

British Tourist Authority Remuneration and People Performance Committee

Terms of Reference

1. Purpose

The purpose of the Remuneration and People Performance Committee (the “RPC”) or the British Tourist Authority (the “BTA”) is:

- 1.1. To assist and advise the Chairman of the BTA in setting and measuring the performance of the objectives of the Chief Executive and subsequently to approve the Chief Executives’ remuneration and bonus.
- 1.2. To assist and advise the Chief Executive in assessing the performance of all staff retained at Director level each year and in determining their remuneration and bonuses. Any adjustment to a Director’s remuneration package, including any adjustment which is temporary in nature, shall require the prior approval of the RPC.
- 1.3. To guide the Executive on the pay remit prior to its submission to the Department for Digital, Culture Media and Sport (“DCMS”) and on receipt of DCMS approval of the final pay remit to approve the final pay and bonus ranges to be awarded to employees.
- 1.4. Oversight of workforce matters in the organisation, to include (but not limited to):
 - Staff Development;
 - Staff Performance Management; and
 - Workforce Planning.
- 1.5. To consider any matter relating to employees’ conditions of service, remuneration and related matters as the Chief Executive or BTA Board may refer.

2. Constraints

- 2.1. The RPC will at all times operate within the parameters of relevant guidance received from time to time from DCMS.

3. Membership

- 3.1. The RPC shall consist of four members:
 - The Chair of the BTA Board;
 - The Chair (or a nominated representative) of the VisitEngland Advisory Board (“VEAB”); and
 - Two other DCMS appointed members of the BTA Board and/or VEAB, who shall be appointed by the BTA Board.
- 3.2. The RPC will elect its own Chair from its membership.
- 3.3. The quorum of the RPC shall be three, including the Chair of the RPC and the Chair of the BTA or nominee as applicable.
- 3.4. The Chief Executive, Director of People & Transformation, Director of Finance and Business Services, and Head of People and Talent will attend meetings of the RPC as required.

3.5. The Secretary to the BTA Board will be the Secretary to the RPC.

4. **Frequency of Meetings**

4.1. The RPC shall meet at least twice a year or otherwise as required.

5. **Reporting**

5.1. The RPC reports to the BTA Board.

6. **Review**

6.1. The terms of reference will be reviewed annually or as required to reflect any changes to its membership or responsibilities.

Last reviewed: November 2020