

Remuneration Committee**On 21st June 2006**Report Title: **Terms of Reference for Remuneration Committee**Report of: **Head of Personnel**Wards(s) affected: **all**Report for: **Information****1. Purpose**

1.1 To provide Members with an introduction to the terms of reference and operation of the Remuneration Committee.

2. Recommendations

2.1 To note the report.

Report Authorised by: **Chief Executive**Contact Officer: **Stuart Young, Head of Personnel, 020 8489 3174****3. Executive Summary**

3.1 This report provides Members of the Remuneration Committee with a summary of the purpose, terms of reference and operating arrangements for the Committee. It is intended as a useful first report to the new municipal year.

4. Reasons for any change in policy or for new policy development (if applicable)

4.1 n/a

5. Local Government (Access to Information) Act 1985

5.1 none

6. What the Remuneration Committee does

The Committee considers and makes decisions on all matters relating to the application of a scheme for the performance appraisal and remuneration of the Council's senior managers/chief officers, and the chief executive. Further details of each body can be found in the Council's Constitution Part E7 – Section 1.

The Chair of the Committee is Councillor Griffith and the Members of the Committee are:

Councillor G. Bull
Councillor G. Meehan
Councillor C. Harris
Councillor W. Hoban
Councillor N. Williams

The Committee Clerk responsible for this Committee is Clifford Hart who can be contacted on 0208 489 2920 clifford.hart@haringey.gov.uk

The terms of reference of the Committee are:

- (a) To monitor the application of a scheme for the performance appraisal and remuneration of the Council's senior managers/chief officers.
- (b) To audit the outcomes of the scheme and scrutinise both appraisal and pay outputs.
- (c) To decide on the remuneration of posts covered by the Senior Management Performance Appraisal scheme.
- (d) To agree senior management, chief officer and chief executive terms and conditions of employment and pay grades.
- (e) To evaluate the scheme's effectiveness, review the operation of the scheme and recommend changes as required to improve the system.
- (f) To monitor pay trends and receive advice about the Council's senior management pay and retention strategy.

(The Council's General Purposes Committee is responsible for appointing and dismissing senior officers subject to the Officer Employment Procedure Rules. (Part K2 of the Constitution)).

7. Frequency & Quorum of meetings

Meetings take place roughly every quarter with the timetable designed to mirror the appraisal stages. This is not generally a large meeting although it is accessible to the public. Items relating to pay and appraisal are generally subject to a motion to exclude

the public in accordance with section 100 of the Local Government Act. The meeting requires 2 Members to be quorate.

8. Chair & Lead Officers

Cllr Griffith is the Chair of the meeting. Reports are generally submitted by the Head of Personnel. The Committee is advised by an independent person. Currently the Local Government Employers provide this service and the adviser is Richard Penn.

9. Role of the Clerk

The Clerk controls the full administration of the Committee. The Clerk will ensure the despatch of the agenda (5 clear working days before the date of the Meeting)

The Clerk takes minutes at the meeting for despatch within 5 working days.

10. Recommendations

10.1 Members are asked to note the report.

11. Legal and Financial Comments

11.1 There are no legal or financial implications of the report

12. Equalities Implications

12.1 There are no equality implications of the report