

REMUNERATION COMMITTEE

Terms of Reference Spring 2008

AUTHORITY: The Remuneration Committee is established in accordance with Article 4.1 and Standing Order 11.1 which provide that the Corporation may delegate functions to committees.

The Corporation approved the Terms of Reference for the Remuneration Committee as set out below on 26 March 2008.

1. MEMBERSHIP

- 1.1 The Committee shall comprise **up to 6 members of the Corporation**, including the Chair and Vice Chair of the Corporation, the Chair of the Resources Committee, and two other Corporation members, together with **up to 1 co-opted member**.
- 1.2 The Chair of the Committee, who will usually have an HR background, will be appointed by the Corporation on the recommendation of the Search Committee.
- 1.3 The College's HR Director will attend all Committee meetings.
- 1.4 **The quorum for Committee meetings shall be 3 Committee members, at least 2 of whom shall be Corporation members.**
- 1.5 The Clerk to the Corporation shall act as Clerk to the Committee unless it is proposed to consider the remuneration or conditions of service of the Clerk to the Corporation, in which case the HR Director (not the Clerk) shall send out the relevant papers to the members of the Remuneration Committee and subsequently the Corporation.
- 1.6 The Committee will meet at least annually, usually in the Spring term, and as called by the Committee Chair in consultation with the Clerk.

2. FUNCTIONS OF THE COMMITTEE

- 2.1 To consider and advise the Corporation on the remuneration and other terms and conditions of Senior Post Holders (SPH) and the Clerk to the Corporation.
- 2.2 In considering these issues and making recommendations, the Committee shall make reference to, and take account of:-
 - Comparative salary surveys in the FE sector and elsewhere
 - Effects on pension entitlement
 - The value of other benefits provided
- 2.3 **To consider and note the annual performance appraisals of SPH and the Clerk**
- 2.4 **To consider and advise the Corporation on the Terms of Reference of the Special Committee and the SPH Appeal Committee**

3. REPORTING PROCEDURES.

- 3.1 The Committee's report and recommendations to the Corporation regarding salaries of the SPH and the Clerk will be submitted to the Corporation as a Confidential agenda item.

4. VERSION CONTROL

These terms of reference were:

Drawn up 30 January 2008 by Lily Garth, Clerk to the Corporation

Approved on 11 February 2008 by the Remuneration Committee and signed by Linda Jones, Chair of the Remuneration Committee

: Signature on paper file

Approved on 26 March 2008 by the Corporation and signed by Tony Allum, Chair of the Corporation

: Signature on paper file

Due for revision Spring 2009