



Health & Social Care
Information Centre

Health and Social Care Information Centre (HSCIC)

Remuneration Committee Terms of Reference

Date: 2014-15

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1 Introduction

These terms of reference have been produced based on the specimen good practice versions provided in both the Department of Health and HM Treasury Audit Committee Handbooks. They have been slightly amended to reflect the views and wishes of the Committee members.

2 Constitution

The HSCIC Board hereby resolves to establish a committee of the Board to be known as the Remuneration Committee. The Remuneration Committee will meet as required by the Chair of the Board; this would normally be at least three times a year.

3 Membership

The Remuneration Committee will be appointed by the Board from amongst the independent non-executive directors of the HSCIC and will consist of the Board Chair, who will act as Chair of the Committee, and three non-executive Directors.

4 Quorum

A quorum shall be the Chair and two non-executive directors.

5 Attendance

The Chief Executive and Director of Human Resources will attend the meetings in an advisory capacity but will withdraw when a matter concerning his/her remuneration package or other matter of individual confidentiality is being discussed or documented.

The Secretary to the Board will attend to minute the meetings but will be required to withdraw when requested by the Chair.

6 Review

The membership and terms of reference of the Remuneration Committee will be reviewed annually.