



**Terms of Reference for the
Remuneration Committee
for
British Equestrian Federation (BEF)**

Approval

Approved by (role)	Name	Board/ Executive	Date	Date For Review
Board Chair	Joanne Shaw	Board	18/10/17	17/10/18

Terms of Reference for the Remuneration Committee

1. Purpose of the Remuneration Committee

The purpose of the Committee is to:

Assist the Board of Directors to determine and agree the broad policy for the remuneration of staff, which for these purposes shall include practitioners engaged on the World Class programme, and to determine the overall annual staff salary budget.

2. Authority and Accountability

The authority of the Committee is established by the Board. It reports to the Board.

3. Membership

The Committee shall comprise:

- one Independent Director who shall chair the Committee (who may also be the Board Chair);
- one Independent Director;
- one Nominated Director; and
- one Elected Director,

3.1 Appointments to the Committee are made by the Board and shall be for a period of up to four years, which may be extended for further periods of up to four years, provided the director still meets the criteria for membership of the Committee.

3.2 The Head of Finance shall act as the Secretary of the Committee.

4. Duties

4.1 The duties of the Committee shall be:

- To receive recommendations from the Chief Executive regarding BEF Staff salaries and World Class practitioners' fees. These recommendations should be received by the Remuneration Committee no later than 1st November of the year;
- To review these recommendations against the BEF Budget, funding and income available and any conditions of receipt of that funding from the relevant funding body and where appropriate discuss any concerns and questions with the Chief Executive;
- To decide on the level of salary for each staff member to take effect from 1st January of the following year. The Board Chairman shall communicate the decision of the Remuneration Committee to the Chief Executive. The Chief Executive shall communicate the decision of the Remuneration Committee to the relevant staff members in writing no later than 15th December of the year.
- To review and approve salary levels at the request of the Chief Executive on an as and when required basis outside of the annual review process.

5. Procedure

5.1 The Committee shall meet at least once a year and otherwise as required.

- 5.2 Meetings of the Committee shall be called by the Secretary of the Committee at the request of the Committee Chairman. 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 Committee, and any other person required to attend, by email no later than twenty four hours before the meeting. Supporting papers shall be sent to Committee members and to other attendees as appropriate, at the same time.
- 5.3 Attendance of non-members of the Committee shall be by invitation only.
- 5.4 The Committee is authorised by the Board to investigate any activity within its terms of reference, obtain legal, remuneration or other professional advice from both inside and outside the Committee as and when required, at the BEF's expense, and to appoint and secure the attendance of external consultants and advisors if it considers this beneficial.
- 5.5 The quorum necessary for the transaction of business shall be three members of the Committee provided always that there shall be a majority of independent directors. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee
- 5.6 A person may participate in a meeting of the Committee by telephone, video conferencing, or other similar equipment provided that throughout the meeting all persons participating in the meeting are able to communicate interactively and simultaneously with all other parties participating in the meeting. A person participating in a meeting in this manner shall be deemed present in person at the meeting.
- 5.7 The Secretary shall minute the proceedings and decisions of all meetings of the committee, including recording the names of those present and in attendance.
- 5.8 Draft minutes of Committee meetings shall be circulated promptly to all members of the Committee.