



East Berkshire College

BOARD OF GOVERNORS

REMUNERATION COMMITTEE

TERMS OF REFERENCE

This document defines the purposes, membership and authority of the Remuneration Committee.

1.0 PURPOSE

- 1.1 To consider all matters relating to the remuneration and terms and conditions of employment of the senior staff of the College.
- 1.2 The Articles of Government of the College do not require the Board of Governors specifically to establish a Remuneration Committee, but it may do so under its general powers

2.0 MEMBERSHIP

- 2.1 The Committee will consist of four members of the Corporation, other than student or staff members. It may also include persons who are not members of the Corporation.
- 2.2 The Principal will attend as required by the Committee
- 2.3 The Committee will co-opt additional members on a permanent or ad hoc basis at it thinks necessary.

3.0 QUORUM

- 3.1 A quorum will be any two Corporation members of the Committee.

4.0 TERMS OF REFERENCE

- 4.1 To recommend to the Board of Governors
 - Which staff, in addition to the Principal, should be categorised as senior staff.
 - The determination of the pay and conditions of service of the Principal, senior post holders and the Clerk to the Corporation, including setting clear criteria against which to consider its determinations.
- 4.2 Such other duties delegated to the Committee by the Board of Governors from time to time

5.0 REPORTING

- 5.1 The minutes of the Remuneration Committee will be presented to the next subsequent meeting of the Board of Governors.

6.0 CHAIR AND VICE CHAIR

6.1 At the first meeting of the yearly Committee cycle the Committee will appoint a Chair and Vice Chair from amongst its members.

7.0 MEETINGS

7.1 Meetings will be held once or twice a year as required.

7.2 Additional meetings to be called by Chair of the Committee.

8.0 MINUTES

8.1 The meetings will be clerked by the Clerk to the Corporation.

9.0 RECORDS

9.1 The records of the Committee's transactions will be kept on a file maintained by the Clerk to the Corporation.

10.0 PROCEEDINGS OF MEETINGS

10.1 The attendance of observers at Remuneration Committee meetings, except as provided in these terms of reference, is not permitted.

11.0 TERMS OF REFERENCE

11.1 The Review of the Terms of Reference will be every 2 years or earlier as required.