

# **CCG REMUNERATION FRAMEWORK 2017-2018**

## **1 INTRODUCTION**

The following Remuneration Framework sets out the CCG approach to payment for work undertaken on behalf of the CCG. . The intention is to ensure there is a consistent approach across the CCG which demonstrates the value attached to this work, and is justifiable in terms of use of public funds. The Framework is agreed by the Remuneration and Terms of Service Committee as an independent group with no conflict of interest. The Framework will be reviewed on at least an annual basis or in response to relevant national guidance as and when it is published. The framework will be reviewed regularly to ensure fairness in pay practices and compliance with any Tax; National Insurance and Pension legislation.

## **2 KEY POINTS**

### **2.1 Scope**

The framework is intended to cover GPs, nurses, practice managers, lay member, and patient representatives who are either:

- (1) Fulfilling statutory roles on the Governing Body (with attendant governance responsibilities) or
- (2) Carrying out agreed work on behalf of the CCG, in significant clinical leads roles or supporting ad hoc short term pieces of project work.
- (3) The Framework does not cover the remuneration of VSM's which is overseen by NHS England nor does it cover other CCG staff who are remunerated under Agenda for Change National Terms and Conditions.

### **2.2 Aims**

The aims of the framework are to

- provide consistency and transparency across the CCG;
- recognise the two distinct roles of (1) governance of the organisation, and (2) delivery of clinical leadership work;
- address the need for Clinical Leaders who are working regular sessions with clear agreement for a set period of time detailing remuneration and responsibilities;
- provide a headline sessional rate for GPs undertaking ad hoc or short term commissioning work;
- provide clarity on payment of pension contributions, travel expenses and VAT
- set out the CCG approach to recognising the work undertaken by practice managers, practice nurses, lay people and patient representatives;
- ensure that the total expenditure is affordable within the relevant running cost budget.

### **2.3 National and Local guidance**

When first established CCG's were permitted to have autonomy in setting pay within their organisations more recently with the potential for increasing mergers and new organisational boundaries CCG's have been required to pay consistently and to bench mark themselves against other CCG's. Pay rates have therefore remained equitable. The CCG will however keep this under review pending any

further national guidance, and discuss with HMRC in general or relating to specific instances where deemed appropriate.

## **2.5 Payment to GPs**

### **2.5.1 Contract for Service**

All CCG GPs who undertake ad hoc; infrequent; project based work should receive a Contract for Service which includes adherence whilst undertaking that work to the CCG and their own Professional Code of Conduct. All such contractors will be required to sign a confidentiality agreement; declare any conflict of interest; and have any relevant DBS clearance and be cognisant of the rules around information governance.

### **2.5.2 Sessional Rate**

Although the framework GP sessional standard rate remains at £285.00 per session (3.5 hours) as paid time worked, to include time to travel and meeting preparation time. From this rate GPs were expected in the past to pay their required pension contribution. From 1 April 2017 new pension rules have been introduced and the CCG will pay the relevant employer pension contributions on top of this rate. Thus in effect creating a significant uplift, on average the cost to the CCG will be in excess of £350 per session. The CCG will be required to pay any pension costs directly to the GP Pension scheme this is to include both individual and employer contributions. The individual pension payment will be deducted from the amount paid for any invoice submitted at the £285 sessional rates.

GPs whose working relationship with the CCG falls outside the IR35 Tax Rules should submit invoices based on sessions worked each month or not less than every quarter in arrears.

### **2.5.3 Tax & Pension Payments**

GPs undertaking ad hoc; infrequent; short term project work will continue to be responsible for ensuring this is declared as personal or practice income as appropriate to their situation, and that Tax / National Insurance and any pension contributions are paid at the correct rate. However the Pensionable amount for both employee and employer will be paid directly by the CCG on all work undertaken.

### **2.5.4 Travel Expenses**

GPs undertaking ad hoc; infrequent; short term project work £0.56 per mile (reducing to £0.20 per mile after 3,500 miles) to be claimed via invoice.

### **2.5.5 Employment of GPs**

All CCG GPs who undertake regular and defined work for the CCG will be required to meet the requirements outlined in the IR 35 legislation. This may result in a requirement for those GPs to be employed directly by the CCG for that work undertaken.

Annual salary will be calculated in line with the sessional standard rate at £285.00 per session (3.5 hours) as paid time worked, to include time to travel and meeting preparation time but the number of sessions to be delivered will be agreed in advance and the annual salary calculated also calculated in advance but paid monthly subject to Tax; National Insurance and Pension.

Annual leave and any sick leave entitlement will be calculated and any absences should be authorised by the Director or nominated other responsible for the work. The objectives for work undertaken during this period of employment will be set and managed by the relevant CCG Director and overseen by either the CCG Chief Clinical Officer or the Deputy Chief Clinical Officer.

However, all Governing Body GP members will automatically be assumed on to an employment contract. This will be for 8 sessions per month remunerated at a monthly rate of £2,280 per month and an annual earned income of £27,360.

Those GP members will also be entitled to 35 hours of annual leave per annum. As the employment contract is associated with an elected term at the end of that term there will be no requirement to pay redundancy. A period of one month's notice will be given of the end of term in the event that the individual is unsuccessful in being re-elected. The tenure of election is a maximum of two terms. Objectives for this period of employment will be set by the CCG Governing Body Chair / Clinical Chief Officer and the CCG Governing Body Vice Chair.

Whist employees of the CCG such GP Clinicians will be expected to abide by the CCG and their own Professional Code of Conduct and specifically the following CCG Corporate and OD & HR Policies and Procedures:-

- Disciplinary
- Grievance
- Capability
- Code of Conduct for Confidentiality
- Conflicts of Interest Policy
- Confidentiality Agreement
- Dignity at Work
- Travel Policy & Related Expenses
- Ways of Working
- Freedom to Speak Up

## **2.5.6 Travel Expenses**

GPs employed by the CCG can claim £0.56 per mile (reducing to £0.20 per mile after 3,500 miles). These expenses will be claimed via the CCG e-expenses system authorised for payment by the CCG Governing Body Chair for Governing Body members and by the relevant Director for all other GP Clinical Leads. Claims must be submitted within two calendar months of the expenses being incurred.

## **2.5.7 GP or Partner Backfill**

The pay rates in this Framework are intended as the total payment. It is not proposed that any additional 'backfill' payment is made. However, in exceptional circumstances, where reasonable receipted locum costs exceed the CCG pay rate,

the Remuneration & Terms of Service Committee will consider requests on a case by case basis.

## 2.6 Practice Managers and Practice Nurses

On occasion, the CCG may decide to appoint a Practice Manager or Practice Nurse to bring a range of complementary skills to the work of the CCG.

### 2.6.2 Sessional Rate

The CCG guideline rates for Practice Managers and Practice Nurses are £87.50 per 3.5 hour session.

Practice Managers / Practice Nurses will be responsible for ensuring this is declared as personal or practice income as appropriate to their situation, and that tax / National Insurance is paid at the correct rate. The IR35 assessment must be applied to all work undertaken on behalf of the CCG and where not deemed relevant the CCG must be assured that all tax; national insurance and pension liabilities are paid on the work that is carried out.

Objectives for these roles would be agreed in line with any relevant project objectives and participate in regular review of project progress with a designated CCG project lead.

Invoices based on sessions worked, submitted at least quarterly.

### 2.6.3 Travel Expenses

Practice Managers and Practice Nurses undertaking work for the CCG will be entitled to claim £0.56 per mile (reducing to £0.20 per mile after 3,500 miles) via invoice.

## 2.7 Governing Body Lay Members (statutory roles)

2.7.1 Where Lay Members are fulfilling statutory roles or equivalent on the CCG Governing Body, the following rates are recommended:

Role	Pay	Time commitment
Lay Member: Patient & Public Involvement / GB Vice-Chair	£13,136 p.a.	3.5 days per month
Lay Member: Governance	£13,136 p.a.	3.5 days per month
Lay Member: Assurance	£13,136 p.a.	3.5 days per month
Lay Member: Finance & Performance	£13,136 p.a.	3.5 days per month

This reflects the governance responsibility inherent in the roles. Objectives for these roles will be set and managed by the CCG Governing Body Chair or CCG Deputy Governing Vice Chair. Annual leave and any sick leave entitlement will be calculated at the beginning of the term of appointment and absence authorised by the CCG Governing Body Chair or CCG Governing Body Vice Chair.

## **2.7.2 Travel Expenses**

Lay Members should claim £0.56 per mile (reducing to £0.20p per mile after 3,500 miles). These expenses will be claimed via the CCG e-expenses system authorised for payment by the CCG Governing Body Chair. Claims must be submitted within two calendar months of the expenses being incurred.

## **2.8 Hospital Doctor**

**2.8.1** The terms for the statutory secondary care clinician on the Governing Body will be similar to those for the Governing Body GP members.

### **2.8.2 Travel Expenses**

The Hospital Doctor will claim £0.56 per mile (reducing to £0.20 per mile after 3,500 miles).

## **2.9 Patient Representative Roles**

**2.9.1** For patient representative roles specified CCG work, there are two options. These cover roles where the patient is representing an independent perspective. For these roles the IR 35 legislation will be applied and;

- a) Travel and subsistence expenses only may be offered. This ensures that patient representatives are / are seen to be fully independent and free to express their opinion. Or
- b) Where there are specified roles for a patient representative, elected and / or selected through a transparent process, a payment ('honorarium') may be offered to recognise the time commitment with a recommended rate of [£1000] per year.

### **2.9.2 Travel Expenses**

PRG Representatives - £0.56 per mile (reducing to £0.20 per mile after 3,500 miles). To be claimed via invoice.

Non PRG Representatives - £0.45 per mile HMRC Rate. To be claimed via invoice.

## **2.10 CCG Remuneration and Terms of Service Committee**

The CCG Remuneration and Terms of Service Committee will review and decide on revisions to this CCG Remuneration Framework at least on an annual basis and within national guidance.

Approved by:-

Remuneration & Terms of Service Committee

18 April 2017

Endorsed by:-

Governing Body

9 May 2017