

**CUMBRIA EDUCATION TRUST CHIEF EXECUTIVE APPRAISAL AND REMUNERATION REVIEW
SUB COMMITTEE
Terms of Reference
2023-24**

Authority

The Chief Executive Appraisal & Remuneration Review Sub Committee reports to the Finance, HR & Business Development Committee, which is authorised to investigate, challenge, monitor and review any activity within its terms of reference or specifically delegated to it. The Sub Committee is authorised to request any information it requires from any Local Advisory Board (LAB), Trust Academy/School or employee and may request any performance, operational, personnel and statistical data it requires, in consultation with the Chief Executive.

Terms of Reference

Role

The role of the Chief Executive Appraisal and Remuneration Review Sub Committee is:

- To carry out the annual appraisal of the Chief Executive (Final Approval)
- Approve the Chief Executive Pay and all aspects of remuneration (Final Approval)

Administration

- The Chief Executive Appraisal and Remuneration Review Sub Committee will meet at least once a year.
- The minutes of this Committee are confidential.
- The Chair of the Trust Board is the Committee Chair.
- The Chief Executive Appraisal and Remuneration Review Sub Committee will consist of the Chair of the Trust Board, Chair of the Finance, HR and BD Committee and one other Director.
- The Chief Executive Appraisal and Remuneration Review Sub Committee will be quorate if two Directors are present.
- Support for the committee can be given by: CET HR Manager and CET Governance Professional.
- The agenda will be agreed in advance by the Chair of the Chief Executive Appraisal and Remuneration Review Sub Committee and papers will be circulated to members and attendees at least 5 working days in advance of the meeting.
- Notes of meetings will be taken and approved in draft by the Chair of the Chief Executive Appraisal and Remuneration Review Sub Committee. The notes will be circulated to the Committee within at least 10 working days following the meeting.
- The Chief Executive Appraisal and Remuneration Review Sub Committee will review these terms of reference annually. The Appraisal and Remuneration Review Sub Committee will self-assess its' performance against these terms of reference on an annual basis.