



## **London FA Limited**

### **Nominations and Remunerations Standing Committee**

#### **Terms of Reference**

##### **1. Purpose**

The Committee is convened by the Committee Chair and has delegated responsibility from the Board of Directors to oversee and make recommendations on:

- Oversee the recruitment and selection process for the Board and Council.
- Oversee the annual review of the Company's governance structure
- Staff Remuneration and benefits package.
- Lead the recruitment and succession planning for the CEO.

In-line with the forward plan, to ensure the effective delivery of the London FA strategic plan

##### **2. Membership**

The Members of The Committee shall comprise up to 5 representatives from the Board of Directors and must include a minimum of 2 Independent Directors, the Chair of the Board of Directors, and the Finance and Risk Director.

##### **3. Chair**

The Chair of The Committee shall be appointed by the Board of Directors. The Chair position will be held by the Senior Independent Director.

##### **4. Equality Opportunities and Safeguarding**

The Committee will, at all times, be mindful of and work within the terms of the Association's Equal Opportunities Policy and procedures, and Association's Safeguarding Operating Standard.

##### **7. Quorum**

Not less than three persons shall comprise a quorum of The Panel and shall include the Chair.

##### **8. Frequency**

Meetings will take place 3 times a year at the London FA Offices.

Meetings of the Committee may be held in person, by telephone conference call, by Webex or otherwise in such manner and by such means as the Chair of the Committee determines.

## 9. Reporting procedure

The Committee shall report directly to the Board of Directors. All correspondence and reports will be sent by email in-line with the Company Governance Overview Policy.

## 10. Decision making

All decisions of The Committee shall be by a simple majority.

The Chair shall have the casting vote where necessary.

The decisions of The Committee shall be communicated by email.

## 11. Budget and spending authority

The Committee has approved budget responsibility for staff remunerations and benefits package.

## 12. Review

The Board of Directors shall review its Terms of Reference and processes on an annual basis as part of the London FA's company review.

### Outline Nominations and Remunerations Committee 2018 Forward Plan

Month	Description
January	Staff Salary Performance and cost of living pay award Council Eol application review for standing committees
April	Chair external recruitment process and key dates/ board nominations process FA representative 2018/19 season
August	Review of company governance and articles Induction programme chair appointment
November	Board effectiveness review and board and council development plan

Lisa Pearce, CEO, Board approved January 2018, forward plan  
updated March 2018