

City of Bath College

<h2 style="margin: 0;">TERMS OF REFERENCE FOR THE SENIOR STAFF EMPLOYMENT COMMITTEE</h2>
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1. Membership	1.1 The membership of the Senior Staff Employment Committee shall be 4 members.
	1.2 The Principal shall not be a member of the Senior Staff Employment Committee.
	1.3 Members shall serve for a period of one college year and be eligible for re-appointment.
	1.4 Membership of the Committee shall be determined at the final meeting of the Governing Body in the college year.
2. Quorum	2.1 The quorum for the meeting shall be 3 members.
3. Frequency of meetings	3.1 The Senior Staff Employment Committee shall meet at least once per term.
4. Responsibilities of the Committee.	<p>4.1 The Committee shall advise the Corporation on the specific senior staff employment package of (a) the Principal and (b) the designated senior postholders, and in so doing shall consider the following component elements</p> <ul style="list-style-type: none"> - basic salary - benefits in kind - pension provisions - the main terms and conditions in each senior postholders contract of employment
	4.2 The Committee shall evaluate annually the specific senior staff employment packages of the Principal and other senior postholders. The availability of the outcome of appraisal meetings and relevant data regarding senior staff employment will be used to inform consideration of specific senior staff employment packages.

	<p>4.3 The Committee shall 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 postholders with the aim of</p> <ul style="list-style-type: none"> - avoiding rewarding poor performance - dealing fairly with cases where early senior staff employment is not due to poor performance <p>(The Corporation will report all aspects relating to the senior staff employment of the Principal and other senior postholders in its published accounts using established and best reporting practice).</p>
	<p>4.4 The Committee shall advise the Corporation on the pay, terms, of employment and performance of the Clerk to the Corporation.</p>
	<p>4.5 The Committee shall oversee the employment of the Principal, directors (x 2) and Clerk to the Corporation, with particular focus on:</p> <ul style="list-style-type: none"> (i) monitoring agreed performance objectives (ii) monitoring professional development (iii) appropriate human resources policies (iv) induction and probationary period arrangements (where relevant)
<p>5. Election of Chair</p>	<p>5.1 The Chair will be elected at the first meeting of the Senior Staff Employment Committee in each college year</p>
<p>6. Clerking the Committee</p>	<p>6.1 The Clerk to the Corporation will provide the clerking for the committee (except where consideration of the Clerk to the Corporation is undertaken)</p>
<p>7. Reporting to the Governing Body</p>	<p>7.1 The minutes of the Senior Staff Employment Committee will be presented to the next meeting of the Governing Body</p>

Reviewed July 2012

Next Review July 2013