



## **TERMS OF REFERENCE REMUNERATION COMMITTEE**

### **CONSTITUTION**

The Committee reports to the Corporation

### **MEMBERSHIP**

The Chair, Vice-Chairs and all Committee Chairs, and may also include other Governors and co-opted members with appropriate expertise.

### **QUORUM**

The quorum is two members.

### **ATTENDANCE**

The Senior Postholders and the Head of HR may be in attendance at the Committee's request. The committee will take advice as appropriate from the HR team.

### **PURPOSE**

1. To consider and recommend policy and procedures for the appointment, grading, professional development review, suspension, dismissal and determination of the pay and conditions of the holders of senior posts and the Clerk.
2. To take decisions on the remuneration of Senior Postholders and to make such other recommendations to the Corporation as are deemed appropriate.
3. To review Governors and Senior Postholders' expenses on an annual basis and to make any recommendations to Corporation as deemed appropriate.

### **FREQUENCY**

The Committee to meet at least annually and as required

### **AUTHORITY**

The Committee has specific authority as delegated by the Corporation from time to time.

### **REPORTING**

The Clerk will be the Clerk to the Corporation. Formal minutes will be taken of all meetings and will be presented to the next meeting of the Corporation. Decisions on the remuneration of Senior Postholders will be recorded in a separate addendum. Minutes will be approved and signed at the next meeting of the Committee. A report on the Committee's work will be published in the College's Financial Statements as will information about the remuneration of Senior Postholders.

Corporation Approved: 08.12.2021

Review Date: Annual