

Terms of reference of the Remuneration Committee

GPHC0005 Version 2

This policy sets out the delegated remit and function of the GPhC's Remuneration Committee.



Policy details

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Policy author	Laura McClintock, Chief of Staff
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Version	Approved date	Description of change	Amendments by
1	7 June 2018	2.1 - be re-drafted to 'without disclosing the remuneration of any <i>member of staff</i> other than the Chief Executive and Registrar'	Helen Dalrymple, Council Secretary
2	13 June 2019	1.1 - To ensure that all policies and work within the committee's remit take account of and promote the GPhC's culture and values, and commitment to equality, diversity and inclusion.	Laura McClintock, Chief of Staff

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1. The council has established a Remuneration Committee with the remit set out below.

- 1.1 Under delegated powers from the Council and within the Council's policies:
- To approve or reject (not amend) the remuneration packages, including the basis on which performance would be assessed and any bonuses awarded, for the chief executive and registrar and those directors who report directly to the chief executive and registrar;
 - To approve or reject the overall remuneration framework for the remainder of the GPhC's employees (the responsibility to make recommendations on remuneration packages for directors and the overall remuneration framework falls to the chief executive and registrar alone, as does the decision-making on remuneration for the GPhC's employees other than the chief executive and registrar and those directors who report directly to the chief executive and registrar).
 - To advise the Council on remuneration policy for Council members.
 - To determine the remuneration and expenses policy for non-statutory committee members, and those associate groups established under legislation (statutory committee members, legal and clinical advisers to statutory committees, assessors and visitors), including advising on appropriate remuneration for any recipients of honoraria;
 - To advise the chief executive and registrar on the staff expenses policy.
 - To ensure that all policies and work within the committee's remit take account of and promote the GPhC's culture and values, and commitment to equality, diversity and inclusion.
- 1.2 The Council members on the Remuneration Committee will have a conflict of interest and so the committee should rely heavily on independent advice to inform its recommendations. The monitoring methodology should ensure compliance with policy in this area.
- 1.3 Other than as specified above, the committee has no executive responsibilities or powers; its role is to advise the Council.
- 1.4 The committee may operate in an informal workshop mode to enable it to discuss a wider range of topics in order to set the context for its responsibilities as outlined above.

2. Accountability and reporting

- 2.1 The committee is accountable to the Council. The committee should report its decisions to the Council without disclosing the remuneration of any member of staff other than the chief executive and registrar.
- 2.2 The minutes of each Remuneration Committee meeting shall be circulated to the Council except where the committee considers that all or part of its minutes should remain confidential to the committee and its secretariat. The committee may submit advice separately to the Council on issues where it considered that the Council should be taking action.

3. Authority

- 3.1 The committee has delegated authority from the Council as detailed in the remit above.
- 3.2 The committee is authorised by the Council to seek such information as it may reasonably require from any employee or member of the Council in order to fulfil its remit.
- 3.3 The committee is authorised by the Council, when the fulfilment of its remit requires, to obtain external professional advice including the advice of independent remuneration consultants and to secure the attendance of external advisers at its meetings, if it considers this necessary, within the budget approved by the Council.

4. Composition

- 4.1 The committee, including its chair, is appointed through arrangements agreed by the Council. The committee has up to six members comprising:
 - Up to four Council members, including at least one lay member and one registrant member; and
 - Up to two external members with appropriate experience
- 4.2 Where possible, one of the Council members serving on the committee shall be designated as chair, based on relevant background and skills, as this should facilitate the process of reporting to the Council. If this is not the case at any time, the Council should give serious consideration to the appointment of an independent chair. In the absence of the chair, the committee shall elect another of its members to chair the meeting.
- 4.3 The members of the Senior Leadership Group shall have the right to attend and speak at meetings of the committee, except that they shall not be present during discussions relating directly to their own positions. Others may be called upon to attend and speak at the invitation of the chair of the committee.

5. Quorum

- 5.1 A quorum shall be three members of the committee.

6. Frequency of meetings

- 6.1 The committee shall meet not less than once a year.

