Director of Operations' 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 Chief Financial Officer's Performance Management Review Panel.

Composition
One Trustee and the CEO.

Quorum
One Trustee plus the CEO.

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.

Terms of Reference
- To consider the performance of the CFO against the set objectives.
- To review the CFO'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.