

REMUNERATION COMMITTEE

– 9 July 2025

Establishment of a Remuneration Subcommittee (Appraisals)

Report by Director of Law and Governance and Monitoring Officer

RECOMMENDATION

1. The Remuneration Committee is RECOMMENDED to

Establish a subcommittee named the Remuneration Sub-Committee (Appraisals) to carry out the procedures delegated to the Remuneration Committee in the Council Constitution “to constitute an Appraisal Panel and undertake the appraisals for the Chief Executive, at least annually”.

Executive Summary

2. Council amended the Constitution at its meeting on 10 December 2024 to add a delegation to the Remuneration Committee “to constitute an Appraisal Panel and undertake the appraisals for the Chief Executive, at least annually” (Part 5.1C Remuneration Committee, paragraph 3 (7)).
3. This report proposes to formally establish a Sub-committee to undertake the appraisal process.

Appraisal process

4. Each year the Remuneration Sub-Committee (Appraisals) will agree an appraisal procedure including preparatory meetings, interviews and training as necessary.
5. The appraisal procedure will specify at what point(s) the Subcommittee will present a report for the Remuneration Committee to consider. It is expected that there will be a mid-year review each year as well as the main annual review.

Membership

6. The membership of the Sub-committee will be decided by the Committee and may number between 4 and 6 Members.
7. The Sub-committee membership must include at least one Cabinet Member and members from at least two different political groups.
8. The quorum for meetings will be three Members, regardless of the size of the Sub-committee.

Training

9. Training will be provided to support members with the formal appraisal process.

Financial Implications

10. There are no financial implications of the above.

Comments checked by:

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Legal Implications

11. The establishment of this Sub-Committee is required following the amendment to the Constitution by Council on 10 December 2024. There are no other legal implications.

Comments checked by:

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Staff Implications

12. The Sub-committee can be administered and supported by Democratic Services and Human Resources within the current resources.

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