

REMUNERATION & NOMINATION (REMNUM) SUB GROUP

TERMS OF REFERENCE (Draft)

(for Consideration by RemNom Sub Group and approval by LEP Board / December 2021)

1 Background and Context

The Buckinghamshire LEP Board established a RemNom Sub Group to manage the remuneration, HR and recruitment programme for the LEP Board and Executive.

2 Purpose

The Remuneration and Nomination Sub Group (RemNom) will serve two key purposes in relation to remuneration and nomination: **Remuneration** - Determine the remuneration and terms of service of the LEP Chief Executive and LEP Executive Team. **Nomination** - to support the Chair in ensuring that the LEP is led by an effective Board of Directors and Executive Team and to support the recruitment process for new Board Members.

3 Role, Duties and Responsibilities

In meeting its objectives, RemNom is specifically charged with:

- Being responsible for establishing the selection criteria, selecting, appointing and setting the terms of reference for the Board Member and Chief Executive Roles.
- To approve and keep under review, on behalf of the Board, the LEP's recruitment policy, ensuring efficient and effective recruitment of senior business leaders to fill Board vacancies and to ensure future LEP Chair vacancies are advertised on the HM Government Centre for Public Appointments website.
- To advise and guide the LEP Executive and LEP Board to enable it to find, recruit and retain the best quality executive and non-executive appointees, including ensuring that the LEP meets government expectations.
- To keep under review, advise and guide the LEP Board in relation to Board composition, including the approach to securing the required private sector leadership, skills composition and diversity.
- Approve and keep under review the LEPs approach to induction and training for LEP team members.
- To provide advice to the LEP Board and keep under review the approach to defined term limits for the Chair, Deputy Chair and other LEP Board Directors in line with best practice in the private sector.
- To review, on behalf of the Board, the LEP's employment policies, ensuring efficient and effective recruitment, development and deployment of the LEP's staff resources, role descriptions and the on-going development of the LEP Executive.
- To keep under review risks associated with the employment policy, including: the capacity of the executive at all levels to deliver the work of the LEP, succession planning for key roles, staff retention, and the effectiveness of staff appraisal system.
- Review the ongoing appropriateness and relevance of the employment and remuneration policies; and ensure that all provisions regarding disclosure of remuneration, including pensions are fulfilled.

- Agree the framework and policy for remuneration, terms of employment and any changes, including service contracts, remuneration, basis of bonus and bonus awards and the targets for any performance related pay schemes.

4 Reporting Arrangements

The work and progress of the RemNom Sub Group will be reported to the Buckinghamshire LEP Board on a regular basis and as requested.

5 Notes of meetings

The Buckinghamshire LEP secretariat will minute the meetings and will distribute to Sub Group members within 10 working days of each meeting.

The Buckinghamshire LEP secretariat will email meeting agendas and papers to relevant representatives approximately 1 week prior to each meeting.

6 Frequency of meetings

The RenNom Sub Group will meet for a minimum of 2 times per year though additional meetings are expected and will be scheduled in sequence with BLEP Board meetings. Meetings may be held in person or remotely via digital links with the agreement of the Chair.

7 Membership

The Sub Group will be Chaired by the LEP Chair. The Sub Group shall be quorate with 3 private sector board members in attendance; or 2 members and the Buckinghamshire LEP Chief Executive, where the matters under discussion do not raise conflicts of interest. Additional board members can be co-opted onto the Sub Group as alternate representatives, if necessary. The membership of the Sub Group will be reviewed on an annual basis.

The RemNom Sub Group Membership is:

Andrew M Smith (Chair)
Adrian Brown (Deputy Chair)
Eman Martin Vignerte
Richard Harrington (Chief Executive)
Representative from YouHR

8 Conflicts of Interest

At each meeting any Conflicts of Interest will be declared and on specific items, where this is relevant, in line with the Conflicts of Interest Policy. The Sub Group will oversee the operation of the Conflict of Interest policy and make recommendations for updates to policy and process. All members will complete a register of interest form which will be published on the Buckinghamshire LEP website where annual updates will be required or earlier where circumstances change.