

Terms of reference

Remuneration Committee

1. Members

- 1.1. The Committee shall consist of all Commissioners.
- 1.2. Only members of the Committee have the right to attend Committee meetings.
- 1.3. Other individuals such as the Chief Executive and the Director of Corporate Services, and external advisers – for example, Internal Audit and the National Audit Office (NAO) - may be invited to attend for all or part of any meeting.

2. Quorum

- 2.1. The quorum shall be three members.

3. Meetings

- 3.1. The Committee shall meet at least once a year to agree the Commission's annual pay remit, and at such other times as necessary.
- 3.2. Members of the Committee can meet in private, without the executive team present.

4. Chair

- 4.1. The Chair of the Remuneration Committee will be agreed at the start of the meeting and will be one of the Commissioners present at that meeting.
- 4.2. The Commission Board Chair is not able to chair this Committee.

5. Attendance at meetings

- 5.1. Committee meetings will normally be attended by:
 - the Chief Executive (Accounting Officer)
 - the Director of Corporate Services
 - the HR or Finance Lead (Secretariat)

6. Secretariat

6.1. The HR Lead or Finance Lead will provide administrative support.

7. Minutes

7.1. Committee proceedings, decisions and agreed actions will be minuted and these minutes will include a record of the names of those present and in attendance.

8. Disclosure

8.1. The Commission's Annual Report and Accounts will describe the role, responsibilities and composition of the Committee.

9. Responsibilities of the Committee

9.1. The Committee shall:

- Agree the broad policy for the remuneration of all Commission staff and ensure the Commission complies with the duty placed on the Commission by paragraph 7(6) of Schedule 1 to the Local Democracy, Economic Development and Construction Act 2009, to have regard to the desirability of keeping the remuneration and other terms and conditions of employment of its employees broadly in line with those applying to persons in the civil service of the state.
- Approve any annual cost of living rise for Commission staff. This will be informed by the guidance from the Cabinet Office, following negotiations with the Public and Commercial Services Union.
- Support the Chair in the recruitment of a Chief Executive and determine their remuneration.
- Approve any annual cost of living rise for the Chief Executive, which will be informed by the recommendations for the Senior Civil Service from the Review Body on Senior Salaries.
- Note any annual cost of living rise to fees paid to Commissioners and the ARC Independent Member. This will be informed by the recommendations for the judiciary from the Review Body on Senior Salaries. (Using this measure was determined by the Speaker on 8 March 2010 following consultation with the Speaker's Committee, as required under the provisions of paragraph 4 of Schedule 1 to the Local Democracy, Economic Development and Construction Act 2009.)
- Oversee any major changes in employee benefit structures throughout the Commission.

- Ensure that contractual terms on termination, and any payments made, are fair to both the individual and the Commission, that failure is not rewarded and that the duty to mitigate loss is fully recognised.

10. Review

- 10.1. The terms of reference for the Remuneration Committee will be reviewed every two years.

**The Local Government Boundary Commission for England
September 2024**