



COLEG GWENT FURTHER EDUCATION CORPORATION
REMUNERATION COMMITTEE
TERMS OF REFERENCE

Approved 25 May 2021

Purpose of the Committee

The Remuneration Committee is established to advise the Board on matters relating to the pay and conditions of service of senior post holders.

The Corporation is committed to the principles of equality of opportunity and diversity in the workplace. All recommendations of the Remuneration Committee take full account of statutory requirements in relation to these principles.

The roles designated as senior post holders, as identified in the Standing Orders (8.2.1), are:

- Principal/Chief Executive
- Vice Principal (Curriculum & Quality)
- Vice Principal (Resources & Planning)
- Governance Officer

1. Advisory Responsibilities

To consider and make recommendations to the Board in respect of:

- 1.1 Contractual terms, job descriptions, policies and procedures relating to Senior Post Holders.
- 1.2 Reward and remuneration arrangements for all senior post holders, based on:
 - Roles and responsibilities
 - Performance

and taking into consideration:

- Relevant benchmarking data
 - Any recent staff pay award.
- 1.3 Severance or redundancy terms for senior postholders.
 - 1.4 Any other matter concerning Senior Post Holders that may be referred to it by the Board.

2. Additional matters

- 2.1 The committee is advisory only and has no delegated decision-making powers.

- 2.3 If the Governance Officer is excluded from a meeting of the committee, the Chair will arrange for a record of the meeting to be made. The record of the meeting will be kept in the control of the Chair.
- 2.2 The Committee will provide a confidential summary report and/or verbal update to the Board after each meeting.
- 2.5 These Terms of Reference will be reviewed ANNUALLY.

Membership:

4

Comprising:

The Chair

Vice Chair

2 additional Independent Governors

Excluding the Principal/CEO

Excluding Staff & Student Governors

The committee will be chaired by the Chair of the Corporation

The committee may obtain independent, professional advice and secure the attendance of non-members with relevant experience or expertise at its meetings.

Quorum:

4

Frequency of meetings:

Minimum annually

