BHASVIC

TERMS OF REFERENCE
REMUNERATION COMMITTEE

CONSTITUTION
The Committee reports to the Corporation

MEMBERSHIP
The Chair/s and at least two other Governors, and may also include co-opted members with appropriate expertise.
The Committee Chair will be appointed by the Corporation and may not be the Chair (or Co-Chairs) of Governors.

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 make recommendations on the remuneration of Senior Postholders and to make other 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.
5. To review the pay bands for each SPH role on the pay spines every three years commencing in 2026.

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.