

Remuneration and Terms of Service Committee Work Plan 2024/25

Remit	Item	Purpose	Purpose	Exec Lead	Approval Route	As required	Sep	Mar
Payments	Voluntary Early Release Scheme Applications	Approval	Consider and approve redundancy and Early Release Applications, noting that where the settlement is £50,000 or above subsequent agreement of Welsh Government is required	Director People and Organisational Development	Chief Executive	✓		
	Redundancy Payments	Approval				✓		
	Employment Severance agreements / Claims settlements	Approval	Consider and approve any employment severance type agreements / claim settlements where the settlement sum is over £50,000, or in any event could be regarded as novel, contentious or repercussive. Under £50,000 is approved by the Chief Exec.			✓		
Appointments	Remuneration Assurance Report (Non Executive and Executive)	Assurance	Report for assurance on a 6 monthly basis to confirm the Exec and Non Exec level pay is appropriate.	Director People and Organisational Development	Chief Executive		✓	✓
	Remuneration and Terms of Service for Chief Executive, Executive Directors and other Very Senior Managers	Approval	Approve Board level, and Very Senior Management remuneration and terms of service.		Chief Executive	✓		
	Appointments of Executive Directors / Members of the Executive Team	Approval	Approve Board level appointments.		Chief Executive	✓		
	Approve the discipline and dismissal of any Executive level appointments (incl Hosted Bodies)	Approval	Includes senior employees (including in hosted bodies), in accordance with Ministerial Instructions e.g. the Board Secretary	Chief Executive	Chief Executive	✓		
Performance Management	Annual Performance Management Report (Exec and Non Exec)	Assurance	The performance management system in place for Non-Executive Directors, Chief Executive, Executive Directors and Members of the Executive Team and receive assurance in relation to the system in place.	Chair and Chief Executive (Joint Report)	Chair and Chief Executive (Joint Report)			✓
Executive Team Changes	Executive Team Changes	Assurance	Assurance to the Board on the planning and composition of the Executive Team to include proposed changes to roles (and use of interim posts)	Chief Exec	Chief Executive	✓		
Committee Governance	Minutes and Action log	Approval	For approval to ensure appropriate record of the meetings are held and actions progressed.	Board Secretary and Head of Board Business Unit	Chair	✓		✓
	Work Plan	Approval	Review at each meeting, and approve on an annual basis		Board Secretary	✓	✓	✓
	Review Terms of Reference	Recommend to the Board	For review and recommendation of any changes to Board		Board Secretary			✓