council  
Nomination & Remuneration Committee**

**Minutes of the meeting held on Friday 10<sup>th</sup> November 2006 at 12md  
in the Barton Room, James Paget Hospital**

<b>Present:</b>	John Hemming	Chairman
<b>Governors:</b>	Paul Smith	Staff
	Wendy Mawer	Appointed
	Liz Harrison	Public
	Chris Smith	Public
<b>In attendance:</b>	Helen Cruess	Senior HR Adviser
	Ann Filby	Foundation & Communications Manager Minute Taker

**Action**

1. **Welcome and Apologies for Absence**  
Apologies were received from Peter Harrison, Staff Governor; David Wright, Appointed Governor.
2. **Declaration of interests**  
There were none declared. The Governors Declarations of Interests register would be checked for Wendy Mawer to ensure this included her First East role.
3. **Minutes of the meeting held on 11<sup>th</sup> October 2006**  
The minutes of the previous meeting were agreed.
4. **Non Executive Director Vacancy**  
The selection process for Non Executive Directors and the remuneration policy had been approved at the earlier meeting of the Governors Council. The Chairman referred to the detailed policy and summarised the reasons behind the three preferred areas of expertise to be sought to complement the current Board of Directors: community healthcare management; project management and estate development.  
  
The Chairman was concerned about the geographical split of the current NEDs and the need for someone living in the Gt Yarmouth/Gorleston area. However, it was not felt appropriate to include this as a requirement but advertising in the Eastern Daily Press and Yarmouth Mercury would at least target these areas. It was **agreed** that:
  - The advert would include the first two paragraphs of the person specification at Appendix 10 and an agreed selection of the qualities and skills.

**AMF****AMF**

- A revised copy of the job description and person specification would be prepared to include an accountability map, as raised at Governors Council, and would be sent to Helen Cruess. AMF
- An advert would be drafted and circulated to the Chairman and then the Committee for comment, by Wednesday 15<sup>th</sup> November. The position should be advertised in the local press, particularly the EDP, Yarmouth Mercury, East Anglian Daily Times, and included on NHS Jobs. HC
- Rebecca Driver/Ann Filby to work on the pack to be sent to applicants. RD/AMF
- An application form similar to the Appointments Commission form will be used. To be sent to Helen Cruess. AMF
- Competence based recruitment training to be arranged for all Committee members prior to interview panel being set up. HC
- Date of interview to be agreed by Committee, to be included in advert AMF
- Selection process to include open evening at the Trust
- The Communications team/Chairman's office would manage the process with appropriate HR support on requirements RD
- Draft induction process that was submitted to Monitor to be circulated to Committee members for comment AMF

## 5. **Any Other Business**

### Circulation of Roy Haynes' paper on remuneration

Chris Smith referred to the paper that had not been circulated from 11<sup>th</sup> October meeting and asked if it could be sent to the whole Governors Council. The decision had been made to limit the amount of paper sent, partly to avoid a repeat of the discussions in the Committee, but it would be circulated with the minutes. A generic paper on the 360° process would also be helpful. AMF

Wendy Mawer highlighted the Carver Principles, and a presentation she was aware of that may help set out clearly the strategic role of the Governors Council. This would be obtained from Gwen Parsons at Lowestoft College and given at the next meeting of Governors Council on 9<sup>th</sup> March. The issues raised, particularly around Committee set up, could then feed into a review of the current constitution. AMF

## 6 **Date, time and venue of next meeting:**

The next Nomination & Remuneration Committee Meeting will be held at 2.30pm on **Wednesday 24<sup>th</sup> January 2007** in the Boardroom, James Paget Hospital.

### **Distribution:**

Committee members

### **Contact details:**

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