## SOUTH EASTERN HEALTH & SOCIAL CARE TRUST

# Minutes of the Remuneration Committee Meeting held on 13 October 2025 at 12.45pm in Syndicate Room 1, Trust Headquarters, Ulster Hospital, Dundonald

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| **PRESENT:** | Mr J Patton, Chairman of Trust Board<br>Mr R Havlin, Non-Executive Director<br>Ms S McCauley, Non-Executive Director |
| **IN ATTENDANCE:** | Mrs C Smyth, Director of People & Organisational Development |

| | | | **ACTION** |
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| **CHAIRMAN'S BUSINESS**<br>Mr Patton welcomed everyone to the meeting. | | | |
| **1.0** | **APOLOGIES** | | |
| | Received from Ms Coulter. | | |
| **2.0** | **DECLARATIONS OF POTENTIAL CONFLICTS OF INTEREST** | | |
| | There were no declarations made at this juncture or during the meeting. | | |
| **3.0** | **MINUTE OF PREVIOUS MEETING HELD ON 19 JUNE 2025** | | |
| | The minutes of the previous meeting held on 19 June 2025, having been previously circulated, were agreed as a true and accurate record. | | |
| **4.0** | **MATTERS ARISING** | | |
| | Noted (**SET/REM/10/25**). Mrs Smyth has asked the HR team to compare new Senior Executive Contract with the previous contract. She will share the outcome of this with the members of the committee | | CS |
| **5.0** | **ITEMS FOR DISCUSSION** | | |
| | **5.1** | **APPOINTMENT OF NEW EXECUTIVE MEDICAL DIRECTOR** | |
| | | Members reviewed the tabled Report (**SET/REM/11/25**) prepared by Mrs Smyth who provided a summary overview of the current transition and induction arrangements. She highlighted the summary was provided for information as the Medical Director is employed under the standard Medical Terms and Conditions not the Senior Executive T&Cs and therefore not considered by the Remuneration Committee under the DoH Circular. | |
| | **5.2** | **RETIREMENT OF DIRECTOR OF CHILDREN'S SERVICES & EXECUTIVE DIRECTOR OF SOCIAL WORK** | |
| | | Mrs Smyth formally advised Members Mrs Lyn Preece has given notice of her intention to retire at the end of March 2026. Mrs Smyth stated an external recruitment process will commence shortly. | |

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| | **5.3** | **<u>RETIREMENT OF DIRECTOR OF SURGERY, ELECTIVE CARE, MATERNITY & PAEDIATRICS</u>** | |
| | | Mrs Smyth formally advised Members Ms Maggie Parks has given notice of her intention to retire at the end of March 2026. Mrs Smyth stated an external recruitment process will commence shortly.<br><br>In response to a query from the Chairman, Mrs Smyth confirmed that a number of Assistant Directors had been supported through regional Succession Planning programmes.<br><br>Mrs Smyth will provide a wider Succession Planning update at a future meeting. | |
| | **5.4** | **<u>SENIOR EXECUTIVE PAY STRUCTURE REGIONAL REVIEW & LANDSCAPE REVIEW</u>** | |
| | | Members received the tabled Bulletin (**SET/REM/12/25**) issued by DoH. A copy of the HSC Pay Circular issued on 13 May 2025 had also be tabled for reference purposes.<br><br>Mrs Smyth confirmed that the HSC Pay Circular had been implemented and Senior Executives placed on new Pay Scales with effect from 1 April 2023.<br><br>The Chairman provided a verbal update in relation to ongoing regional discussions regarding his role on the Oversight Board of the Korn Ferry Review. | |
| **6.0** | **<u>ITEMS FOR DECISION</u>** | | |
| | **6.1** | **<u>ANNUAL REVIEW: COMMITTEE TERMS OF REFERENCE</u>** | |
| | | Members received, for decision, a revised Committee Terms of Reference (**SET/REM/13/25**) to reflect a proposed change in the Committee's name alongside other revisions arising from the issuing of the aforementioned Pay Circular.<br><br>Mrs Smyth confirmed that regional HR Directors are meeting in November 2025 to discuss and agree consistent Terms of References for Remuneration Committees which consider key aspects of the HSC Circular. Mrs Smyth to feedback to Committee any further amendments to the Terms of Reference.<br><br>Following discussion, the Chairman sought and obtained approval for the revised Terms of Reference subject to final clarification on what additional wording may need to be considered in line with Mrs Smyth's feedback noted above. | |
| | **6.2** | **<u>ANNUAL REPORT: REMUNERATION COMMITTEE 2024/25</u>** | |
| | | Members received, for decision, a draft Annual Report (**SET/REM/14/25**) detailing the work of the Committee as well as a review of its effectiveness for 2024/25.<br><br>Following a number of amendments proposed by the Chairman, Members agreed the Annual Report as amended and noted it would be tabled at the next Trust Board meeting. | |

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| | **6.3** | **<u>COMMITTEE PROGRAMME OF WORK 2025/26</u>** | |
| | | Members received, for decision, a draft Programme of Wok (**SET/REM/15/25**) detailing the proposed work of the Committee for 2025/26.<br><br>Following consideration, Members agreed the Programme of Work as tabled. | |
| **7.0** | **<u>ITEMS FOR ESCALATION TO TRUST BOARD</u>** | | |
| | | There were no items for escalation. | |
| **8.0** | **<u>ANY OTHER BUSINESS</u>** | | |
| | | None. | |
| **9.0** | **<u>DATE AND VENUE OF NEXT MEETING</u>** | | |
| | | The Chairman confirmed details would follow in due course before closing the meeting. | |