

The HENLEY College Corporation

Remuneration Committee Terms of Reference

In carrying out its responsibilities set out below, the Committee will have proper regard to health and safety, safeguarding learners/vulnerable adults, Prevent and promoting equality and respecting the diversity of the College community.

The Senior Post Holders are currently: Principal, Vice Principal and Finance Resources & Controller (in the absence of a Director of Finance)

The responsibilities of this Committee will include:

- a) advice to the Corporation on the specific remuneration packages of the Senior Post Holders and Clerk, and in so advising the Committee shall consider the following elements: market rates, basic salary, benefits in kind, pension provisions, performance related elements and the main terms and conditions in each Senior Post Holder's service agreement;
- b) the implementation of an appraisal scheme for the Senior Post Holders and Clerk and assessment of their progress under that scheme;
- c) the Committee shall evaluate annually the specific remuneration packages of this group against pre-established performance goals and objectives;
- d) the Committee shall advise the Corporation on any compensation (including pension benefits) which may be payable in the event of the early termination of employment of a Senior Post Holder or Clerk;
- e) the Committee shall review on a continuing basis the Corporation's policy in relation to the remuneration of the Senior Post Holders and Clerk and shall set out such policy in an annual report;
- f) approval of Disciplinary, Capability and Grievance Procedures for Senior Post Holders;
- g) the appointment of an individual/committee to carry out a disciplinary or grievance investigation/hearing for any Senior Post Holder in accordance with the relevant procedures (note that the Chair or Vice-Chair(s) of the Corporation may be needed to conduct an appeal at a later stage);
- h) the Committee is authorised to obtain outside legal or other independent professional advice and to secure the attendance of external advisers at committee meetings if it considers this necessary.

Membership	<p>To comprise a minimum of three and a maximum of four external governors to include:</p> <ul style="list-style-type: none"> - Chair of Corporation - Chair of Audit - Chair of Finance & Resources <p>The Committee may also request that any other governor be invited to join this Committee if they have specific skills to offer.</p> <p><i>NB – At least two members of the Committee must be members with business senior management experience. If the designated members do not satisfy this requirement, reference must be made to the Corporation for the secondment of an additional member or members to ensure the requirement is met.</i></p>
Quorum	Three Members
Chair	The Chair will not be the Chair of the Corporation. In the absence of the Chair, Members will elect a chair from among the Members present.
Period of office	To coincide with their term of office as Chair of the Corporation or Chair of the nominated committees provided that this term does not exceed six years in total.
Frequency of meetings	A minimum of once per year
In attendance	Principal by invitation Head of HR by invitation Clerk
Meeting and reporting	Meetings will be convened by the Chair of Corporation