



The Northern College For Residential Adult Education Terms of Reference - The Remuneration Committee

- 1 Membership**
 - 1.1 The committee will consist of at least four members of the Board of Governors, one of whom will be the chair of the Board of Governors. Where appropriate the committee may also include up to two independent members with appropriate expertise.
 - 1.2 The Principal, staff and student governors are not eligible for membership.
 - 1.3 The committee may invite:
 - third parties to provide external independent advice;
 - members of College staff to present specific reports, information or recommendations.Such persons will not have a vote, but are entitled to speak at the meeting.
 - 1.4 For the avoidance of doubt whilst members of staff, including senior post holders, may be invited to meetings as attendees to present reports and provide advice they are not members of the committee, will not play any part in its decision making and will withdraw from every part of a meeting at which their own remuneration or performance is under discussion.
 - 1.5 Membership of the committee and its terms of reference will be approved by the Board of Governors.
- 2 Quorum**
 - 2.1 The quorum will be three members.
- 3 Frequency of Meetings**
 - 3.1 The committee will meet as and when required, but normally twice per annum.
- 4 Responsibilities of the Committee**

With respect to Senior Post Holders

 - 4.1 Determine and review the salary and conditions of service for senior post holders.
 - 4.2 Consider the annual appraisal and performance of senior post holders.
 - 4.3 Consider and approve any severance terms for senior post holders.
 - 4.4 Monitor adoption of, and compliance with, the Colleges' Senior Staff Remuneration Code.
 - 4.5 Provide an annual report to the Board of Governors.
 - 4.6 Oversee the publication of an annual statement regarding senior post holder remuneration.

With respect to all other staff

 - 4.7 Consider proposals regarding pay awards and make recommendations to the Board of Governors.
 - 4.8 Be consulted on any major changes to employee benefit structures.
- 5 Election of Chair**
 - 5.1 The chair of the committee will be selected from amongst the members of the committee. The chair of the Board of Governors will not chair the committee.

- 6 Clerking the Committee** 6.1 The Clerk to the Governors shall act as secretary to the committee, (with the exception of any matters relating to their own remuneration or performance in line with 1.4 above).

- 7 Reporting to the Board of Governors** 7.1 The minutes of each meeting of the committee will be presented to the next available meeting of the Board of Governors.

- 8 Date of Approval** September 2019 – Board of Governors.

- 9 Next Review** September 2021