

THE MIDCOUNTRIES CO-OPERATIVE LIMITED

REMUNERATION COMMITTEE

(the Committee)

Terms of Reference

1. Constitution and Reporting Lines

The Committee was established by a resolution of the Board dated 3 October 2005 (minute 05/284). These terms of reference were approved by the Board at that time. Updates were approved by the Board on 1 October 2007 (minute 07/148.1), 3 March 2008 (minute 08/07.5.1) and 6 March 2010 (minute 10/24.3.1).

The Committee is a committee of the Board. It operates within the strategic policy direction established by the Board. As such, it shall be accountable to the Board and shall report on its activities at the Board meeting immediately following its meeting.

2. Membership and Quorum

The Committee shall consist of the Society's President, one of the Society's Vice-Presidents (as chosen by the Board – the Appointed Vice-President) and four further members of the Board as chosen by the Board (one of whom can be the other Vice-President of the Society).

The Chair of the Committee shall be chosen by the members of the Committee at the Board meeting at which appointments to the Committee are determined. The Chair cannot be the President of the Society.

A quorum shall be four members of the Committee. Two of the four must comprise any two of the Chair, the President and the Appointed Vice-President.

In the absence of the Chair, either the President or the Appointed Vice-President shall act as Chair, as chosen between them.

The Society's Secretary shall be secretary to the Committee.

3. Remit

The Committee shall develop and monitor the Society's Remuneration & Reward policies. Specifically, it shall develop a policy covering the remuneration and terms and conditions of employment of the Society's Chief Executive, and members of the Executive.

The Committee shall monitor implementation of the policy, and shall review it on a regular basis, making changes as necessary.

In developing its policy, the Committee shall take into account that the Society needs to attract and retain individuals capable of driving the Society forward as a successful co-operative business; and further, that the Society aims to be a fair and responsible employer, by remunerating in line with market rates for organisations of a similar size and complexity, and rewarding for performance, and, by ensuring that its policies and practices meet with best practice.

4. External Advisers

The Committee shall be empowered to appoint independent external advisers to advise the Committee on matters relating to its remit.

5. Meetings

The Committee shall meet at least two times a year.

Minutes of its meetings shall be circulated to all members of the Board.

6. Attendees

The Committee may invite whoever it sees fit to attend its meetings in an advisory capacity. Attendees may include the Chief Executive, members of the Executive, or other Society personnel and external advisers.

No executive of the Society shall be present when his/her remuneration and/or other terms and conditions are determined by the Committee, other than for general "cost of living" increases applying to a group of staff, of which the executive is a member.

Normally, the Committee will invite the Chief Executive to make recommendations regarding matters affecting members of the Executive and Society policies generally, but specifically not regarding his/her own position.
