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**P 2.7.11 REMUNERATION COMMITTEE CHARTER**

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**1. REMUNERATION COMMITTEE CHARTER**

- 1.1 The role of the Remuneration Committee is to consider and make appropriate recommendations to the Board for setting the remuneration level of the Chief Executive, and in liaison with the Chief Executive for reviewing and making recommendations to the Board for the remuneration levels of Senior Management reporting to the Chief Executive.
- 1.2 The Remuneration Committee shall also consider and make recommendations to the Board on matters relating to the remuneration of Directors.
- 1.3 The Committee is formally appointed annually by the Board of Directors and is responsible to the Board.
- 1.4 The committee will meet as required to fulfil the Functions of the committee.

**2. DEFINITIONS**

- 2.1 For the purpose of this policy the Senior Management Team comprises the Chief Financial Officer (CFO), the Human Resources Manager (HRM), the Client Services Manager (CSM), the Service Development Manager (SDM) and the Employment Services Manager (ESM).

**3. FUNCTIONS**

- 3.1 Annually review the employment contract for the Chief Executive, and make a recommendation for any necessary changes to the Board.
- 3.2 Liaise with the Chief Executive and annually review the employment contracts of the Senior Management Team to make recommendations to the Board.

**4. REPORTING**

- 4.1 The chairperson of the committee shall report periodically to the Board, providing a summary of the committees work and recommendations.

**5. MEMBERSHIP**

- 5.1 The Remuneration Committee is made up of two Board Members.
- 5.2 The Board Members are appointed for a term of one year which is renewable.
- 5.3 Members should have appropriate skills and experience suitable to a governance role.
- 5.4 The Committee should appoint a Chairperson.
- 5.5 The Chairperson of the Board, if not a member of the Remuneration Committee, will be an ex officio member of the committee.