

The Sixth Form Colleges Trust

Terms of Reference

Remuneration Committee (Rem Co)

1. Purpose

The committee is responsible for determining the terms and conditions and levels of remuneration and benefits of the CEO, CFO, College Principals, Director of Human Resources (HR) and Governance Professional, and making a recommendation to the Trust Board.

2. Membership

- 2.1 The Committee shall comprise at least three members, all of whom shall be Trustees. Members of the committee shall be appointed by the Board.
- 2.2 Only members of the committee have the right to attend meetings, however, other individuals such as the Trust Chief Executive Officer (who cannot attend the committee meetings even if appointed as a Trustee), the Chair of each Local Governing Body (LGB), the Director of HR and external advisers may be invited to attend for all or part of any meeting, as and when appropriate and necessary.
- 2.3 The Board shall appoint a Remuneration Committee (Rem Co) Chair. In the absence of the committee Chair and/or an appointed deputy, the remaining members present shall elect one of themselves to Chair the meeting. The Chair of the Trust Board may serve on the committee but shall not act as Chair.

3. Secretariat

- 3.1 The Trust Governance Professional or their nominee shall provide the secretariat for the committee and will ensure that the committee receives data/information and papers in a timely manner to enable full and proper consideration to be given to the issues.
- 3.2 The Trust Governance Professional will withdraw from the meeting if/where his/her remuneration or terms and conditions are for discussion. If the Trust Governance Professional (or their nominee) is absent or required to withdraw from any part of the meeting, one of the committee's members shall minute proceedings.

4. Meetings and Quorum

- 4.1 The quorum necessary for the transaction of business shall be three Trustees.
- 4.2 The Committee shall meet at least once a year and otherwise as required.
- 4.3 The Committee shall report upon the business transacted at its meeting to the next scheduled Trust Board meeting.

5. Responsibilities

The Committee shall:

- 5.1 Have responsibility for setting the pay policy for the Trust Chief Executive, the Chief Finance Officer, the College Principals, the Director of HR, and the Trust Governance Professional. No postholder shall be involved in any decisions as to their own remuneration.
- 5.2 In determining such policy, take into account all factors it deems necessary including relevant legal and regulatory requirements, the provisions and recommendations of the Academy Trust Handbook and the Association of Colleges (AoC) Senior Staff Remuneration Code.

- 5.3 Monitor the level and structure of remuneration for the Trust Chief Executive, the Chief Finance Officer, the College Principals, the Director of HR, and the Trust Governance Professional.
- 5.4 When setting pay policy for the Trust Chief Executive, the Chief Finance Officer, the College Principals, the Director of HR, and the Trust Governance Professional, review and have regard to pay and employment conditions across the MAT, especially when determining annual salary increases.
- 5.5 Review the on-going appropriateness and relevance of the pay policy, and other policies (grievance, disciplinary etc) relevant to the Trust Chief Executive, the Chief Finance Officer, the College Principals, the Director of HR, and the Trust Governance Professional.
- 5.6 Within the terms of the agreed policy determine the total individual remuneration package for the Trust Chief Executive, the Chief Finance Officer, the College Principals, the Director of HR, and the Trust Governance Professional.
- 5.7 Obtain reliable, up-to-date information about remuneration in other MATs of comparable scale and complexity. The committee shall have full authority to appoint consultants and to commission or purchase any reports, surveys or information which it deems necessary at the expense of the MAT, but within any budgetary restraints imposed by the Board.
- 5.8 Approve the design of, and determine targets for, any performance-related pay schemes operated by the MAT and approve the total annual payments made under such schemes.
- 5.9 Oversee any major changes in employee benefits structures throughout the MAT.
- 5.10 Agree the policy for authorising claims for expenses from the Trust Chief Executive, the Chief Finance Officer, the College Principals, the Director of HR, and the Trust Governance Professional.
- 5.11 The committee is authorised by the Board to obtain, at the MAT's expense, outside legal or other professional advice on any matters within its terms of reference.

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