

TERMS OF REFERENCE

REMUNERATION COMMITTEE

1st edition: Approved May 2021

Record of Amendments

Date	Version	Reason	Page Number
May 2021	1	First Issue produced together with Norwich Diocese governance review 2020.	All

Diocese of Norwich Remuneration Committee

Terms of Reference

1. Place within the Diocesan Organisation

The Remuneration Committee reports to the Bishop's Council of Trustees.

2. Role

The role of the Remuneration Committee is to make recommendations to the Bishop's Council of Trustees, acting as the Norwich Diocesan Board of Finance Executive (the "NDBF" / "NDBF executive") for the remuneration of stipendiary clergy licensed in the Diocese of Norwich, and of staff employed by the NDBF and its subsidiaries.

The Remuneration Committee shall seek to benchmark remuneration and other terms and conditions offered by the NDBF and its subsidiaries against those offered for similar or comparable roles by comparable institutions including but not limited to other diocesan boards of finance, multi academy education trusts, charitable and commercial enterprises.

Regarding clergy stipends and benefits the Remuneration Committee should have due regard for any recommendations from the Archbishops' Council.

3. Duties

a. Ensure that all appointment processes follow Diocesan policies, including those related to safer recruitment.

b. Review and recommend to the Bishop's Council of Trustees (acting as the NDBF executive) matters to do with:

- The general level of clergy stipends (including any housing, pension and other remuneration package), and terms of service for clergy licensed in the Diocese of Norwich (including ministerial development reviews);
- Oversight of the remuneration framework and policy of all staff employed by the NDBF and its subsidiaries;
- The annual pay review of all staff employed by the NDBF and its subsidiaries;
- Any proposal for starting salary or pay awards that go beyond the normal incremental framework;

c. Review and recommend to the NDBF executive the starting salary (and remuneration package) and subsequent changes to the salary of the Diocesan Secretary.

4. Composition

The Remuneration Committee shall consist of four members:

- A lay chair who will be a member of the Bishop's Council of Trustees, nominated by the Bishop's Council of Trustees in consultation with the Nominations Committee, and agreed by the Bishop of Norwich
- The chair of the NDBF
- An Archdeacon, representing the Bishop's Council of Trustees and nominated by the Bishop's Council of Trustees
- The Bishop of Norwich

The Diocesan Secretary shall attend meetings of the Remuneration Committee (other than for discussions of the Diocesan Secretary's terms and conditions of service or salary) and shall keep a confidential minute of its discussions and decisions

5. Tenure

Members of the Remuneration committee are either ex-officio members or are members of the Bishop's Council of Trustees. If the latter, then if they cease to be a member of the Bishop's Council of Trustees then they cease to be a member of the Remuneration Committee.

6. Meetings

A minimum of one per year but at other times as needed in relation to new senior appointments.

Meetings may be physical or virtual, and business may be conducted by email or other means between meetings in accordance with Diocesan policies.

The Remuneration Committee shall be quorate if over half of the committee members are present, including the Chair of the Remuneration Committee or a nominated deputy.

7. Report

The Remuneration Committee shall in its annual report to the Bishop's Council of Trustees:

- Report on benchmarking studies conducted for comparable roles in other institutions in the preceding 12 months;
- Report on changes to remuneration and terms and conditions recommended or made during the preceding 12 months;
- Make recommendations for changes to remuneration and terms and conditions for stipendiary clergy and staff for the forthcoming financial year;
- Report on appointments of new staff made during the preceding 12 months;
- Make recommendations for improvements in Diocesan policies for recruitment and retention of staff to posts for which the Remuneration Committee has responsibility (this will be in consultation with the Nominations Committee); and
- Report on the functioning of the Remuneration Committee and make recommendations for any improvements to its composition or procedures.

8. Professional Standards

The members of the Remuneration Committee should at all times act in accordance with relevant professional and legal standards including those for data security, safeguarding, and respectful treatment of all colleagues and those they interact with. Up to date guidance on the relevant policies may be found in the Diocese of Norwich Handbook for Committee Members.