



NORTHERN IRELAND SOCIAL CARE COUNCIL

REMUNERATION AND TERMS OF SERVICE COMMITTEE

TERMS OF REFERENCE

Last Revised 14th June 2023

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CONSTITUTION

The Northern Ireland Social Care Council (Social Care Council) hereby resolves to establish a Committee of the Board to be known as the Remuneration and Terms of Service Committee (The Committee).

These Terms of Reference will be appended to the Social Care Council's Standing Orders and will be reflective of the Scheme of Delegation.

MEMBERSHIP:

The Chair and a minimum of two Non-Executive Directors. The Committee shall have the power to co-opt not more than two Members.

The Chief Executive may be invited to attend the Committee in an advisory capacity but will withdraw when a matter concerning his/her remuneration package, terms of service or other matter of individual confidentiality is being discussed or documented.

The Director of Registration and Corporate Services will also attend the Committee in an advisory capacity

CHAIRMAN:

The Chair of the Board or a Non-Executive Director as recommended by the Board will act as Chair of the Remuneration Committee.

QUORUM:

The quorum shall be 2, which shall include one non-executive Director and the Chair of the Board.

- FREQUENCY OF MEETING:** The Committee shall meet at least once a year.
- SECRETARIAT:** The Chief Executive shall provide secretariat facilities for the Committee.
- PROCEEDINGS:** The meetings and proceedings shall be conducted as for the Board except where otherwise stated in this Schedule.

AUTHORITY

The Committee is authorised by the Board to undertake any activity within its Terms of Reference. In particular it may:

- Seek advice from whatever source it deems to be appropriate in order to fulfil its function.
- Authorise the Chief Executive to implement remuneration packages recommended by the Committee and approved by the Board, providing the sums are within the delegated powers in the Standing Orders and Standing Financial Instructions and are in line with DoH guidance.

The Chief Executive is responsible for ensuring that the Director of Registration and Corporate Services or any other relevant officer brings forward the necessary information in a timely manner to enable the Committee to discharge its functions and takes appropriate follow-up action.

DUTIES

The main functions of the Committee are:

- a) To make recommendations to the Board on performance, development, succession planning and appropriate remuneration and terms of service for the Chief Executive to ensure he/she is fairly rewarded for his/her contribution to the organisation as guided by DoH policy and best practice.

- b) To ensure robust objectives, performance measures and evaluation processes are in place within the Social Care Council in respect of the Chief Executive.
- c) To make recommendations to the Board on and oversee appropriate contractual arrangements for the Chief Executive including the proper calculation and scrutiny of termination payments taking account of such national guidance as is appropriate.
- d) To ensure that Board Members' total remuneration can be justified as reasonable in light of general practice in the public sector in Northern Ireland.
- e) To retain an oversight of the nationally agreed pay awards for all staff under Agenda for Change Terms and Conditions.
- f) To agree the policy on the authorisation of claims process for the Chair, non-executives and Chief Executive.
- g) To recommend the Remuneration Report for inclusion in the Social Care Council Annual Report subject to approval by the Board.
- h) To conduct an annual review of the Committee's effectiveness which will include an annual review of its Terms of Reference and constitution; and recommend any necessary changes to the Board for approval.

REPORTING

Formal minutes will be recorded at each meeting of the Committee and, with the exception of items of individual confidentiality, will be distributed to the Members of the Committee and will be considered by the Board at their first opportunity having due regard to any conflict of interest to the Chief Executive where a redacted set of minutes will be provided.

The Committee will provide an annual Remuneration Report to the Board on its decisions and recommendations. The Board will use that report as the basis for their decisions, but will remain accountable for taking decision on the remuneration and terms of service of the Chief Executive. Minutes of the Board meeting will record such decisions.