

REMUNERATION COMMITTEE OF SPORT NORTHERN IRELAND

TERMS OF REFERENCE

1.0 Terms of Reference

1.1 The Remuneration Committee is nominated by the Chair of Sport Northern Ireland (Sport NI) and supports the Board offering objective advice on issues concerning the appointment, remuneration and appraisal of the Chief Executive Officer (CEO) and directors as recommended by the CEO.

2.0 The Relationship with the Board of Sport Northern Ireland

2.1 The Remuneration Committee is a Committee of the Board of Sport NI. This Committee will corporately own an appropriate skills mix to allow them to carry out their overall function.

2.2 There will be a two-way link between the Board and the Remuneration Committee through an element of common membership. The Remuneration Committee will report back through the Board in order that the whole Board may consider the advice provided by the Remuneration Committee, and an element of common membership helps ensure that the Remuneration Committee views are properly represented in Board discussions. In any case, minutes of the Remuneration Committee should be made available to members of the Board.

2.3 A Remuneration Committee corporately requires a range of competencies to allow it to be effective in its functions. These competencies will include, at least, understanding the employment environment, appraisal system and disputes process.

3.0 Membership

3.1 Membership will consist of four Board Members including the Chair of Sport NI who will Chair the Committee. Membership of the Committee should be reviewed regularly in line with good practice.

4.0 Meetings

4.1 As required.

4.2 The quorum for the Committee shall be 50% of its current membership.

4.3 The Committee will be convened by the Chair of Sport Northern Ireland.

4.4 The Remuneration Committee may invite/co-opt/procure external parties with specialist knowledge/skills to attend to assist it with its discussions on any particular matter.

4.5 All papers relating to this committee will be stored in Sharepoint in a secure environment. Only members of the committee and secretariat staff will have access to these papers. If there is an occasion when hard copy documents are required they will be given to committee members at the meeting and collected and destroyed when the meeting has finished.

5.0 Reporting

5.1 The Remuneration Committee will formally report back to the Board after each meeting.

6.0 Responsibilities

6.1 The Remuneration Committee will be responsible for:

- The appointment of the CEO;
- Agreeing the salary of the CEO and;
- Appraisal of the CEO; and
- Approval of performance appraisal of directors as recommended by the CEO.

7.0 Performance Evaluation

7.1 The performance of Remuneration Committee and its members will be formally evaluated Sport NI's Chair to ensure that the commitment and skills mix contributes and supports the objectives of the Committee.

8.0 Terms of Reference Review

8.1 The Remuneration Committee Terms of Reference will be reviewed on a regular basis and at least every two years. Any recommendations for change will be submitted to the Board for approval.