CEO's Performance Management Review Panel: Terms of Reference

These Terms of Reference were approved by the Board of Trustees in: Revised in:	2 September 2026
Signed by the Chair of Trustees:	
These Terms of Reference will be reviewed by the Trust on an annual basis. Next review date:	September 2027

Delegation of Function
The Trust Board has delegated function to establish a CEO's Performance Management Review Panel.

Composition
Three Trustees, each from a different Trust committee (HR, Finance, Audit and Risk, Education and Standards), and an External Adviser.

Quorum
Three Trustees, one of whom shall be the Chair or Vice-Chair, plus an External Adviser.

Clerking
It is not common practice to have this meeting clerked. However, it is expected that a member of the panel will take comprehensive notes.

Meetings
- Annual performance management review meeting to occur in July.
- Mid-year performance management review to occur preferably in January. The External Adviser will not be present at this mid-term review.

Terms of Reference
- To consider the performance of the CEO against the set objectives.
- To receive advice from the External Adviser on the achievement objectives and work with the External Adviser to set objectives for the next year.
- To confirm the CEO Appraisal document prepared by the External Adviser and issue within the agreed timescales.
- To review the CEO's salary and make recommendations to the Trust Board for approval.

Appeals Process
Any appeals against the process will be heard by the Trust's HR Committee as detailed within the Trust's Performance Management Policy.