



HARTPURY

C O L L E G E

REMUNERATION AND EMPLOYMENT COMMITTEE

Terms of Reference

Membership

Chair of the Board of Governors, Vice-Chair of the Board of Governors and one Independent Governor

Staff in attendance

Principal

Quorum

100% - three independent governors

1. Objectives

- 1.1. To recommend to the Board of Governors the appointment, suspension, dismissal and levels of salary and benefits payable to Senior Post Holders and the Clerk to the Board of Governors.
- 1.2. To review with the Principal on an annual basis the salaries of members of the Executive but will not be responsible for the setting of Executive salaries and benefits.
- 1.3. To recommend to the Board of Governors the designation of senior post-holders.
- 1.4. To recommend to the Board of Governors an appraisal methodology for the Principal, Senior Post-Holders and Clerk to the Board of Governors
- 1.5. The Chair of the Board of Governors cannot be Chair of the Remuneration and Employment Committee.

2. Attendance at Meetings

- 2.1. All Board of Governors Members shall have a right of attendance save that, when the Committee consider it appropriate – may ask Staff and Student Members to withdraw.
- 2.2. The Clerk to the Board of Governors shall be Clerk to the Committee.

3. Frequency of Meetings

- 3.1. Meetings shall be held at least once in any academic year, prior to Board of Governors Meetings.
- 3.2. Should it be considered necessary, the Chairman may ask the Clerk to the Board of Governors to convene an immediate Committee Meeting.

4. Authority

- 4.1. The Committee is authorised by the Board of Governors to investigate any activity within its Terms of Reference.

5. Duties

- 5.1. To monitor regularly the effectiveness and appropriateness of the Hartpury salary structure in relation to Senior Post Holders, Members of the Senior Management Team and the Clerk to the Board of Governors.
- 5.2. To consider comparative information regarding Senior Post Holders, Members of the Senior Management Team and Clerk to the Board of Governors salaries, with a view to effective retention and recruitment.
- 5.3. To consider comparative information regarding all other categories of staff salaries with a view to effective retention and recruitment.
- 5.4. To consider the effectiveness of the appraisal methodology of the Principal.

6. Reporting Procedures

- 6.1. The Clerk to the Committee shall circulate Minutes of the Meeting of the Committee to Non-Executive Governors.
- 6.2. The Committee shall provide a report of its work to the Board of Governors through Minutes.

Terms of Reference Approved by the Corporation 21st February 2001
Amended Terms of Reference Approved by Remuneration 1st February 2002
Amended Terms of Reference Approved by the Corporation 27th February 2002
Amended Terms of Reference Approved by Remuneration 18th September 2003
Amended Terms of Reference Approved by the Corporation 29th October 2003
Amended Terms of Reference Approved by Remuneration 12th September 2005
Amended Terms of Reference Approved by the Corporation 26th October 2005
Amended Terms of Reference Approved by Remuneration 21st June 2006
Amended Terms of Reference Approved by the Corporation 24th October 2006
Amended Terms of Reference Approved by Remuneration 8th October 2007
Amended Terms of Reference Approved by the Corporation 25th October 2007
Terms of Reference Approved by Remuneration 21st January 2010
Terms of Reference Approved by Corporation 4th March 2010
Change of membership Approved by Corporation 12th July 2012
Terms of Reference Approved by Remuneration 15th January 2015
Terms of Reference Approved by Corporation 29th January 2015
Change of Membership Approved Corporation 25th March 2015
Amended Terms of Reference Approved by Search and Governance Committee 3rd March 2016
Amended Terms of Reference Approved by Corporation 30th March 2016
Change of Membership Approved Corporation 13th October 2016
Amended Terms of Reference approved by Remuneration Committee 23rd November 2017
Amended Terms of Reference approved by Corporation 7th December 2017
Amended Terms of Reference approved by Remuneration and Employment Committee 22nd November 2018.
Amended Terms of Reference approved by Corporation 31st January 2019