

REMUNERATION COMMITTEE

TERMS OF REFERENCE

1. STATUS

The Remuneration Committee will report directly to Corporation.

2. MEMBERSHIP:

Six Governors excluding the Principal, Staff and Student Corporation Members

Ex-Officio:

*Chair of the Corporation

Vice Chair of Corporation

Chair or Vice Chair of Audit Committee

Chair or Vice Chair of Search & Governance Committee

**Excluded from Chairing the Remuneration Committee*

Two other **external** Governors

In attendance:

The Principal to advise the Committee (except when their remuneration is being considered).

The Clerk to the Corporation (except when his/her remuneration is being considered).

3. QUORUM:

Four Members of the Committee.

4. TERMS ON WHICH MEMBERS HOLD AND VACATE OFFICE

Members of the Committee shall be considered for re-appointment on an annual basis.

An ex-officio member of the Committee will cease to be a Member upon relinquishing the relevant Chair/Vice Chair role or resignation from the Corporation. The Governor member shall cease to be a Member of the Committee upon their resignation from the Corporation.

5. SCOPE

The Committee will determine the pay, terms and conditions of designated Senior Post Holders and report annually through the Chair of the Corporation to the Corporation. Specifically, it will:

- i. Advise the Chair of the Corporation on the remuneration packages of designated Senior Post Holders, including the Principal, with due regard to public interest and the financial health of the College.
- ii. Review annually the performance of the Principal. This may be delegated to the Chair of Corporation who will make recommendations to the Committee.
- iii. In the case of designated Senior Post Holders, other than the Principal, the annual review and appraisal may be delegated to the Principal who will make written recommendations to the Committee.

- iv. Review annually the performance of the Clerk. This may be delegated to the Chair of Governors and the Principal who will make written recommendations to the Committee.
- v. Advise on the framework for appraisal, appointments, suspension and dismissal and pay and conditions of service of senior post holders.
- vi. Facilitate the recruitment, retention and motivation of Senior Post Holders with appropriate qualifications, experience and ability within levels of affordability and in the light of the organisation's strategic objectives.
- vii. Ensure clarity regarding which elements of remuneration are pensionable and non-pensionable.
- viii. Ensure that specific remuneration packages are transparent, objectively auditable and openly defensible.

6. MEETINGS

The Committee shall meet at least annually during the summer term, normally in June.

7. REMUNERATION REVIEW PROCESS

The Committee will make its remuneration recommendations based on the three key elements listed on page 2 of the AoC College's Senior Post Holder Remuneration Code (December 2018):

- i. a fair, appropriate and justifiable level of remuneration;
- ii. procedural fairness; and
- iii. transparency and accountability.

Other specific information will include:

- Written appraisals of designated Senior Post Holders, including a summary of responsibilities and performance against specific objectives set for the individual(s) appraised. These to be provided by the appraiser and to be used to assess performance and rewards.
- A clear written recommendation from the appraiser for Remuneration Committee action.
- Details of the annual pay settlement for College Staff.
- Independent data on national FE salary pay scales for Principals and other Senior Post Holders.

8. OTHER MATTERS:

- i. To advise the Corporation and/or the Principal on any matters that they may refer to the Committee.
- ii. The Remuneration Committee has no delegated financial powers.

Approved at the October 2020 Corporation meeting.