



SOUTH GLOUCESTERSHIRE AND STROUD COLLEGE
FURTHER EDUCATION CORPORATION

REMUNERATION COMMITTEE

TERMS OF REFERENCE

1. **MEMBERSHIP**

1.1 The membership shall be:

Chair of Corporation
Vice-Chair of Corporation
2 Governors

1.2 Members shall be appointed annually by the Corporation and shall select the Chair from amongst them.

1.3 The Principal, Staff and Student Members may not be members of the Remuneration Committee.

1.4 The Principal shall normally be invited to attend meetings of the Committee but shall withdraw from meetings when his/her remuneration is considered.

1.5 The Committee may invite other Senior Postholders to attend meetings where necessary and they too shall withdraw when their remuneration is considered.

1.6 The Committee may invite other persons to attend meetings where necessary.

2. **ACCOUNTABILITY AND PURPOSE**

2.1 The Remuneration Committee is responsible to the Corporation. The main purpose of the Committee is to advise the Corporation on the remuneration of the holders of senior posts and the Clerk to the Corporation.

3. **ROLE OF THE COMMITTEE**

The role of the Remuneration Committee is:

3.1 To consider and advise on the remuneration, other terms and conditions and the performance of the holders of those posts designated by the Corporation as senior posts and on the remuneration, other terms and conditions and the performance of the Clerk to the Corporation.

4. **MEETINGS AND QUORUM**

4.1. The Committee shall hold meetings as frequently as it decides is appropriate to discharge its functions effectively but shall hold at least one meeting per year.

- 4.2 The quorum for a meeting of the Committee shall be three members.
- 4.3 All meetings shall be conducted to an agenda approved by the Chair.
- 4.4 The agenda for each meeting shall be prepared by the Clerk in consultation with the Chair of the Committee and circulated together with all relevant agenda papers to all members of the Committee at least 7 days before each meeting.
- 4.5 Agendas, minutes and papers of the Remuneration Committee will be held as permanent confidential items and will neither be subject to review nor put into the public domain.

5. **REPORTING PROCEDURES**

- 5.1 The Clerk to the Corporation shall be the Clerk to the Remuneration Committee but will not be present for any decisions relating to remuneration and conditions of employment of the Clerk to the Corporation. The Committee Chair will provide minutes of this part of the meeting.
- 5.2 Remuneration Committee minutes shall be included as a confidential item in Corporation papers and reported upon at Corporation meetings.

Originator:	Clerk to the Corporation
Date of latest review:	January 2012
Date of last approval:	5 January 2012
Approved by:	Corporation
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