



TERMS OF REFERENCE REMUNERATION COMMITTEE

CONSTITUTION

The Committee reports to the Corporation

MEMBERSHIP

The Chair and at least two other Governors, and may also include co-opted members with appropriate expertise.

QUORUM

The quorum is **three** 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.
4. To lead on the preparation and review of the Annual Remuneration Report and make recommendations to Corporation.

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.