



The one-hundred-and-third meeting of the Joint Nature Conservation Committee to be held at 0915 hours on 4 June 2015, at JNCC, Monkstone House, City Road, Peterborough, PE1 1JY

This paper was provided to the Joint Committee for decision/discussion or information. Please refer to the minutes of the meeting for Committee's position on the paper.

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Joint Nature Conservation Committee

Appointment of a JNCC Deputy Chair and Members of the Remuneration Committee

Paper by Kirsty Meadows

1. Appointment of a Deputy Chair

- 1.1. This paper proposes that the Joint Committee appoint Mr Guy Duke as its Deputy Chair.
- 1.2. The Natural Environment and Communities Act (2006) makes provision for the Joint Committee to appoint a Deputy Chair.
- 1.3. The appointment of a Deputy Chair would ensure the leadership of the organisation could continue in the Chair's absence. For example, if the Chair is unable to participate in a Joint Committee meeting the Deputy Chair will substitute for that particular meeting.
- 1.4. The Deputy Chair, in the Chair's absence, would have particular responsibility for providing effective strategic leadership on matters such as:
 - i. formulating the Committee's strategy for discharging its statutory responsibilities;
 - ii. encouraging high standards of propriety and promoting the efficient and effective use of staff and other resources by JNCC and its support company;
 - iii. ensuring the Committee, in reaching decisions, takes proper account of guidance provided by the responsible Ministers or sponsor departments;
 - iv. representing the views of the Committee to the general public;
 - v. providing an assessment of performance of individual Committee members, on request, when they are considered for re-appointment to the Committee or for appointment to the board of some other public body.
- 1.5. The Deputy Chair of the Joint Committee would also act as Chair for the JNCC Support Company in the Chair's absence.

2. Appointment of members of the Remuneration Committee

- 2.1. This paper proposes that the Joint Committee appoint Mr Guy Duke and Dr Susan Walker as members of the Remuneration Committee. The terms of reference for the Remuneration Committee are included in Annex 1.

Annex 1. Terms of Reference for the Remuneration Committee

1. Background

- 1.1. In March 2006 the Joint Committee considered a paper concerning JNCC pay negotiations for 2006/07 and it was agreed that a pay sub-committee would be set up.

2. Role and Purpose

- 2.1. The role of the Committee is to:
 - i. set the overall pay remit for staff employed by the company on the Committee's behalf;
 - ii. in consultation with Defra, as necessary, set and review the terms and conditions and performance objectives for the Chief Executive and determine the amount of any performance bonuses;
 - iii. determine pensions with the approval of the Secretary of State.

3. Members

- 3.1. Membership comprises:
 - JNCC Chairman
 - JNCC Deputy Chairman
 - One JNCC member from Natural Resources Wales, Natural England, Scottish Natural Heritage or Council for Nature Conservation and Countryside.

- 3.2. Two members must be present for the meeting to be deemed quorate.

4. Process

- 4.1. A draft pay remit and business case will be presented for decision to members of the Remuneration Committee on an annual basis, or as required if a long-term pay deal is in place, prior to submission to Defra.
- 4.2. The committee will set the performance objectives for the Chief Executive in March of each year, for the coming performance year April – March in line with the agreed process.
- 4.3. Information relating to the Chief Executive's performance and pay for the preceding year will be provided for consideration at the annual meeting in June.
- 4.4. Information about pensions will be provided as required.
- 4.5. Due to the requirement for swift decisions to be made it is anticipated that members will sometimes need to either meet at short notice (face to face, by telephone or video) or take decisions by email correspondence.
- 4.6. Meetings will be in closed session, although members may invite others to the meeting as necessary to provide information and advice.

- 4.7. Minutes of meetings will be produced and provided to members of the Joint Committee on request.