



DIGITAL HEALTH AND CARE WALES REMUNERATION AND TERMS OF SERVICE COMMITTEE EFFECTIVENESS SELF ASSESSMENT REPORT

Agenda Item	2.4
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Name of Meeting	Remuneration and Terms of Service Committee
Date of Meeting	13 March 2025

Public or Private	Private
IF PRIVATE: please indicate reason	Draft Status - Final Version will be Public

Executive Sponsor	Chris Darling, Director of Corporate Affairs Board Secretary
Prepared By	Laura Tolley, Head of Corporate Governance Deputy Board Secretary
Presented By	Chris Darling, Director of Corporate Affairs Board Secretary

Purpose of the Report	For Noting
Recommendation	The Committee is being asked to
NOTE the content of the report.	

1 IMPACT ASSESSMENT

STRATEGIC MISSION	All missions apply
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CORPORATE RISK (ref if appropriate)	ALL
QUALITY IMPACT ASSESSMENT (ref if appropriate)	N/A

WELL-BEING OF FUTURE GENERATIONS ACT	A Healthier Wales
If more than one standard applies, please list below:	

DHCW QUALITY STANDARDS	N/A
If more than one standard applies, please list below:	

DUTY OF QUALITY ENABLER	Information
DOMAIN OF QUALITY	Effective
If more than one enabler / domain applies, please list below:	

EQUALITY IMPACT ASSESSMENT STATEMENT	Date of submission: N/A
No, (detail included below as to reasoning)	Outcome: N/A
Statement: N/A	

IMPACT ASSESSMENT	
QUALITY AND SAFETY IMPLICATIONS/IMPACT	No, there are no specific quality and safety implications related to the activity outlined in this report.
LEGAL IMPLICATIONS/IMPACT	No, there are no specific legal implications related to the activity outlined in this report.
FINANCIAL IMPLICATION/IMPACT	No, there are no specific financial implications related to the activity outlined in this report
WORKFORCE IMPLICATION/IMPACT	No, there is no direct impact on resources as a result of the activity outlined in this report.

SOCIO ECONOMIC IMPLICATION/IMPACT	No, there are no specific socio-economic implications related to the activity outlined in this report.
RESEARCH AND INNOVATION IMPLICATION/IMPACT	No, there are no specific research and innovation implications relating to the activity outlined within this report.

2 APPROVAL / SCRUTINY ROUTE

Person / Committee / Group who have received or considered this paper prior to this meeting		
PERSON, COMMITTEE OR GROUP	DATE	OUTCOME
Chris Darling, Board Secretary	March 2025	Approved

Acronyms			
DHCW	Digital Health and Care Wales	SHA	Special Health Authority
RATS	Remuneration & Terms of Service Committee	SOs	Standing Orders

3 SITUATION / BACKGROUND

- 3.1 The Chair of the Remuneration and Terms of Service Committee is required to present an annual report outlining the business of the Committee throughout the financial year to the DHCW SHA Board. The report is designed to provide assurance on the monitoring and scrutiny on behalf of the DHCW Board in relation to their remit. As part of this process the Committee are required to undertake an annual effectiveness self-assessment questionnaire.
- 3.2 Members of the Committee are asked to discuss and review the Committee effectiveness self-assessment questionnaire relating to the activities and performance of the Committee on behalf of the Board during 2024/25.
- 3.3 Members should note four responses were received. The report does not include comments in order to ensure anonymity.

4 SPECIFIC MATTERS FOR CONSIDERATION BY THIS MEETING (ASSESSMENT)

4.1 Summary report

The report is split into three areas:

- Positive assurance
- Areas requiring further assurance
- Areas requiring further action

Positive Assurance	<p>Area: Composition, Establishment and Duties</p> <p>Members were aware that:</p> <ul style="list-style-type: none"> • There were approved Terms of Reference and there was an expectation they were reviewed annually to take into account governance developments and the remit of other Committees within the organisation. • The Committee will prepare an annual report on its work and performance for 2024/25 to the SHA Board. One respondent was not aware of the production of an annual report. • The Committee have established an annual cycle of business to be dealt with across the year. <p>Members felt:</p> <ul style="list-style-type: none"> • The Committee had been provided with sufficient authority and resources to perform its role effectively. • The Committee meet sufficiently frequently to deal with planned matters and there was sufficient time for questions and discussions. • The atmosphere is considered conducive to open and productive debate and behaviour is courteous and professional • Meetings were scheduled prior to important decisions being made. • Agenda items are appropriately 'closed off'.
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Area: Committee Leadership and Support

Findings:

- The meetings are effectively chaired with clarity of purpose and outcome
- The Chair provided clear and concise information to the Board on the activities of the Committee and any gaps in assurance and/or control
- Members felt the Committee is **adequately supported by the Executive Directors** in terms of attendance, quality and length of papers and response to challenges/questions.
- Members felt there was **adequate secretariat support** with one response commenting that a highlight effective and efficient Governance team who help to ensure the Committee discharges its duties effectively.
- Members felt their **training was adequate**, and no further training was required to fulfil their roles.
- General comments from members indicate the Committee is effectively run to a good standard.

<p>Areas Requiring Further Action / Assurance</p>	<p>There were no findings requiring further action or assurance.</p>
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5 KEY RISKS / MATTERS FOR ESCALATION TO BOARD / COMMITTEE

5.1	<p>The outcome of the Remuneration and Terms of Service Effectiveness Survey will input to the Committee Annual Report to the SHA Board to include addressing areas where further improvements can be made to the operating of the Committee.</p>
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6 RECOMMENDATION

Recommendation	The Committee is being asked to
<p>NOTE the content of the report.</p>	