Remuneration Committee

Terms of reference

Purpose

1. The purpose of the Remuneration Committee is to make final recommendations to, and decisions on behalf of, the Board on all aspects of remuneration decisions for the CMA's senior civil servants in accordance with the guidance in the Pay Strategy and with particular regard to equal opportunities. It will also provide a strategic steer on pay issues relating to the CMA's non-senior civil servants.

Authority

2. The Remuneration Committee is a sub-committee of the Board and it acts under delegated authority from the Board.

Terms of reference

3. The Remuneration Committee's terms of reference are:

- to ensure that the CMA's senior civil servants are rewarded fairly and differentially according to their contribution to the CMA, both in achieving their objectives and in developing their competencies, skills and knowledge

- to keep under review the criteria for allocating the CMA's senior civil servants to performance tranches and awarding bonuses

- to determine the performance tranche and, where applicable, bonus distribution for the CMA's senior civil servants, taking account of the CMA's overall performance and recommendations of line managers

- to monitor the operation of the system and provide a report of recommendations on pay decisions

- to provide a strategic steer on pay issues relating to the CMA's non-senior civil servants.
Membership

4. The Remuneration Committee shall be Chaired by a Non-executive Member of the Board, and its members will include at least two other Non-executive Members of the Board.

5. The Chief Executive and the Executive Director for Corporate Services may also attend.

6. A quorum shall be two members.

Meetings

7. The Remuneration Committee shall meet as required, at least once a year.

Reporting

8. Meetings of the Remuneration Committee will be minuted by Human Resources.

9. The Remuneration Committee is a sub-committee of the Board and its minutes shall be circulated to the Board.

10. The Chair of the Remuneration Committee will report once a year to the Board, on the findings, conclusions and recommendations of the Committee for the past year.

Version control

11. These terms of reference were last updated in July 2014.