

Remuneration Committee

Terms of Reference



The Loch Lomond & The Trossachs National Park Authority Board has established a Remuneration Committee as part of a revised governance structure to ensure compliance with Scottish Government Pay Policy for the Executive team and Board members.

1.0 Membership

The Remuneration Committee will consist of the Board members who attend the Strategy Group and be chaired by the Convener of the Board.

2.0 Reporting

The minutes of meetings of the Remuneration Committee shall be received by the Board. The work of the Remuneration Committee will be supported by the HR manager who will attend meetings as required.

3.0 Remit

The Remuneration Committee will be subject to Scottish Government Pay Policy, shall:-

- agree the annual performance measures for the Chief Executive;
- working with the Convener, agree the annual performance evaluation of the Chief Executive;
- determine the total remuneration and benefits, including any performance related pay, payable to the Chief Executive and any other senior executives in the scope of Loch Lomond & The Trossachs National Park Authority;
- consider issues of succession planning in relation to the Chief Executive and senior executives in scope of Loch Lomond and The Trossachs National Park Authority;
- recommend daily fees for members for Board approval in line with the Daily Fee Framework, approved by Scottish Government; and
- consider such other remuneration or pay policy issues as may be prescribed by the Board or as Scottish Ministers may direct from time to time.

4.0 Meetings

The procedures for meetings are:

- the Remuneration Committee may hold such meetings as it considers appropriate but shall meet not less than once every year;

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- a minimum of four members of the Remuneration Committee will be present for the meeting to be deemed quorate;
 - unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be forwarded to each member of the Remuneration Committee and any other person required to attend no fewer than five working days prior to the date of the meeting;
 - the Chief Executive will be invited to attend Remuneration Committee business as appropriate, as would apply to other senior executive members in scope.
 - the Chief Executive will report to the Remuneration Committee on significant strategic or policy changes in salary structure, terms and conditions and recruitment of senior executives in the scope of Remuneration Committee.