

The Remuneration Committee (hereafter 'the committee') shall be a Sub Committee of the Board of Table Tennis England ('TTE'), responsible to the Board.

### **Purpose**

The purpose of the committee shall be to:

- Ensure that remuneration arrangements support the strategic aims of the business and enable the recruitment, motivation and retention of staff.
- Arrange the recommendations to Board of any Board Honorarium.
- Recommend and monitor the level and structure of remuneration including any bonuses or incentive payments for the Chief Executive and other senior management.
- Review and have regard to pay any employment conditions across the company, when setting remuneration policy especially when determining annual salary increases and make recommendations to the Board.
- Determine the policy for, and scope of, pension arrangements for the company.
- Ensure that contractual terms on termination, and any payments made, are fair to the individual, and the company, that failure is not rewarded and that the duty to mitigate loss is fully recognised.
- Oversee any major changes in employee benefits structures throughout the company.

### **Composition**

The Remuneration Committee will be appointed by the Board and shall include the Chairperson of the Board, Chair of Finance Committee, and the Senior Independent Director. The Chair of the Governance and Risk Committee is the reserve member in case the Chair of Finance Committee and the Senior Independent Director is the same person.

The Chairperson of the Board shall be the Chair of the Committee.

All members of the committee shall adhere to the Nolan principles of Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.



## TERMS OF REFERENCE Remuneration Committee

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### Meetings

The committee shall meet at least annually, and additionally as required. These can be physical or virtual meetings and day-to-day Committee business will be carried out via email.

The quorum of the meeting shall require all three Board Directors to be in attendance.

Minutes of each meeting shall be produced and maintained.

Committee members shall be entitled to claim from Table Tennis England such out of pocket expenses as are legitimately incurred in furtherance of agreed committee business, in line with the Table Tennis England volunteer expenses policy.