

## Appendix 2

<b>Pay Control Meeting TERMS OF REFERENCE</b>	
<b>Remit</b>	The overall purpose of the Pay Control Meeting is to scrutinise workforce activity that contributes to an increase in WTE headcount and/ or the Trust pay costs, with a view to ensuring decisions reflect value for money and are aligned to the Financial Recovery Programme.
<b>Accountability Arrangements</b>	The Pay Control Meeting will report progress to the Financial Recovery Board.
<b>Responsibilities</b>	<p><b>The PCP will scrutinise, review and appropriately authorise:</b></p> <ul style="list-style-type: none"> <li>Recruitment to all posts at Band 8a and above including <u>all</u> Clinical posts.</li> <li>All medical recruitment at middle grade and above.</li> <li>Any vacancy (of any grade) that is an increase in WTE and <u>not</u> within existing budgeted establishment.</li> <li>Any skill mix review that results in increase to WTE *</li> <li>Any proposed salary enhancement/ acting up allowance/ recruitment and retention bonuses / special duty payments etc*</li> <li>Salary acceleration i.e. starting salary at top of scale, that sits <u>outside</u> of current policy or Agenda for Change terms and conditions. *</li> </ul> <p><i>* Proposals must include impact assessment, with reference to any recommendations from HRBP and Finance BP</i></p> <p><b><u>Not required</u></b></p> <p>All like for like replacement posts at Band 7 and below, that are within budget, can be approved by Divisional leadership teams with confirmation from Finance Business Partner and HR Business Partner.</p> <p>New posts that form part of an approved and funded business case, can be approved by Divisional leadership teams with confirmation from the appropriate Finance Business Partner and HR Business Partner.</p>
<b>Membership Attendance</b> /	Executive Team Members or Deputies
<b>Chair</b>	CFO/ CPO
<b>Quorum</b>	<p>CPO &amp; CFO,            *CMO (must be in attendance if reviewing Medical posts),            *CNO (must be in attendance if reviewing Nursing or Therapy posts),            *CDO (must be in attendance if reviewing digital posts).            Deputies may attend to maintain quoracy.</p> <p>The Managing Director or CEO will assume decision making authority should the panel not reach agreement.</p>

<b>Frequency of Meeting</b>	Weekly.
<b>Administration</b>	A member of the finance team will be in attendance to administer decisions and feedback via the rekrutimi system.
<b>Date Approved</b>	28/03/2024
<b>Date Review</b>	To be reviewed 3 monthly or as required to ensure efficacy



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