

British Tourist Authority (“BTA”)
Remuneration and People Performance Committee

Terms of Reference

Purpose

1. The purpose of the Committee 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 Committee.
 - 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.

Constraints

2. The Committee will at all times operate within the parameters of relevant guidance received from time to time from DCMS.

Membership

3. The Committee shall consist of four members: the Chair of the BTA Board, the Chair of VisitEngland Advisory Board (“VEAB”) and two other DCMS appointed Members of the VEAB and BTA Boards, who shall be appointed by the BTA Board.
4. The Committee will elect its own Chair.
5. The quorum of the Committee shall be three including the Chair of the Committee and the Chair of the BTA or nominee as applicable.
6. The Chief Executive, the Director of Finance & Business Services, and the Head of People and Talent will attend meetings of the Committee as required and the Secretary to the BTA Board will be the Secretary to the Committee.

Frequency of Meetings

7. The Committee shall meet at least twice a year or otherwise as required.

Last reviewed: September 2019