

British Council Board

Remuneration Committee: Terms of Reference

The Remuneration Committee is a sub-Committee of the Board established by the Board.

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Remit

- To set annual performance measures for the Chief Executive.
- To agree the annual performance assessment of the Chief Executive, prepared by the Chair.
- To determine the policy for the total remuneration and benefits, including performance-related pay and bonus payments, payable to the Chief Executive, and its application.
- To determine the policy for remuneration of members of the Executive Board.
- To review and agree the performance assessment reports, ratings and eligibility for bonus for those members of staff who are directly managed by the Chief Executive.
- To consider the impact of the work of the Committee on remuneration policy for the organisation as a whole and to address any other matters referred to it by the Board.

Authority

The Committee has full authority to set the remuneration and benefits of the Chief Executive, including performance-related pay.

The Chief Executive's pay will take account of public sector pay policy as set by the Senior Salaries Review Body (SSRB). The Committee has the authority to select internal and/or external benchmarks or systems to inform the setting of the Chief Executive's remuneration, benefits and performance pay and to obtain relevant external advice if it considers this necessary.

The Committee must ensure that the remuneration of the Chief Executive and the Executive Board is set within the context of, and supports, the overall human resources and pay strategy of the Council. It must also ensure that the remuneration is set within the pay remit agreed with the FCO.

Where the Committee queries the assessment given by the Chief Executive in respect of Executive Board colleagues, they may require additional evidence to be provided by the Chief Executive and/or the senior manager concerned. The senior manager has the right to refer any concerns they may have concerning their assessment to the Committee.

Constitution

- The Chair of the British Council is the Chair of the Committee.
- Other members of the Committee will be appointed with the agreement of the Board.
- There will be a minimum of three members of the Committee.
- The Committee will meet at least twice a year. The quorum for any meeting of the Committee will be two, including the Chair.
- The Chair will invite the Chief Executive to attend meetings as appropriate.

Reporting

- The Committee will report to the Board at least once a year.
- The Secretary to the Council will minute the decisions of the Committee.
- The Committee will agree how the Chief Executive will report on remuneration issues.
- Reporting will be consistent with recognised standards for accountability and reporting applicable in NDPBs.

Approved by the Board of Trustees, 1st April 2008