

Doncaster College

<p>TERMS OF REFERENCE FOR THE SENIOR STAFF EMPLOYMENT COMMITTEE 2010/11</p>
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1. Membership	1.1 The membership of the Senior Staff Employment Committee shall be 6 members.
	1.2 The Chief Executive shall not be a member of the Senior Staff Employment Committee. The Staff Governors and Student Governors shall not be members 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 Senior Staff Employment Committee.	4.1 The Committee shall advise the Corporation on the specific package of (a) the Chief Executive and (b) the designated senior postholders and, in so doing, shall consider the following component elements - basic salary - benefits in kind - annual bonus - pension provisions - the main terms and conditions in the contract of employment
	4.2 The Committee shall evaluate annually the specific packages of the Chief Executive and other senior postholders. The availability of the outcome of appraisal meetings and relevant data regarding senior staff Senior Staff Employment will be used to inform consideration of specific packages.
	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 Chief Executive or any other senior postholder with the aim of (i) avoiding rewarding poor performance; (ii) dealing fairly with cases where early termination of employment is not due to poor performance.

	4.4 The Committee shall advise the Corporation on the pay, terms of employment and performance of the Clerk to the Corporation.
	4.5 The Committee shall oversee the employment of the Chief Executive, designated senior staff and Clerk to the Corporation, with particular focus on: <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)
5. Election of Chair and Vice Chair of the Senior Staff Employment Committee	5.1 The Chair will be elected at the first meeting of the Senior Staff Employment Committee in each college year 5.2 The Vice Chair will be elected at the first meeting of the Senior Staff Employment Committee in each college year.
6. Clerking the Committee	6.1 The Clerk to the Corporation will provide the clerking for the committee (<i>except where consideration of the Clerk to the Corporation is undertaken, when the provisions of the Instrument of Government will apply</i>)
7. Reporting to the Governing Body	7.1 The minutes of the Senior Staff Employment Committee will be presented to the next meeting of the Governing Body.