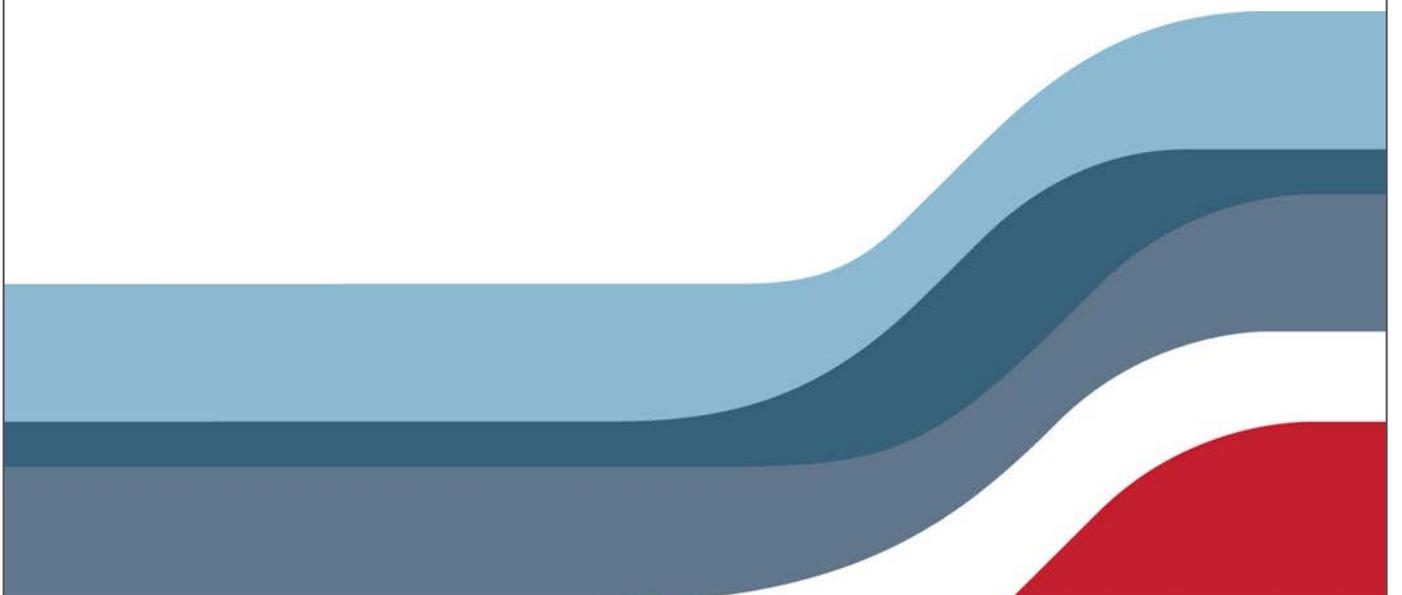


Corporation Pay Policy for Senior Post Holders

March 2015



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1. Key principles

The Corporation is responsible under the Instrument and Articles of Government for the pay and conditions of Senior Post Holders and the Clerk to the Corporation.

The purpose of this policy is to ensure that the Corporation operates in a transparent and accountable manner when dealing with the pay of those it is directly responsible for.

2. Scope

This policy relates to those posts which have been designated as Senior Post Holders with direct accountability to the Corporation. The number of Senior Post Holder posts is determined by the Corporation. As at the date of the review of this Policy the following posts are designated as Senior Post Holders:

- Principal & Chief Executive
- Vice Principal Planning and Resources
- Vice Principal Curriculum & Learner Services (Designated Deputy)
- Vice Principal Curriculum and Quality
- Vice Principal Employer & Community Engagement

As the Clerk to the Corporation is directly appointed by and responsible to the Corporation for the purposes of this policy they will also be classed as a senior post holder.

It should be noted that this policy will apply to any post that is specifically designated as a Senior Post Holder and on a SPH contract irrespective of whether they are named in the above list.

3. Purpose

The purpose of this is to ensure that the Corporation is accountable for its remuneration of these key positions and operates in a manner consistent with the ethos and values of the organisation.

4. Responsibility for implementation

Responsibility rests with the Chair and Members of the Remuneration Committee. The Clerk shall undertake such work as deemed necessary to discharge any related duties delegated by the Committee.

5. Monitoring and Review of the policy

The policy will be reviewed on a **regular** basis by the Remuneration Committee.

6. Policy

- 1) The Corporation will always seek to operate in a transparent and accountable manner. In line with this, the pay of Senior Post Holders, (as per their contracts of employment) is reviewed on an annual basis. Usually (but not always) at the same time as the pay review for all other members of staff.
- 2) On a regular basis the Corporation, through its delegation to the Remuneration Committee, undertakes an external review of the pay of Senior Post Holders. This is to provide the Corporation with objective and independent information regarding the market rate for the jobs concerned.
- 3) The Corporation has clear expectations in terms of the parameters of the salary review undertaken by the Remuneration Committee.
- 4) The Corporation does not pay any of the following:
 - a. Bonus Payments
 - b. Special Recognition Payments
- 5) Where possible the Corporation will consider paying Senior Staff in the upper quartile of the pay range in which the job falls, to ensure that it is offering a competitive salary and is able to retain key staff.
- 6) For the purposes of clarity this policy statement also applies to the Clerk to the Corporation who is directly employed by the Corporation.

7. Breach of the policy

Any breach of the policy shall be reported and drawn to the attention of the full Corporation.

8. Access to policy

This policy will be published on the College Web Site. Hard copies will be distributed to the staff covered by this policy at appointment and on request.

Approval of Policy

Produced By	Clerk to the Corporation
Date	March 2015
Review by	Remuneration Committee
Review Date	March 2017