

SOUTH DEVON COLLEGE

REMUNERATION COMMITTEE

**MEMBERSHIP AND
TERMS OF REFERENCE**

South Devon College
REMUNERATION COMMITTEE

Membership and Terms of Reference

Terms of Reference made under Article 4(1) of the Articles of Government.

1. MEMBERSHIP

- 1.1 The Committee shall comprise five members, who are the Chair of the Governing Body, the Chair of the Audit Committee, the Principal (save where his/her remuneration package is being considered), and two other members of the Governing Body excluding Staff and Student members.
- 1.2 The Chair of the Committee will be appointed by the Governing Body.
- 1.3 The quorum for meetings of the Committee shall be two. The Principal will not be included in the quoracy count. All members shall have voting rights.
- 1.4 The Clerk to the Governing Body shall act as Clerk to the Committee, unless his/her conduct, terms of service or remuneration is to be discussed or reviewed.
- 1.5 The Committee will meet at least once per year.

2. TERMS OF REFERENCE

- 2.1 To advise the Governing Body on the terms, conditions and Remuneration of Senior Post Holders and the Clerk.
- 2.2 To review and make recommendations on the Corporation's policy on Executive remuneration and advise on the specific remuneration packages of Senior Post Holders and the Clerk so as to:-
 - i. ensure that Senior Post Holders and the Clerk are fairly rewarded for their individual contributions to the College's overall performance; and
 - ii. demonstrate to the public that the pay of Senior Post Holders is set by a Committee which has no personal interest in the outcome of its decision, and which gives due regard to the interests of the public purse and of the financial health of the College.
- 2.3 . To determine arrangements for the annual appraisal of the Principal and the Clerk and to ensure that appraisal arrangements are in place for other senior postholders as follows:

Responsibility of the Chair of the Governing Body

It will be Chair's responsibility to conduct the annual appraisals of the Principal and the Clerk.

Responsibility of the Principal

It will be the Principal's responsibility to conduct the annual appraisals of all other Senior Post Holders as determined by the Governing Body from time-to-time.

3. OTHER MATTERS

- 3.1 The Committee may invite other senior post holders to attend meetings when necessary.
- 3.2 Other members of the Governing Body, excluding staff and student members, may attend meetings of the Committee.
- 3.3 The Terms of Reference for this Committee will be reviewed annually.