



REMUNERATION COMMITTEE

TERMS OF REFERENCE

- Membership:** 4 Members (*from amongst the 'External' Members to include Chair of Finance & Resources and Board Chair.*)
- Quorum:** 3 members need to be present for a decision to be valid.
- Chair:** To be appointed by the Board (from amongst the Board Members) but will not be the Board Chair.
- Clerking arrangements:** Clerk to the Board. All papers or presentations are to be received 7 days in advance of any meeting.
- Meetings:** A minimum of two per year **or** as required.
- Status:** Required Committee (*under the College's Instrument and Articles of Government*)
- Powers:** **Determine** under Article 7 of Government the remuneration of the CEO and Clerk and such other persons or categories of persons as the Board may approve from time to time
Advisory to the Board, to consider any matters within its set remit or as may be specifically delegated by the Board from time to time
- Reporting arrangements:** Relevant matters and recommendations to be reported to the next suitable Board meeting
(*The nature of the Committee's business is such that the minutes of each meeting will usually be classified as 'confidential'*)
- Purpose:** To advise the Board on the remuneration (pay and terms & conditions of employment) of the Chief Executive, designated Senior Post Holders and the Clerk and ensure effective performance management of those positions
- In attendance:** CEO by invitation
Director of Finance & Operations (title may change) by invitation
Head of People & Talent (title may change) by invitation
- Remit:**
1. the Senior Post Holders are: CEO, Director of Finance and Clerk
 2. to consider and advise the Board on all matters relating to the conditions of service, grading and remuneration and including any sabbatical of the Senior Post Holders and the Clerk
 3. to implement an appraisal scheme for the Senior Post Holders and Clerk and assessment of their progress under that scheme;
 4. to evaluate annually the specific remuneration packages of this group against pre-established performance goals and objectives and will determine and approve the salaries of the Senior Post Holders and Clerk taking into account of affordability, proportionality to remuneration of other college staff, comparative external information on remuneration and equality information;
 5. to advise the Board on any compensation (including pension benefits) which may be payable in the event of the early termination of employment of a Senior Post Holder or Clerk;
 6. to approve the Disciplinary and Grievance Procedures for Senior Post Holders and other policies specifically addressing Senior Post Holders;
 7. to appoint an individual/committee to carry out a disciplinary or grievance investigation/hearing for any Senior Post Holder in accordance with the relevant procedures (note that the Chair or Vice-Chair(s) of the Corporation may be needed to conduct an appeal at a later stage);
 8. to commission any relevant outside legal or other advice (including sector pay data reports) necessary to fulfil the Committee's remit;

9. to act as the Performance Review Panel for the relevant positions, overseeing/approving the performance objectives and priorities for the individuals at the start of each academic year and reviewing outturns;
10. to review the succession plan for senior post holders on at least an annual basis; and
11. to monitor the continued professional development and training for senior post holders.