

REMUNERATION COMMITTEE - TERMS OF REFERENCE

1. MEMBERSHIP

- 1.1. The membership shall consist of the Chair of the Corporation who shall be an ex-officio member, plus three other members of the Corporation (other than the Principal, staff and students) who shall be elected by the Corporation.
- 1.2. The Chair of the Corporation shall be the Chair of the Committee. In the absence of the Chair the Committee shall elect a Chair from its membership.

2. PERIOD OF OFFICE

- 2.1. The period of office will be in line with Corporation membership.
- 2.2. If there is a change in the Chair of the Corporation the ex-officio membership will change automatically.
- 2.3. Any other vacancy shall be filled, by election, by the Corporation for the remainder of the normal period of office.
- 2.4. Any elected member shall be eligible for reappointment.

3. MEETINGS

The Committee will meet at least once each year, plus other occasions when circumstances require.

4. QUORUM

- 4.1. The meetings shall require a quorum of three members.
- 4.2. The Chair can, if special circumstances exist, refer matters to the full Corporation.

5. RESPONSIBILITIES

To determine the remuneration, grading pay and conditions of service for the holders of senior posts, having regard to:

- offering fair pay to attract and keep appropriately-qualified staff to lead, manage, support and deliver the College's aims;
 - affordability including pension implications;
 - best practice in determining senior pay in the public and private sectors;

- pay and employment conditions in the FE sector including national benchmarking data;
- performance against agreed targets over the previous year
- To oversee the performance management arrangements for senior postholders. In line with the annual cycle as outlined in Appendix A to make recommendations for payment with effect from September each year
- To establish clear, transparent and measurable objectives for senior postholders following discussion between the Chair of the Corporation and the Principal to facilitate the monitoring of progress and performance.
- To notify the Full Corporation of these agreed objectives and to recommend to approve pay awards and terms and conditions for senior postholders.

The Remuneration Committee will receive the following information for benchmarking purposes to inform their discussions:

- an extract from the most recent Annual AOC survey of senior postholders' remuneration
- the most recent benchmark data provided for Sussex Coast College Hastings
- Information on the annual appraisal of the senior postholders in relation to performance against key objectives for the year under review as follows:
 - Principal & CEO, as completed by the Chair of the Corporation
 - Deputy Principal & CEO, as completed by the Principal
 - Vice Principals (Corporate Services; Resources; Enterprise Employment and Skills), as completed by the Principal
 - Clerk, as completed by the Chair of the Corporation
- Following consideration of the performance of senior postholders against the agreed targets, the Committee will agree and recommend to approve to Corporation the appropriate remuneration for each senior postholder for the following year.
- The Remuneration Committee will also receive the draft targets/objectives for each senior postholder for the following year.

6. REPORTING PROCEDURES

- Information on the processes used for target setting and pay awards for senior postholders and other SPH's are transparent and shared with Corporation members and available on the Governance website
- The Committee will share the targets for the Principal and other SPH's with independent Corporation members. These are available on request from the Clerk when finalised alongside the opportunity to view Remuneration Committee minutes.

- Independent governors are invited to share thoughts and key points to be taken into consideration at the end of year appraisal. The Clerk will annually call for any comments and feed back to the Chair

Appendix A – Performance Management Cycle for Senior Postholders

June-August – End of Year Appraisal. Following discussion between the appraiser and appraisee, objectives are agreed and recorded for all SPH for the following year. Independent governors are invited to share thoughts and key points to be taken into consideration at the end of year appraisal. The Clerk will annually call for any comments and feed back to the Chair.

August/September–Meeting of the Remuneration Committee. Chair reports to Remuneration Committee the outcomes of the Principal and Clerk’s appraisals, and their key objectives for the year. The Principal reports the outcomes of appraisals and key objectives for other SPHs for the forthcoming year. The Remuneration Committee has full delegated authority to consider and makes decisions on pay awards which are recommended to the Corporation for final approval.

October– Chair reports outcomes of appraisals and any recommendations on pay awards and terms and conditions of SPHs to Corporation. Recommendations would only be challenged if there is a genuine concern that procedure has not been followed or a decision has been recommended which could lead to significant damage to the College

April-May – Mid-year appraisals.

Throughout the year – Ongoing review of objectives set for Principal and Clerk by Chair, and review of other SPHs by Principal.

Last approved by Corporation - June 2015