



**Terms of Reference for the  
Remuneration Committee  
for  
British Equestrian Federation (BEF)**

**Approval**

Approved by (role)	Name	Board/ Executive	Date	Date For Review
Board Chair	Mohamed Elsarky	Board	05/11/18	04/11/19



**BRITISH EQUESTRIAN FEDERATION**  
**TERMS OF REFERENCE FOR THE REMUNERATION COMMITTEE**

**1. Purpose of the Remuneration Committee**

The purpose of the Committee is to:

- assist the Board of Director's to determine and agree any specific pay increases/remuneration of Senior Staff (which for the purposes of these Terms of Reference shall include the Chief Executive and members of the executive and WCP senior leadership teams); and
- review and recommend to the Board annual salary increases, if any, for all staff based upon relevant data which enables the Board to make an informed decision

**2. Authority and Accountability**

The authority of the Committee is established by the Board. It reports to the Board.

**3. Membership**

The Committee shall comprise:

- one independent Director who shall chair the Committee (who may also be the Board Chair);
- one Independent Director;
- one Nominated Director; and
- one Elected Director,

3.1 Appointments to the Committee are made by the Board and shall be for a period of up to four years, which may be extended for a further period of up to four years, provided the director still meets the criteria for membership of the Committee.

3.2 The Head of HR shall act as the Secretary of the Committee and in their absence the Head of Finance.

**4. Duties**

4.1 The duties of the Committee shall be:

- To determine and agree with the Board the BEF's broad policy in relation to remuneration for Senior Staff, and review the ongoing appropriateness and relevance of such policy.
- In determining such policy, to take into account all factors which it deems necessary and to consider such internal and external information as may be relevant, having regard to any funding requirements imposed by the BEF's funding partners and the overall budgetary

position of the BEF;

- To meet on an annual basis in order to review and make recommendations to the Board as to whether all staff should receive an increase in salary for the following year based upon; consumer and retail price index, information of increases that other member bodies are considering paying for the relevant year, current budget/affordability and competitiveness in the market which helps retention and any other relevant information that assists the Board.
- Sensitive to the remuneration and employment conditions throughout the BEF.

## 5. Procedure

- 5.1 The Committee shall meet at least once a year and otherwise as required.
- 5.2 Meetings of the Committee shall be called by the Secretary of the Committee at the request of the Committee Chairman. Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be forwarded to each member of the Committee, and any other person required to attend, by email no later than twenty four hours before the meeting. Supporting papers shall be sent to Committee members and to other attendees as appropriate, in advance of the meeting.
- 5.3 Attendance of non-members of the Committee shall be by invitation only.
- 5.4 No director or member of the Executive shall be involved in any decisions as to their own remuneration.
- 5.5 The Committee is authorised by the Board to investigate any activity within its terms of reference, obtain legal, remuneration or other professional advice from both inside and outside the Committee as and when required, at the BEF's expense, and to appoint and secure the attendance of external consultants and advisors if it considers this beneficial.
- 5.6 The quorum necessary for the transaction of business shall be three members of the Committee provided always that there shall be a majority of independent directors. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee
- 5.7 A person may participate in a meeting of the Committee by telephone, video conferencing, or other similar equipment provided that throughout the meeting all persons participating in the meeting are able to communicate interactively and simultaneously with all other parties participating in the meeting. A person participating in a meeting in this manner shall be deemed present in person at the meeting.
- 5.8 The Secretary shall minute the proceedings and decisions of all meetings of the committee, including recording the names of those present and in attendance.
- 5.9 Draft minutes of Committee meetings shall be circulated promptly to all members of the Committee.

Approved by: BEF Board

Dated: 5 November 2018