

## **NEW CITY COLLEGE CORPORATION REMUNERATION COMMITTEE TERMS OF REFERENCE**

### **1 Origin & Name**

1.1 The Articles of Government allow corporations to establish committees for any purpose or function (other than those assigned to the Principal & CEO or Clerk) and may delegate powers to such committees. The Code of Good Governance for English Colleges outlines the need for:

- Corporations to determine the pay and conditions of service of the Principal, other senior post holders and the Clerk.
- Remuneration decisions to be informed by benchmarking data and by a recent performance appraisal.

1.2 The Committee is established in accordance with paragraph 4 of the Articles of Government of New City College Further Education Corporation. Its name shall be the Remuneration Committee ("the Committee").

1.3 The Committee is a sub-committee of the New City College Further Education Corporation and as such its actions are open to scrutiny and approval by the full Corporation. The delegation of functions does not absolve the Corporation from accountability for the conduct and decisions of its committees. The Corporation remains responsible for the proper conduct of the College for undertaking its duties under the instruments and articles of government and for complying with the other legislation to which it is subject. The Terms of Reference of the Committee may be varied at any time by the Corporation.

### **2 Objectives**

2.1 To consider the terms, conditions, performance and pay of the Group Principal, & Chief executive Officer, any designated senior post holders and the Director of Governance; and to make recommendations to Corporation as appropriate.

### **3 Functions**

3.1 Recommend to the Corporation the policies/revised policies for the conduct, discipline, grievance and dismissal of senior post holders the Director of Governance (where appropriate)

3.2 Recommend to the Corporation approval the senior post holders' annual Performance Targets.

- 3.3 Ensure that annual appraisals are carried out effectively and the extent to which performance targets have been met are monitored
- 3.4 Recommend to the Corporation the remuneration of senior post holders and the Clerk in accordance with Corporation policy; and having regard to comparative data from the Association of Colleges and/or any other relevant organisations for bench-marking purposes.
- 3.5 Review its terms of reference biennially.

#### **4 Membership**

- 4.1 The Committee shall comprise of the Chairs of General Purposes, Audit, Property, Search and Curriculum, Quality and Students Committee. The Principal and Staff and Student Members shall not be eligible for membership.
- 4.2 The Vice Chair of the Corporation shall be the Chair of the Committee. If the Chair of the Committee is absent from a meeting the members who are present shall choose one of their number to act as Chair of the meeting.
- 4.3 Membership of the Committee will be reviewed annually.

#### **5 Quorum**

- 5.1 Quorum shall be a minimum of 3 members. If the number of members assembled for a meeting of the Committee does not constitute a quorum the meetings shall be terminated forthwith.

#### **6 Declarations of Relevant Interests**

- 6.1 Any member of the Committee who has a financial or other business interest in any matters under discussion by the Committee must:
  - Declare that interest to the Committee before any discussion of the item.
  - Not take part in the discussion.
  - Not form part of the quorum and not vote
- 6.2 If a member is unsure as to whether personal interest may be involved or whether or not it would be appropriate to withdraw from the meeting for the discussion of the item, s/he should seek advice from the Clerk

#### **7 Meetings**

- 7.1 The Committee shall meet as necessary to undertake the business required. This will be at least once per year.
- 7.2 Proceedings, minutes, publication of agendas and minutes, retention of records, and confidential items shall be dealt with as for Corporation.

#### **8 Authority**

- 8.1 The Committee is authorized by the Corporation to investigate any activity within its terms of reference. It is authorized to seek any information it requires

from any employee of the College and all employees of the College are directed to co- operate with any request made by the Committee.

**9 External Advice**

9.1 The Committee is authorized by the Corporation to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with the relevant experience and expertise if it considers this necessary.

Originator	Director of Governance
Last review	June 2022
Next review due by	June 2023