



## LINDSEY LODGE HOSPICE AND HEALTHCARE

### Remuneration Committee

#### Draft Terms of Reference

#### 1. The Committee

The Remuneration Committee will be responsible for overseeing the remuneration policy and pay strategy of the organisation and agreeing salaries of the Chief Executive and Senior Management team (SMT). The Committee shall provide assurance to the Board of Trustees that the organisation meets required policies, standards, best practice and regulatory requirements.

#### 2. Roles and Responsibilities

1. To oversee the development of the Hospice's broad salary policy and recommend to the Board for adoption.
2. To monitor on behalf of the Board the implementation of the broad salary policy, including pay structure progression and approach to performance management and changes to the terms and conditions for the workforce.
3. To consider and recommend annual cost of living increase for the workforce to the Board.
4. To receive and consider recommendations from the Chief Executive for salary changes for all members of the SMT taking into account market forces and other relevant matters.
5. To review and recommend salary changes to Chief Executive's contract taking into account market forces and other relevant matters.
6. To set the annual remuneration policy statement for the Trustees Report and Accounts.
7. To receive reports on severance settlements, employment tribunals, appeals against salary assignment following appraisal/grading processes and information on retention and recruitment of staff including hard to fill posts.
8. To regularly scrutinise risk management arrangements and the risk register, and to report and escalate to the Board any significant risk.
9. To assure that the performance and pay review process is conducted in line with policy and supported with appropriate evidence.
10. To consider other matters as referred by the Finance/Workforce Committees from time to time.

#### 3. Membership

The Committee will be chaired by a Trustee appointed by the Chair of the Board of Trustees

Core membership of the committee will comprise a minimum of 3 Trustees (including a Trustee representative of the Finance Committee and a Trustee representative of the Workforce Committee) and the Workforce Manager. In addition the Chief Executive will be co-opted (non-voting) as required.

The committee may invite other attendees (non-voting) to act in an advisory capacity as deemed necessary.

The Chief Executive shall not be involved in decisions as to her/his own remuneration.



#### **4. Conflicts of interest.**

Committee members are required to declare their potential interests in accordance with the Hospice's Conflict of interest policy.

#### **5. Quorum**

Quorum is set at 4 members (Minimum of three to be Trustees).

#### **6. Meetings**

The committee will normally meet twice a year, in line with the organisation's performance review cycle for SMT members. Additional meetings may take place at the request of the committee chair on remuneration policy matters.

#### **7. Management of Meetings**

There shall be a secretary (Workforce admin) who will arrange, convene, attend and record all meetings of the committee.

The secretary is responsible for circulating papers for the meetings. Agenda and papers will be circulated to all members at least 5 working days before the meeting. The secretary will distribute minutes of meeting within 10 working days. The committee chair will report formally to the Board on the committee's proceedings.

#### **8. Reporting**

The Committee reports to the Board.

#### **9. Terms of Reference**

Terms of reference agreed by Board of Trustees 30.3.21

#### **10. Authority**

The Committee has delegated authority from the Board of Trustees in accordance with the terms of reference.

#### **Date Issued:**

25/03/2021

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JLH –July 21