

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 the first meeting of each academic year from among the Committee members. The Chair and Vice Chair of the Corporation shall not serve as Chair or Vice Chair of the Committee.

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. In all its decision-making, the Committee shall have due regard to:
 - the use of public funds and the financial health of the College;
 - performance and achievement evidenced through each individual's annual appraisal discussion;
 - other relevant factors such as pension provision;
 - the overall performance of the College;
 - the College's position against national benchmarks;
 - salary levels within the sector;
 - inflation;
 - other environmental factors affecting the College;
 - the Equality and Diversity policy; and
 - the College's Values and the Nolan principles.

- 5.2. To ensure that the details of senior post holder remuneration are included in the Annual Members' Report and Financial Statements and the annual statement on senior post holder remuneration.
- 5.3. To advise the Corporation on specific remuneration packages for senior post-holders and the Clerk, with regard to the following:
 - basic salary
 - benefits in kind
 - annual bonus/performance-related pay
 - pension provision
 - terms and conditions of service
- 5.4. 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.
- 5.5. The Corporation delegates the appraisal of the Principal and Clerk and the setting of their SMART targets to the Chair and Vice Chair, and the appraisal of other Senior Post holders and the setting of their SMART targets to the Principal. The Committee shall have oversight of this process to gain assurance on the Corporation's behalf that correct procedure has been followed, that the relevant findings are reasonable and that all agreed targets are SMART.
- 5.6. The Committee shall not be entitled to substitute its own views for what has been decided between the Principal and the Chair and Vice Chair, or between the Principal and the Senior Post holders - but should confirm, based on its knowledge of the College context, that all proposed objectives are appropriately specific, measurable, achievable, relevant and time based and the Chair and Vice Chair, and/or the Principal's decisions are within the band of reasonable decisions open to them, even if other Committee members would have gone with something different.
- 5.7. The Committee will oversee the employment of the Clerk, Principal and other designated senior post-holders, with particular focus on:-
 - monitoring agreed performance objectives
 - monitoring professional development
 - induction and probationary period arrangements (where relevant)
 - leadership and team working.

Approved by the Corporation on 14 December 2020