



**REMUNERATION COMMITTEE**  
**TERMS OF REFERENCE**

**DATE REVIEWED: June 2014**



## WESTON COLLEGE CORPORATION

### REMUNERATION COMMITTEE TERMS OF REFERENCE

#### 1. AUTHORITY

- 1.1 This Committee is not a statutory committee required by the Instrument Articles of Government (January 2008).
- 1.2 The Committee exercises both delegated executive authorities on behalf of and an advisory function to the Corporation.
- 1.3 The Corporation has the responsibility for the appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts and the Clerk (including, where the Clerk is, or is to be appointed as, a member of staff his/her appointment, grading, suspension, dismissal and determination of pay in his/her capacity as a member of staff). This responsibility may be delegated in part.
- 1.4 The procedures for the appointment, suspension and dismissal of staff, including senior postholders, are outlined in Sections 12-16 of the Articles of Government.
- 1.5 The procedures for the suspension and dismissal of the Clerk are outlined in Section 17 of the Articles of Government.
- 1.6 "Senior Posts" required to be identified by the Corporation in accordance with Section 3 of the Articles of Government are currently:

Principal and Chief Executive  
Clerk to the Corporation

#### 2. DELEGATED AUTHORITY

The Corporation has determined that the Remuneration Committee is responsible for:

- 2.1 The annual review, assessment and arrangements of the salaries and other terms and conditions of employment of Senior Postholders.

2.2 Setting a framework for the pay and conditions of service of all other staff.

### **3. MEMBERSHIP**

3.1 Up to four (4) governors.

3.2 Staff, student governors and the Principal may not be appointed to the Remuneration Committee and it is inappropriate for external parties to be members.

Please see separate schedule for current membership details.

### **4. QUORUM**

4.1 The Quorum for each meeting shall be three (3) members.

4.2 Attendance is acceptable by telephone / video conferencing if members are remote from the College.

4.3 If at any time the Committee has only three members then in exceptional circumstances if one member cannot attend (for example sickness/travel) and an urgent decision is required the Committee will be quorate with two members present so long as approval is gained from the third member as soon as possible and confirmed at the next meeting.

### **5. MEETING CYCLE**

5.1 As required with at least one meeting per calendar year.

### **6. DECLARATIONS OF INTEREST**

6.1 Standing Orders relating to disclosure of interest apply to Committee meetings in the same way as they apply to Corporation meetings.

### **7. TERMS OF REFERENCE**

7.1 The Remuneration Committee shall act in accordance with the delegated authority of the Corporation to determine the remuneration and all other Terms and Conditions of employment of the holders of Senior posts (Senior Postholders) and the Clerk and by reason of its nature, such determination shall be kept confidential as appropriate.

7.2 The Remuneration Committee shall advise the Corporation on the appraisal process for senior postholders including the Principal together with the outcomes from the annual appraisals. The appraisal of the Clerk shall also be reported to the Corporation.

7.3 Details of annual staff development activities undertaken by senior postholders including the Principal and the Clerk shall be presented to the Remuneration Committee with the appraisal outcomes and the Corporation shall be informed

appropriately.

- 7.4 The details of any determination shall be recorded and minuted confidentially. Any Governor (with the exception of Staff and Student Governors) wishing to view the details of any determination should do so through the Chair or Clerk to the Corporation.
- 7.5 The Remuneration Committee shall receive and consider reports from the Principal, which, although not specifically related to Senior Postholders, may be used to contextualise decisions taken in respect of 1.3.

## **8. ADDITIONAL INFORMATION**

- 8.1 The Remuneration Committee shall operate in a manner consistent with both the principles of openness and accountability and the degree of confidentiality required.

<p style="text-align: center;"><b>These revised Terms of Reference were approved by the Corporation on 10<sup>th</sup> July 2014</b></p>
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## REMUNERATION COMMITTEE

Ref.	Achieved By	Frequency
7.1, 7.2, 7.3	<ul style="list-style-type: none"><li>• Receipt of appraisal reports in respect of all Senior Postholders</li><li>• Schedule of Staff Development Activities undertaken by all Senior Postholders</li><li>• Reports on performance against targets</li><li>• Sector and Business HR comparison exercises including market recruitment climate</li></ul>	Annually - July
7.4	A report detailing the process undertaken to be presented to the Corporation	Annually - July