

## TERMS OF REFERENCE FOR REMUNERATION COMMITTEE

### 1 CONSTITUTION

The Governing Body resolves to adopt the following terms of reference for the Remuneration Committee

### 2 AIM

To advise the Governing Body on the conditions of service and remuneration of designated Senior Postholders

### 3 MEMBERSHIP

3.1 The Committee shall consist of *five* Governors, the Principal shall be excluded from membership of this Committee. The majority of members should be Foundation Governors

3.2 Meetings of the Committee shall be quorate when at least three members are present, two of which are Foundation Governors.

3.3 The Chair of the Committee shall be appointed by the Governing Body.

### 4 MEETINGS

#### 4.1 Attendance

All members are expected to attend meetings, and the Committee shall have the power to invite such other persons to attend meetings as may be desirable and necessary

The Clerk to Governors shall be Clerk to the Committee, except when the conditions and remuneration of the Clerk to Governors is considered.

#### 4.2 Frequency

Meetings will be held once a year, and otherwise as required

#### 4.3 Minutes

The Clerk to the Governing Body shall be responsible for ensuring that minutes of the meeting are taken. These will be circulated to members of the Governing Body after approval by the Chair of the Committee

#### 4.4 Agenda

The Clerk shall agree the agenda with the Chair of the Committee at least two weeks prior to the meeting

The Agenda and the papers shall be sent out by the Clerk at least one week prior to the meeting

### 5 DUTIES

The duties of the Committee shall be:

- 5.1 To advise the Governing Body on the conditions of service and remuneration of designated Senior Postholders, having taken into account any comments and advice from Property & Finance Committee

## 6 AUTHORITY

- 6.1 The Committee is authorised by the Governing Body to investigate any activity within its Terms of Reference. It is authorised to seek any information it requires from any Governing Body member or employee of the College. All Governing Body members and employees are directed to co-operate with any request made by the Committee
- 6.2 The Committee is authorised by the Governing Body to obtain outside independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary. Where this involves direct expenditure of above £ 5000 then the prior approval of the Governing Body is required.
- 6.3 The Committee is authorised by the Governing Body to co-opt other Governing Body members as necessary