

**Pwyllgor Taliadau**  
**Remuneration Committee**

**Terms of Reference 2023**

Authority

1. In accordance with paragraph 3 of Schedule 2 to the Government of Wales Act 2006, the Senedd Commission may appoint staff and is to pay the salaries of the members of staff of the Senedd. The remuneration of the Clerk is a matter for the Commission. The Commission has delegated responsibility for the remuneration of Commission staff to the Clerk, but this is subject to consultation with the Commission in the case of Directors (posts at pay band S-2 / S-3 of the unified pay structure).

Purpose

2. The Remuneration Committee (the Committee) is an advisory body with no executive powers. It is authorised by the Commission to consider and make recommendations on matters regarding the remuneration and terms of service of the Clerk of the Senedd (Clerk). The Committee will also consider and comment on any recommendations or proposals from the Clerk regarding pay and other matters of remuneration and reward for Directors and Chief Legal Adviser.

3. The Committee will assist the Commission and Clerk in ensuring that remuneration arrangements meet the highest standards of probity and accountability for the use of public funds by advising, on request, the Commission and the Clerk as Accounting Officer on their responsibilities for appraisal and remuneration related policies and systems. From time to time Committee members, collectively or individually, may also be requested to contribute to specific workforce matters where their expertise makes this appropriate.

Functions

4. To assist the Commission in discharging its duty for ensuring high standards of corporate governance and financial control at all times by considering recommendations and proposals on:

- The pay strategy and framework (including pay scales) for the remuneration of the Clerk and Directors.
- The pay and reward strategy for all staff of the Senedd Commission.

5. Once these strategies and pay frameworks have been established, the Committee will consider summary assessments and recommendations from:

- the Llywydd concerning the performance of the Clerk, in order that the Committee can consider the appropriate level of remuneration in light of performance, contracts of employment, and the pay framework.
- the Clerk concerning the performance of Directors in order that the Committee can

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- the Clerk concerning the payment of any future performance element of the pay and reward strategy agreed for all staff.

The flow chart in the Appendix illustrates the steps in the process.

6. The Committee will undertake periodic reviews of its own effectiveness.

#### Administration

7. A member of the Commission's staff will act as secretary to the Committee and provide administrative support as required.

#### Meetings

8. The Committee will be conducted formally with minutes of proceedings and recommendations being submitted to the Commission and Clerk (save for items concerning the remuneration of the Clerk personally). The Committee shall meet not less than once a year.

9. Meetings shall be held as and when required. Any member of the Committee can request a meeting if they consider one is required.

10. Members of the Remuneration Committee may be asked to provide feedback to the Committee relating to pertinent Commission workforce matters where they have had involvement.

11. The Committee will make a formal annual report on its work at the end of the year and submit this to the Commission.

#### Membership

12. The Committee will comprise three or four members who will be independent of the Senedd Commission and its staff and will not have personal or business interests in the functions of the Committee. One or two members will be independent members drawn from the Senedd Commission Audit and Risk Assurance Committee. Two members of the Committee will constitute a quorum.

13. The Clerk may attend meetings of the Committee, except where the issue of the Clerk's salary and remuneration are under discussion.

**Agreed by Commission 10 July 2023**

## Appendix

