

## REMUNERATION COMMITTEE Terms of Reference

**Purpose:** To make recommendations to the Governing Body on the remuneration, job description and terms and conditions of service of the holders of senior posts<sup>1</sup>

### Preamble:

1. The Governing Body is responsible for the appointment, grading, appraisal, suspension dismissal and determination of the pay and conditions of service of the holders of senior posts as defined by Article 1 and set out in Article 5 (f) of the Instrument and Articles of Government.
2. The remuneration, job descriptions and conditions of service of the holders of senior posts will be reviewed annually to take effect on 1st August, or on such other date as may be determined by the Governing Body
3. Remuneration is defined as payment by salary or in kind for the efficient discharge of duties according to job descriptions within conditions of service.

### Procedure:

4. The Chair of Governors will:
  - i) undertake a performance review meeting [PRM] with the Principal, accompanied by one other foundation governor, to review the performance and duties of the job description, achievements against targets agreed and to set targets for following academic year. He/she will advise the Remuneration Committee directly or through the Committee Chair (in confidence), the details of the performance and recommendations (if any) for the Principal.
  - ii) undertake a PRM with the Clerk, accompanied by one other foundation governor, to review the performance and duties of the job description, achievements against targets agreed and to set targets for the following academic year. He/she will advise the Remuneration Committee directly or through the Committee Chair (in confidence), the details of the performance and recommendations (if any) for the Clerk.
5. The Principal will:
  - i) undertake a PRM for holders of senior posts, other than the Clerk, to review the performance and duties of the job description, achievements against targets agreed and to set targets for the following academic year. He/she will advise the Remuneration Committee directly or through the Committee Chair (in confidence), the details of the performance and recommendations (if any) and for the Clerk in relation to other posts held by him / her in the college.
  - ii) advise the Board of Governors in general and the Remuneration Committee in particular of the college's management needs and its requirements from the holders of senior posts.
  - iii) provide all relevant and available information about the remuneration, job descriptions and conditions of service for senior posts, locally and nationally, if requested. (For example, results of statistical surveys conducted by the Local Government Management Board.)

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<sup>1</sup> Article 1 Interpretation: (1)(e) "senior post" means senior Catholic posts, the Clerk, and such other senior posts as the Governing Body may decide for the purposes of [these] Articles  
Approved by Governing Body 6<sup>th</sup> July 2021

- 6 The determination by the Committee of the remuneration of the holders of senior posts will be achieved through a process of consultation and consideration of evidence presented by the Principal and Chair of Governors, or received from outside agencies, as may be required.
- 7 The varying of conditions of service including remuneration will be achieved through a process of negotiation with the holders of senior posts, severally or collectively, as appropriate.
- 8 Changes agreed appropriate by the Remuneration Committee are advised to the Chair of the Governors' Finance & Resources [F&R] Committee for report to the F&RC as a recommendation of the total monies required (not the individual recommendations) arising from the review. After confirmation by the F&R Committee, that the monies are within the budget, and with Board approval, the Chair of the Remuneration Committee advises the Principal and the Chair of Governors advises the Clerk, in writing (copied to the HR Manager) of the outcome of the review and any changes in their remuneration.
- 9 The decisions of the committee will have the status of recommendations for approval, or otherwise, by the Board of Governors.
- 10 Holders of senior posts have the right of appeal to the Board of Governors.

**A quorum consists of two of the three remuneration committee Governor members present  
The Chair of Governors should not Chair the Remuneration Committee**

**A member of the committee will act as clerk for the duration of, or part of, the meeting**

**Next routine review: July 2023**