

Health and Social Care Information Centre (ENDPB)**Remuneration Committee Terms of Reference****1. 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 but would normally be at least three times a year.

2. 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 5 non-executive Directors]. A quorum shall be the Chair and 2 non-executive directors].

3. Attendance

The Chief Executive and Director of HR and Transformation 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 Head of the Executive Office will attend to minute the meetings but will be required to withdraw when requested by the Chair.

4. Authority and Responsibilities

The Board has delegated full responsibility to the Remuneration Committee to:

- make recommendations to DH on the level of the remuneration packages of the CEO and other executive Directors within the provisions of the Pay Framework for Very Senior Managers (VSMs) or successor arrangements
- approve the level of any annual performance related pay awards to HSCIC staff on ex-Civil Service terms and conditions
- approve the annual performance objectives and targets of executive Directors
- monitor and evaluate the performance of VSMs and make recommendations to DH) on any proposed annual performance pay awards within the total of VSM pay bill which may be used for performance related pay (as set annually by DH, taking account of the recommendations of the Senior Salaries Review Body)
- ensure that pay arrangements are appropriate in terms of Equal Pay requirements.
- consider and approve redundancy payments

5. Review

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