



## REMUNERATION COMMITTEE

**TERMS OF REFERENCE – APPROVED BY THE BOARD 27 MARCH 2017 AND REVIEWED 17 JULY 2017**

### **1. PURPOSE**

To advise the Governing Body on all matters relating to the pay and conditions of employment of holders of senior posts

### **2. RESPONSIBILITIES**

- a) To receive and consider reports from the governors appointed to review the performance of the Principal and the Clerk on the performance of those officers
- b) To receive and consider reports from the Principal on the performance of all other holders of senior posts
- c) To recommend to the Governing Body such changes in the pay and conditions of employment of holders of senior posts, or any of them, as the Committee considers appropriate
- d) To consider the professional development needs of the Principal and Clerk and make recommendations to the Governing Body;
- e) To consider issues of leadership development and succession planning for the Senior Management Team as a whole and make recommendations to the Governing Body;

### **3. MEMBERSHIP**

- a) The Committee will comprise four members of the Governing Body
- b) The Chair of the Governing Body may be a member of the Committee but shall not chair the Committee.
- c) The Principal shall not be a member of the Committee.
- d) No Staff Governor or Student Governor shall be a member of the Committee

### **4. OFFICERS OF THE COMMITTEE**

- (a) An external governor with appropriate expertise shall chair the committee.
- (b) The Clerk to the Governing Body shall be the Clerk to the Committee. The Clerk shall not be present for the consideration of his or her pay or terms and conditions of employment.

## **5. ACCESS TO INFORMATION AND ATTENDANCE AT MEETINGS**

- (a) The Committee has the right to access all the information and explanations that it considers necessary to fulfil its remit and may require the attendance at meetings of:
  - i. Any of the governors appointed to review the performance of the Principal or the Clerk;
  - ii. the Principal; or
  - iii. the Head of Human Resources or another College manager.
- (b) The Committee is authorised to obtain outside legal or other independent professional advice and to secure the attendance of external advisers at committee meetings if it considers this necessary.
- (c) The Committee may invite such other persons to attend meetings as may be desirable and necessary.

## **6. FREQUENCY AND CONDUCT OF MEETINGS**

The Committee will normally meet annually in the autumn term