

## **Terms of Reference for the Remuneration Committee**

### **Constitution and Membership**

The Governing Body will be responsible for establishing a Remuneration Committee which shall consist of:

1. the Chair, *ex officio*, of the Governing Body;
2. the Vice-Chair, *ex officio*, of the Governing Body, who shall be Chair;
3. three independent members appointed by and from the Governing Body.

The quorum for a meeting shall be two members.

### **Authority**

The Committee is authorised by the Governing Body to review the remuneration, terms and conditions and, where appropriate, the severance conditions of the Principal, designated senior post holders and the Clerk and to make recommendations to the Governing Body as appropriate.

The Committee may also invite to its meetings a person with expertise to advise on remuneration matters.

### **Proceedings**

The Committee will meet at least once per year on a regular basis and as is required when new appointments are being made for designated posts and will report to the next meeting of the Governing Body.

The Principal, although not a member of the Committee, shall be invited to attend and participate in its meetings but shall not be present when his/her own remuneration, terms and conditions or severance pay are under consideration.

Meetings will be clerked by the Clerk to the Governing Body, except when the Clerk's remuneration is being considered when someone else in attendance will act as clerk.

### **Duties**

The Committee will, on an annual basis, review and make recommendations to the Governing Body on the terms and conditions and remuneration of the Principal,

designated senior post holders and the Clerk to the Governing Body. This review will include provisions for any other benefits, for example pensions, arrangements for termination of employment (including, where appropriate, severance payments) and other contractual terms.

In determining the above, the Committee will receive reports on the individual performance against agreed targets over the year under review as follows:

- the Principal and Chief Executive, as completed by the Chair of the Governing Body
- the Designated Senior Post Holders, as completed by the Principal
- the Clerk, as completed by the Chair of the Governing Body

The Committee will also consider the financial health of the College and comparative information on salaries, benefits and conditions of service in the further education sector and other public sector organisations and other organisations deemed to be appropriate.

### **Reporting Procedures**

The Minutes of the Remuneration Committee will be presented to the Reserved Business meeting of the Governing Body.

Nicola Eyre, Clerk to the Governing Body  
REVISED: November 2019  
APPROVED: 12 December 2019  
NEXT REVIEW Due: December 2021