

Terms of Reference

REMUNERATION COMMITTEE

1. Constitution

The Governing Body resolves to establish a Remuneration Committee.

2. Membership

The Committee shall be appointed by the Governing Body and shall consist normally of

2.1 The Chair of the Governing Body, the Chair of Finance, Employment and General Purposes Committee, the Chief Executive (ex-officio) plus two other members of the Governing Body

2.2 Staff and Student Governors shall be excluded from membership

2.3 Other Governors shall have a right of attendance except staff and student Governors.

2.4 The Principal and Chief Executive will withdraw from that part of the meeting when his/her remuneration package is being considered. The Committee may invite other Senior Postholders to attend meetings when necessary.

2.5 The Clerk to the Governing Body shall be the Clerk to the Committee. The Clerk shall withdraw from that part of the meeting where his / her remuneration is being considered and the Committee will appoint one of its members to record the decision

2.6 The Executive Director of Human Resources and SRIS may be invited to attend meetings of the Committee to advise members as required.

3. Quorum

Meetings of the Remuneration Committee shall be quorate if 2 or more members who are Governors are present

4. Appointment of Chair and Vice Chair

The Governing Body shall appoint a Chair (normally the Chair of Governing Body)

5. Frequency of Meetings

The Committee shall meet at least once a year.

6. Proceedings of Meetings

6.1 Every question to be decided at a meeting of the Committee shall be determined by a majority of the votes of the members present. Where there is an equal division of votes, the Chair of the meeting shall have a second or casting vote.

6.2 A member may not vote by proxy.

8.5 To Periodically to review the Senior Postholders' remuneration policy and make this available for public inspection.

As and
when
required

9. **Authority**

The Committee has the authority to obtain independent legal or other independent professional advice, and to secure the attendance of others with relevant experience and expertise at its meetings

10 **Reporting Procedures/Accountability**

The Committee will report its decisions to the Governing Body.

1st revision approved 16 May 1997

2nd revision February 2000 and subsequently 12 May 2000

3rd revision June 2001

4th revision March 2006

5th revision October 2006 by the Clerk under authority delegated by the Governing Body

6th revision August 2007 by the Clerk under authority delegated by the Governing Body, to incorporate frequency in relation to section 8 and footnotes

7th revision in June 2009, Approved by Governing Body on 29 June 2009

8th revising in May 2010 – to amend the list of designated senior postholder posts

Note: The Remuneration Committee was discontinued in Spring 2011

9th revision – December 2012 approved by Governing Body on 17 December 2012

10th revision March 2013 approved by Governing Body on 20 May 2013