

Natural England Remuneration Committee – Terms of Reference

Purpose

The Remuneration Committee is a consultative committee responsible for supporting Natural England's (NE) Chief Executive Officer (CEO) in exercising NE's delegated pay authority for:

1. Natural England Senior Leadership (including the Chief Officers and Directors).
2. Natural England staff grades (those at Manager, Principal Adviser & Principal Specialist and below).

Membership

It is chaired by a Member nominated by the NE Board and has a standing membership of:

- Nominated Chair,
- Two further Members of the NE Board,
- The Chief Executive Officer,
- Human Resources Senior HR Business Partner,
- Board secretariat who will be available to take decisions and action points and present draft decisions and action points to the chair of the meeting for approval.

It is expected that the following will attend as required:

- Appropriate Chief Officer for Planning and Performance.
- Other HR representatives, including the Defra group Reward team.

Key Activities

Key activities (not exhaustive) of the Remuneration Committee include:

- Consideration of the pay review outcomes for NE Senior Leadership, including performance related pay, taking into account the spirit of the Senior Civil Service pay guidance set by Cabinet Office and HM Treasury spending rules.
- Consideration of appropriate and consistent development and review of NE Senior Leadership pay policies, including pay on appointment, exceptional payments and recognition.
- Consideration of the pay review outcomes for NE staff grades, including performance related pay, within the parameters set by HM Treasury Civil Service pay guidance and spending rules. This includes endorsing the annual pay remit prior to submission to Defra.
- Consideration of policies relating to the Employee Offer for NE staff grades within the pay bargaining unit, including pay, benefits and other terms.
- Review the impacts of pay and people policies on all NE staff grades within the purview of the Remuneration Committee.

Governance

- The Remuneration Committee will meet at least quarterly, and more frequently if required. Urgent consultation on any matters may be taken via correspondence.
- The quorum is the Chair, two further Members and the CEO.
- The Chair of the Remuneration Committee will report on Remuneration Committee business at the Board Meeting following each Remuneration Committee Meeting.
- Board secretariat will be available to take minutes and present draft minutes to the Chair for approval.

Reviewed July 2020

Annex A: Schedule of Current Members

Role	Member	Start date	End date
Chair	Peter Unwin	24/08/2020	
Board Member (Deputy)	Lord Blencathra	11/05/2020	
Board Member	Henry Robinson	24/08/2020	
Board Member	Kim Shillinglaw	24/08/2020	
Chief Executive Officer	Marian Spain	3/12/2018	
Senior HR Business Partner	Angela Newman	22/07/2020	