

Board of Management - Remuneration Committee

Statement of Purpose

The Board of Management provides the principal governance mechanism through which all activities are managed in accordance with relevant legislation and regulations, as well as ensuring that systems are in place to provide efficiency, effectiveness, and economy. The Board of Management has delegated some of its responsibilities to certain committees.

The purpose of the Remuneration Committee is to determine the remuneration and terms and conditions of the Principal, all other members of the Senior Leadership Team (SLT) including the College Executive and Heads and to ensure due process is followed taking into account any advice given by SFC or Treasury, or other government body in terms of remuneration or public sector salaries.

1. Remit

- The Committee will review and determine the remuneration and terms and conditions and, where appropriate, the severance conditions of the Principal, all other members of the Senior Leadership Team including the College Executive and Heads (i.e. staff who lie out with the National Recognition & Procedure Agreement, NRPA), on behalf of the Board of Management.
- Annual salary uplifts awarded to senior staff will be in line with awards to other staff including the process for those staff that have since left the College's employment.
- The Chair of the Board of Management will conduct the annual performance appraisal of the Principal and will report on this to Committee to assist with making salary awards and to the full Board as part of the annual review of performance.
- To oversee and approve policy and decision making in relation to severance, having regard to relevant guidance.
- The Committee will demonstrate efficient and effective use of public funds in its decisions, so that they reflect the performance of the organisation and the requirement for its ongoing financial sustainability.

The annual performance appraisal of the College Executive, Senior Management Team and Heads, will be consistent with the recommendations in the College's HR Policy.

The salary and terms and conditions associated with the Governance Professional role will be aligned with the support staff national bargaining agreement.

2. Membership

The Chair of the Board of Management

The Vice Chair of the Board of Management

The Chairs of each of the standing Committees of the Board

Senior Independent Member

A minimum of 1 non-executive member of the Board of Management

In Attendance

Principal

Director of Organisational Development & HR
Governance Manager

- The Chair and Vice Chair of the Committee will be members of the Board of Management. The Vice Chair of the Board of Management or the Chair of one of the standing Committees of the Board of Management will Chair the meetings.
- If the Chair is not available to chair the meeting, then the members of the Remuneration Committee will appoint a Chair from amongst those members present but the Chair of the Board of Management may not chair meetings of the Remuneration Committee.
- Chair, Vice Chair, and members appointments to the Committee will be between 3 to a maximum of 5 years, providing systematic opportunities for Committee members to serve on another Committee.
- The Principal shall be in attendance for the Committee, except for when her / his salary, severance conditions or performance is being considered.
- Other members of the Executive Team will not be present when their salary, severance conditions or performance is being considered.
- The Committee is empowered to invite other members of the Executive / Senior Leadership Team to attend meetings of the Committee.
- Members are required to undertake CDN online training module for Remuneration Committee Members.

3. Frequency of Meetings

The Committee will meet at least annually and additional meetings may be arranged as required.

4. Quorum

A quorum will be no less than 50% of Board members on the Committee.

5. Secretariat

- Secretariat will be provided by the Governance Manager.
- Papers for the meeting will be sent out electronically 7 days in advance of the meeting.
- The Committee will report to the Board of Management as required and the minutes of its meetings will be circulated to the Board for information.

6. Review

The remit will be subject to review annually, with the next review due in Sept 2026.