

## **REMUNERATION AND STAFFING COMMITTEE**

### **Terms of Reference**

#### **AIM**

The Committee is established to make recommendations to the Alliance Board on all aspects of the remuneration and terms and conditions of service of the Chief Executive and senior management, maintaining an overview of policy in relation to other members of staff.

#### **ACTIVITIES**

1. Determines the principles of remuneration
2. Determines the salary of the Chief Executive (CEO) and of the other members of the Senior Management Team (SMT) following recommendations from the CEO
3. Advises on the staffing structure, staff development policy and contractual matters, including terms and conditions and expenses policy, as required
4. Any other staffing/HR duties referred to the Committee by the Alliance Board.

#### **MEMBERSHIP**

1. The Non-Executive Director with responsibility for Remuneration and Staffing
2. At least two further non-executive Directors
3. Up to two individuals, independent from the Alliance Board, with HR expertise [can be from the membership].

#### **STRUCTURE**

1. The Chair will be the Director with the responsibility for Remuneration and staffing [as appointed by the Board].
2. At any meeting of the Committee at which the Chair is not present the other members shall agree a Chair for that meeting only
3. The quorum for the Committee shall be two
4. Normally the Chief Executive, the Chief Operating Officer and the HR/Office Manager shall attend meetings, except when the Committee (or in the case of other staff, the CEO) directs otherwise
5. The Chair of the Alliance Board shall be entitled to attend any meeting of the Committee
6. The Alliance Board has the power to add to or otherwise alter the composition of the Committee if it deems it appropriate
7. The Alliance Board has the power to terminate the appointment of a member of the Committee.
8. No NED may serve on the Committee for more than eight years.

#### **WAY OF WORKING**

1. The Committee shall meet as it deems necessary but at least once a year. The use of teleconference/e-meeting facilities may be used for a meeting and shall be deemed to constitute a meeting for this purpose.
2. The agenda and supporting papers for the meetings will be circulated to Committee members at least seven days before each meeting
3. The Chief Executive shall report to the Board on any staffing matter (other than one relating to himself/herself) which the Committee considers should be brought to the attention of the Board
4. The Committee has the power to obtain external professional advice and to invite third parties to attend and contribute to meetings of the Committee
5. Independent advice and support shall be sought to resolve any grievance, dispute or disciplinary matter as appropriate
6. Minutes of the Committee meetings will normally be taken by the HR/Office Manager
7. The Committee shall be responsible to the Sport and Recreation Alliance Board and minutes of its meetings shall be distributed to those Directors for information.