

Terms of Reference

Remuneration Committee

Within the framework of the Articles of Government of Rose Bruford College, the Remuneration Committee to be responsible to the Board of Governors for:

1. Determining and approving the individual pay and conditions of employment of the Principal and other senior post holders whose contract provides for an annual review by this committee. Any such determination shall be within the financial ability of the college.
2. Determining and approving the individual pay and conditions of employment of any other senior post holders who are not covered by other national or local agreements.
3. Considering and deciding upon the terms of any severance or early retirement arrangements for the Principal and senior post holders.
4. Considering and deciding upon succession arrangements for the employees at 1 above including making proposals to the board for any recruitment arrangements.
5. The appointment panel for the Principal will be comprised of no less than 4 people, of which at least 3 must be independent governors, specifically drawn from amongst those who chair sub-committees of the board. The Panel chair, who shall be the Chair of the Board of Governors, may also invite two external independent persons, one of which will be from the sector, to be full members of the appointment board. In the case of appointments of other senior post holders than the Principal, the Principal will be a full member of the panel.
6. Undertaking such other tasks which are reasonably consistent with the above as may be referred to the Committee by the Board of Governors.

The Remuneration Committee will report annually to the Board of Governors and, as necessary, to provide for, inclusion in the annual accounts, a brief report covering the remuneration policy for employees at 1 above and compliance with any applicable code of best practice or guidance for the sector.

The Remuneration Committee shall, to assist in its deliberations, have access to any available comparative information relating to other institutions in the Higher Education Sector, including but not limited to UCEA comparative data.

Composition

1. The Chair of the Board of Governors,
2. The Committee Chair, being an independent Governor appointed by the Chair of Governors
3. Two independent Governors appointed by the Chair of Governors
4. At the determination of the Chair of Governors an external voting member.
5. By invitation, the Director of Human Resources (non-voting).

The Remuneration Committee will be served by the college Secretary to the Board who will circulate the agenda and papers for meetings. An officer, designated by the chair of RemCom, will prepare minutes of all meetings. The Principal and if present any other senior post holders will withdraw from the meeting while their pay and conditions are being discussed. The minute taker shall withdraw if requested by the Committee Chair.

Quorum

The quorum for meetings shall be three members, one of whom shall be the Committee Chair and another the Chair of Board of Governors.

Frequency of meetings

The Remuneration Committee will normally meet to undertake an annual review of senior post holders' performance, pay and conditions. Other meetings at the discretion of the Committee Chair.

Reporting Arrangements

A copy of the minutes and decisions of all meetings will be lodged, under confidential cover, with the Secretary to the Board of Governors. The Secretary will be responsible for holding a complete record of minutes and decisions for the purposes of internal and/or external scrutiny/audit, as authorised by the Board of Governors. A summary of key decisions arising from meetings of the Committee will be reported to the Board of Governors. Minutes will record the reasons for key decisions.

Principal's Annual Report

The Remuneration Committee will receive and consider a confidential annual report, prepared by the Principal, on the performance of the senior post holders as related to their performance objectives for the 12-month period under review.

Review

The review process occurs on an annual basis and pay, and conditions are not normally reviewed in the period between meetings. However, the Principal and other senior post holders can in exceptional circumstances write at any time to the Chair of the Remuneration Committee requesting a review of their pay and conditions. Upon receipt of such a request the Chair will seek advice, as appropriate and may call a special meeting of the Remuneration Committee to consider the matter, or may defer the matter to the committee's next scheduled meeting.