

KIRKLEES COLLEGE CORPORATION

**EXECUTIVE EMPLOYMENT COMMITTEE – TERMS OF REFERENCE**

(Reference should also be made to the Standing Orders)

1. Constitution

- 1.1. A minimum of 4 and up to 7 members (other than the Principal, staff and student members). It is recommended that the Chair and Vice Chair be members, together with 2 to 5 other independent members.
- 1.2. The Principal to be invited to attend meetings except where his/her remuneration is to be considered.
- 1.3. Other senior post-holders may be invited to attend when necessary.
- 1.4. Members shall serve for a period of one College year and be eligible for reappointment.
- 1.5. Membership will normally be determined at the final meeting of the Corporation in the College year.

2. Chair

- 2.1. The Chair of the Committee shall be elected at each meeting from members present.

3. Quorum

- 3.1. The quorum shall be 3 members.

4. Frequency of Meetings

- 4.1. At least annually.

5. Terms of Reference

- 5.1. To review and determine the Corporation's policy on senior post-holders' remuneration, the details of such pay to be included in the Annual Members' Report and Financial Statements.
- 5.2. To advise the Corporation on specific remuneration packages for senior post-holders and consider the following:
  - (i) basic salary
  - (ii) benefits in kind
  - (iii) annual bonus/performance-related pay
  - (iv) pension provision
  - (v) terms and conditions of service

- 5.3. To evaluate annually the remuneration of the Principal and other designated senior post-holders against pre-established performance targets, outcomes of appraisals, and comparative salaries in similar institutions and any other relevant data relating to such staff.
- 5.4. To advise the Corporation on any compensation (including augmentation of pension benefits) which may be payable in the event of the early termination of the employment of the Principal or any other senior post-holder. Such advice to be based on equity, best practice but avoiding reward for poor performance.
- 5.5. The Committee will oversee the employment of the Principal and other designated senior post-holders, with particular focus on:-
- (i) monitoring agreed performance objectives
  - (ii) monitoring professional development
  - (iii) induction and probationary period arrangements (where relevant)
  - (iv) leadership and team working.
- 5.6. The Committee delegates the appraisal of the Principal and Clerk to the Chair and Vice Chair, and the appraisal of the Deputy and Vice Principal to the Principal. Summary reports of the appraisals shall be provided for the Committee and be reported to the Corporation.

Approved by the Corporation on 12 July 2019

JG/July 2019