



WNDC Board Report

Report by the Director of Finance

Paper Reference: 06-2009-10

Agenda Item: 10

15 September 2009

Subject: Remuneration Committee Terms of Reference

Advice: That the Board **note** the report

Role of the Committee

1. As set out in section 12 of Schedule 26 of the Local Government, Planning and Land Act 1980, the WNDC Board is responsible for determining the remuneration of WNDC staff.
2. The Remuneration Committee is an advisory committee with no executive authority. The Committee will advise the WNDC Board in all aspects of the Rewards Strategy of WNDC officers.
3. The Committee is authorised by the Board to investigate any activity within these terms of reference and to seek any information it requires from staff, who are requested to co-operate with the Committee in the conduct of its enquiries.
4. The Remuneration Committee is authorised to obtain independent professional advice if it considers it necessary.



5. The specific duties of the Remuneration Committee in advising the WNDC Board shall be through reviewing and commenting upon (inter alia):

- The Chairman's proposals for the remuneration of the Chief Executive,
- The Chief Executive's proposals for the remuneration of the other Executives, which currently are the Deputy Chief Executive and Directors of Planning, Infrastructure Delivery and Finance,
- The Chief Executive's proposals for WNDC's overall remuneration strategy and whether it enables the organisation to recruit and retain key staff.

6. The Committee will take instruction from the Board and the Committee will report its findings, after its deliberations, to the Board. The Committee Minutes will form the main source of the formal written report at the next appropriate Board Meeting.

Membership

7. The Committee shall have no fewer than three appointed members. The Chairman and Deputy Chairman of the Corporation shall be ex officio members of the Committee. The quorum of the Committee shall be two members.

Chair

8. The Chair of the Committee shall be a member of the Board other than the Chairman of WNDC.

Attendance at Committee meetings

9. The Finance Director may be asked to attend to confirm any aspects of the budgetary implications of any proposals made to



the Committee. Other WNDC and/or external representatives may also be invited to attend and or advise on any matter.

Frequency of Meetings

10. The Committee will normally meet two times each year.