

Natural England People and Remuneration Committee

Terms of Reference (17 September 2024)



Purpose

The People and Remuneration Committee is a consultative committee responsible for supporting Natural England's (NE) Chief Executive Officer (CEO) in:

1. Exercising NE's delegated pay authority for:
 - NE Senior Leadership (including the Chief Officers and Directors)
 - NE people grades (those at Deputy Director, Manager, Principal Adviser & Principal Specialist and below)
2. Advising the CEO in exercising their wider responsibilities regarding people
3. Strategic approaches to and policies on people-related issues that impact NE's performance and success

Membership

It is chaired by a Board member nominated by the NE Board and has a standing membership (**Annex A**) of:

- Nominated Chair
- Four further members of the Natural England Board
- NE CEO
- NE Chief Officer - Business Management.
- NE Director People
- Defra group Human Resources (HR) Director
- Secretariat provided by Board secretariat

It is expected that the following will attend as required:

- Other HR representatives, including the Defra group Reward team.

Scope

The primary responsibility of People and Remuneration Committee is to advise the CEO on matters related to pay as set out in Key Activities section below.

The Committee will also advise the CEO or the Board on strategic people issues which the CEO or the Board ask for advice on or which the Chair and CEO agree would benefit from discussion

The Committee may also advise as necessary on other relevant responsibilities of the CEO as set out in the [Natural England Framework document](#), which include ensuring that:

- the rules for recruitment and management of people create an inclusive culture in which diversity is fully valued; appointment and advancement is based on merit: there is no discrimination on grounds of sex, marital status, sexual orientation, race, colour, ethnic or national origin, religion, disability, community background or age;

- the level and structure of its staffing, including grading and people numbers, are appropriate to its functions and the requirements of economy, efficiency and effectiveness;
- the performance of its people at all levels is satisfactorily appraised and Natural England's performance measurement systems are reviewed from time to time;
- its people are encouraged to acquire the appropriate professional, management and other expertise necessary to achieve Natural England's objectives;
- appropriate systems, procedures and leadership are in place to ensure focus on the health, safety and wellbeing of all people;
- consultation with people and Trade Unions on key issues
- adequate grievance and disciplinary procedures are in place;
- whistle-blowing procedures consistent with the Public Interest Disclosure Act 1998, and wider Defra whistleblowing policy, are in place;
- a code of conduct for people is in place based on the Cabinet Office's Model Code for People of Executive Non-Departmental Public Bodies

Key Activities

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

- To provide advice to the CEO or Board on any significant people related issues submitted to the Committee.
- To review and advise on organisational strategies for people and workforce related areas
- To evaluate periodically (in consultation with the CEO) the impacts of pay, benefits and people policies on all NE people grades
- Considering the spirit of the pay guidance set by Cabinet Office and HM Treasury spending rules, review the annual pay review outcomes for:
 - NE Senior Leadership, including performance related pay, pay policies, including pay on appointment, exceptional payments and in year recognition.
 - NE people grades, including performance related pay and endorsing the annual pay remit prior to submission to Defra.

Governance

- The People and 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 Board Members and the CEO.
- In exceptional circumstances quoracy may be achieved by no more than two members responding via correspondence to the chair in advance of the meeting. Where the meeting is reliant on responses by correspondence to be quorate this must be agreed in advance with the CEO.
- The Chair may appoint a People and Remuneration Committee Board Member as a deputy, with approval from the CEO.
- The Chair of the People and Remuneration Committee will report on Committee business at the Board Meeting following each Committee Meeting.
- Board secretariat will be available to take minutes and actions and present draft minutes to the Chair for approval.

Annex A: Schedule of Current Members

Role	Member	Start date	Review date
Chair	Peter Unwin	24/08/2020	11/12/2024
Board Member	Dame Caroline Spelman	01/07/2024	11/12/2024
Board Member	Henry Robinson	24/08/2020	11/12/2024
Board Member	James Scott	01/07/2024	11/12/2024
Board Member	Alastair Leake	01/07/2024	11/12/2024
NE Chief Executive Officer	Marian Spain	03/12/2018	N/A
NE Chief Officer – Business Management	Kirsty Carter-Brown	26/01/2023	N/A
NE Director People	James Diamond	01/10/2022	N/A
Defra group HR Director	Jen Garrett	31/03/2022	N/A