

## CITY COLLEGE NORWICH

### REMUNERATION COMMITTEE: TERMS OF REFERENCE

**Purpose:** To oversee all matters relating to remuneration for Senior Post Holders (SPH).

**Chair:** The Chair of the Committee will be appointed by the Corporation. **To ensure the Committee's independence the Chair of the Governing Body is not permitted to Chair the Remuneration Committee but may attend as a member.**

**Membership:** The Committee shall comprise of at least 4 members which will include:

- The Chair of the Corporation
- The Chair of the Curriculum and Standards Committee
- The Chair of the Business Committee
- The Chair of the Audit and Risk Committee

Should a member hold two of these roles another member from the Business Committee will also attend.

The CEO/Principal however may not sit on the Committee. The Committee may invite other persons to attend meetings in order to provide specialist information and technical advice. Such persons shall not have a vote but shall be entitled to speak.

The quorum for meetings for the Committee shall be 3.

The Clerk of the Corporation or the Administrator or any person agreed by the Committee shall act as Clerk to the Committee.

**Frequency of meetings:** The Committee will meet once a year.

#### **Terms of Reference:**

1. To ensure:
  - a. a fair, appropriate and justifiable level of remuneration
  - b. procedural fairness relating to remuneration
  - c. transparency and accountability concerning remuneration processes
2. To consider matters of equality, diversity and inclusion and ensuring there are not biases relating to gender or other protected characteristics.
3. To ensure there is a robust and consistent process for setting objectives and assessing an individual's contribution.
4. To review all performance evidence and objectives relating to the SPH and to review data relating to comparator organisations to ascertain an overall performance level.
5. To ensure that non-achievement of objectives or below expected performance is adequately addressed through performance management.
6. To make recommendations on the remuneration of all SPHs to the Board for approval, ensuring the SPHs are fairly and justifiably recognised for the contributions to the achievements of objectives and outcomes of the College.

7. To produce an annual report for the Corporation, which should include Committee membership and attendance, the approach to which remuneration is set and the influencing factors, whether performance-related pay is or is not adopted, information about median pay across the College with related pay multiple information for CEO/Principal and any other relevant information that is deemed prominent for the academic year. This is to be published as part of the annual accounts.
8. To consider all matters relating to severance payments and seeking legal advice where necessary.
9. To annually review the effectiveness of the Committee.

**Reporting to:** Corporation Board

Approved by the Board: 15/10/2019

Amended: N/A