



Audit and Remuneration sub committees

Request about the roles and responsibilities of the audit and remuneration sub committees, the structures of the organisational hierarchy below the sub committees and any conflicts of interest which have arisen.

Information provided

The role of The National Archives Audit Committee is to support the Chief Executive in her responsibilities for issues of risk, control and governance and associated assurance. The Committee advises her on whether there is sufficient evidence from various relevant sources to allow her to sign the annual Statement on Internal Control (SIC). The size of the Committee and appointments are determined by the Chief Executive.

In terms of structures under this Committee, The National Archives buys in internal audit services. The scale and complexity of an agreed audit programme determines the organisation and size of the internal audit team, which may only consist of one person for a particular audit.

The Remuneration Committee exists to moderate pay increases proposed by the Chief Executive for members of the Senior Civil Service (SCS) within The National Archives. In practice the SCS means the Directors of The National Archives, except for the Chief Executive herself whose pay is decided by the Department for Constitutional Affairs, our parent department. Essentially, the Chief Executive makes recommendations based on her assessment of individuals' performance as recorded in their annual appraisal, within the guidelines set annually for the whole civil service by the Cabinet Office.

The Remuneration Committee discusses these recommendations, and will if necessary question the Chief Executive and take advice from the HR representative on procedural and technical matters before making its decisions. These decisions, and the proceedings of the Committee, are confidential, but a report is available in the Annual Report (see pages 24-26 for latest one on our website at <http://www.nationalarchives.gov.uk/documents/annualreport0506.pdf>).

In ordinary course of events the Committee only meets once a year. The Remuneration Committee consists of two Non-Executive Directors, advised by the Director of Human Resources and Organisational Development. There is no organisational hierarchy below the Committee - the HR department simply actions the Committee's decisions.

Conflicts of interest have not arisen. One of the key reasons for the involvement of non-executive directors in the Remuneration Committee or external auditors is to ensure decisions are fair and objective.

Date of disclosure: 27 November 2006