

## Remuneration Committee<sup>i</sup>

### Terms of Reference

#### Purpose

The Remuneration Committee provides an oversight, review and advisory role to the Officer in Overall Charge of Operation Kenova and the Operation Kenova Governance Board on the recruitment, terms and conditions of service and remuneration of Kenova staff.

#### Membership and Attendance

The Committee shall comprise of up to four members and must include Assistant Chief Officer of Bedfordshire Police, a member of the Kenova Executive Board and an independent member of the Joint Audit Committee for the Police and Crime Commissioner for Bedfordshire and Bedfordshire Police. The quorum for the meeting shall be two members.

The Officer in Overall Command for Operation Kenova serves as an ex officio member of the Committee, and as such receives all papers for the Committee and will attend if available but will not count as a Committee member for quorum purposes.

Any member of the Kenova Governance Board may attend Committee meetings as an observer.

#### Frequency of Meetings

The Committee will meet as required but, in any case, at least annually

#### Committee Responsibilities

- Determine salary structure of Operation Kenova staff against market rates
- Approve any annual pay increase (which may be zero), using police annual pay rises as a guide
- Approve any salary increases outside of the annual review process as recommended by the Officer in Overall Command of Operation Kenova
- Ensure contractual terms for all staff on appointment and termination are fair to the individual and Operation Kenova
- Ensure performance monitoring systems are in place to reward exceptional performance and ensure that substandard performance is addressed
- Any specific task as directed by the Officer in Overall Command of Operation Kenova

# OPERATION KENOVA

## **Reporting**

The Remuneration Committee will report to the Kenova Governance Board

## **Review**

The Committee shall annually review its Terms of Reference and recommend any changes to the Governance Board

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<sup>i</sup> As at 24-2-2021