



Supporting the hair, beauty
and barbering industries

REGULATIONS FOR THE REMUNERATION COMMITTEE

1 Purpose

1.1 The purpose of the Remuneration Committee is to:

- Review and approve pay for NHBF staff and the Chief Executive
- Review and approve the President's honorarium
- Review and approve pensions, medical and other employee benefits
- Review and approve appraisal procedures and training and development plans for NHBF staff
- Ensure that all the work of the Remuneration Committee is fully compliant with the General Data Protection Regulation 2018 and the Data Protection Act 2018 and for the avoidance of doubt wherever a policy or regulation of the Remuneration Committee conflicts with the provisions of the GDPR or the DPA 2018, the provisions of the latter shall prevail.

2 Members

2.1 Remuneration Committee members will be all the officers: the President, Vice-President and Immediate Past President (when applicable) and at least two other members of the Board, a maximum of 5 in total.

2.2 Each year Board members will be invited to nominate themselves for the Remuneration Committee showing how they meet the selection criteria:

- Experience of HR, training and development;
- Understanding of performance review and reward systems;
- Ability to observe strict confidentiality

3 Meetings

3.1 Committee meetings will be quorate if 3 Committee members are present.

3.2 The Chief Executive will attend all Remuneration Committee meetings. Wherever there could be a conflict of interest (eg pay for NHBF staff and the Chief Executive), he/she will present any papers but will leave the meeting while Committee members consider these agenda items. Committee members will inform the Chief Executive of their decisions at the end of the meeting.

3.3 Remuneration Committee meetings will normally be held twice per year, usually immediately before or after a Board meeting.

3.4 Remuneration Committee meeting agendas will be drafted by the Chief Executive (or delegated member of staff) and agreed with the Chair 10 working days in advance of the meetings. Meeting papers will be distributed electronically and as hard copy at least 5 working days in advance of the meetings.

- 3.5 Papers which include highly confidential information such as individual salaries or performance will be tabled and will be collected up for shredding at the end of the meeting. Any tabled papers will be provided as hard copy on the day of the meeting.
- 3.6 All Remuneration Committee members are expected to have read meeting papers in advance (except tabled items) to ensure that time in meetings is used for decision-making.
- 3.7 Venues will be accessible, central locations, but meetings may also be held occasionally by teleconference or other virtual methods.
- 3.8 Reasonable travel expenses will be paid, in accordance with the NHBF travel and expenses policy.

4 Minutes

- 4.1 Minutes will be kept to record the names of Remuneration Committee members and anyone else present at the meeting, key decisions and actions. Draft minutes will be sent to the Chair for approval within 5 working days of the meeting. Draft minutes will be included in the papers for the next Remuneration Committee meeting, where they will be signed by the Chair as a record.
- 4.2 Due to the nature and sensitivity of the agenda items, minutes will not be circulated other than to members of the Remuneration Committee. However, a short report of key points will be circulated to Board members.
- 4.3 For the avoidance of doubt all sensitive or confidential information will be held securely and destroyed when no longer required in accordance with the provisions of the GDPR and DPA 2018.