

LIBRARIES NI

Northern Ireland Library Authority

SCHEME SPECIFYING THE DUTIES AND RESPONSIBILITIES TO BE DISCHARGED AND THE PROCEDURE TO BE FOLLOWED BY THE REMUNERATION COMMITTEE

In this Scheme: -

"the Authority" means the Board of the Northern Ireland Library Authority (known as Libraries NI)

"the Committee" means the Remuneration Committee of Libraries NI

"Standing Orders" means the Standing Orders of Libraries NI

1. Introduction

1.1 The Board of Libraries NI hereby makes the following Scheme specifying the duties and responsibilities to be discharged and the procedure to be followed by the Remuneration Committee. It is subject to alteration or amendment at any time by resolution of the Board.

2. Functions

2.1 The Remuneration Committee will:

- a. receive a report from the Chairperson of the Board on the performance of the Chief Executive in relation to the agreed annual performance objectives;
- b. determine the appropriate level of performance related pay to be awarded annually to the Chief Executive in accordance with the terms and conditions of the Chief Executive and the agreed salary scheme;
- c. report to the Board on its determination;
- d. receive a report from the Chief Executive in relation to the performance of second tier officers in relation to the agreed annual performance objectives;
- e. determine the appropriate level of performance related pay to be awarded annually to the second tier officers in accordance with their terms and conditions and the agreed salary scheme.

2.2 Any award of performance related pay to the Chief Executive or second tier officers shall be within the limits set by the Department of Finance and be approved by the Department for Communities.

3. Membership

- 3.1. The Committee shall consist of:
- the Chairperson of the Board
 - the Vice Chairperson of the Board
 - the Chairperson of the Business Support Committee (or in their unavoidable absence, the Vice Chairperson)
 - the Chairperson of the Services Committee (or in their unavoidable absence, the Vice Chairperson)
 - the Chairperson of the Audit and Risk Committee (or in their unavoidable absence, the Vice Chairperson)
- 3.2. The Committee may co-opt members who are not members of the Board of the Authority in the event that specialist expertise is required, which is not available otherwise to the Committee. In such cases and in accordance with Paragraph 8(2) of Schedule 1 of the Libraries Act (Northern Ireland) 2008 prior approval must be obtained from the Department for Communities.

4. Quorum

- 4.1. A quorum shall consist of three members of the Committee.

5. Meetings

- 5.1. The Remuneration Committee will meet at least twice per year.
- 5.2. The Chief Executive will be invited to attend and provide advice to the Committee as necessary. However, they will withdraw from those parts of the meeting where there is discussion about their own remuneration.
- 5.3. The Head of Human Resources will attend the meetings in an advisory capacity and will service the Committee. They may be asked to withdraw from the meeting at any stage to facilitate confidential discussions.

6. Procedure

- 6.1. The procedure shall be in accordance with Standing Orders, except that:
- paragraph 2 of Standing Orders in relation to the Quorum of the Meeting shall not apply; and
 - paragraph 5 of Standing Orders in relation to the Minutes of the Meeting shall not apply.
- 6.2. A copy of the draft minutes of each meeting of the Committee shall be sent in confidence to each member of the Committee and on request to the Department for Communities.

The Chairperson shall report to the Board, in committee, at the next appropriate Board meeting drawing attention to any significant issues that require specific consideration or action by the Board.

6.3. The minutes of the Remuneration Committee will be retained in confidence but will be made available on request to Internal Audit and the Northern Ireland Audit Office.

7. Review

7.1 This Scheme will be reviewed annually to ensure that it remains relevant to the needs of the Authority.

This Scheme was adopted by the Board of Libraries NI at its meeting on 10 February 2023 and shall come into operation with effect from that date.

Sealed with the common seal of Libraries NI in the presence of: -



Chairperson



Chief Executive