

## MACCLESFIELD COLLEGE CORPORATION

### REMUNERATION COMMITTEE

#### TERMS OF REFERENCE

#### **1 The Committee shall comprise 6 persons consisting of:**

The Corporation Chair, the Corporation Vice Chair and 4 other Members of the Corporation

The Committee will not be chaired by the Chair of the Corporation.

The Remuneration Committee must be independent and competent. The Committee may co-opt additional members with appropriate expertise, from the business community.

Senior Post Holder remuneration should be determined in the context of the College's approach to rewarding all its staff, and in particular, consideration should be given annually to the rate of increase of the average remuneration of all other staff. The Committee may consider resources available to them such as the Macclesfield College 'Performance Development Review policy and procedure for all staff' and AoC Remuneration Pay Survey.

The Principal must not be a Member of the Remuneration Committee. (The Colleges' Senior Staff Remuneration Code, Association of Colleges Governors' Council, December 2018)

Committee Members shall hold office until the termination of their membership with the Corporation, subject to any amendments being made by the Corporation from time to time.

#### **2 The Remuneration Committee will:**

- i consider and advise on matters relating to the remuneration of the Principal and Senior Postholders (Deputy Principal, Director of Finance and Director of Governance). No individual can be involved in deciding their own remuneration.
- ii shall ensure that the College remains fully compliant with all relevant statutory requirements.
- iii shall consider and advise on the remuneration of the College's staff, after receiving the recommendation of the College's Principal.

#### **3 Meetings and Administration**

The Committee shall meet whenever necessary but not less than once per year.

The Terms of Reference of the Committee shall be reviewed biennially by its Members and any proposed amendments shall be recommended to the Corporation for approval.

A quorum shall consist of 3 Committee members.

Attendance at meetings by persons who are not Committee members shall be by invitation of the Chair of the Committee.

The Director of Governance shall act as Clerk to the Committee and be responsible for appropriate records of meetings.

The minutes of the Committee meetings shall be made available during normal office hours by application to the Director of Governance, other than Part II agenda items, which shall remain confidential. Part I minutes of Committee meetings shall also be published on the College's website, in accordance with the mandate given by the Corporation and in compliance with the requirements of the Instrument and Articles of Government.