

## REMUNERATION COMMITTEE

### CONSTITUTION AND TERMS OF REFERENCE

#### **1 Name and Origin**

- a) The name of the committee shall be the Remuneration Committee ("the Committee").
- b) The Committee is established in accordance with paragraph 4 of the Articles of Government of Harrow College Further Education Corporation.
- c) The Terms of Reference of the Remuneration Committee may be varied at any time by the Corporation.
- d) The Remuneration Committee is a sub-committee of the Harrow College Further Education Corporation and as such its actions are open to scrutiny and approval by the full Corporation. The delegation of functions does not absolve the Corporation from accountability for the conduct and decisions of its committees. The Corporation remains responsible for the proper conduct of the College for undertaking its duties under the instruments and articles of government and for complying with the other legislation to which it is subject.

#### **2 Terms of Reference**

The terms of reference shall be as follows:

- a) to prepare a framework for Pay and Conditions of Service for holders of Senior Posts and the Clerk to the Corporation for approval by the Corporation in accordance with the Articles of Government of Harrow College;
- b) to make arrangements for the appointment, appraisal, development, grading, suspension and dismissal of holders of Senior Posts and the Clerk to the Corporation in accordance with the Articles of Government of Harrow College;
- c) Receive the report of the Chairman on his annual appraisal of the Principal and the Clerk to the Governing Body and to consider the report of the Principal on the appraisal of the other designated senior post-holders using the agreed framework of the College's performance management scheme.
- d) to prepare a policy framework covering other employment issues affecting holders of Senior Posts and the Clerk to the Corporation;

- e) to make recommendations to the Corporation on the remuneration of the holders of Senior Posts and the Clerk to the Corporation;
- f) to make recommendations on the provision of Clerkship services to the Corporation.

### **3 Membership and Quorum**

- a) The membership shall be in accordance with the following:
  - the Chair of the Corporation; and
  - 3 members of the Corporation, other than staff or student members.
- b) Members shall be appointed by the Corporation at its first meeting after the 1<sup>st</sup> April each year, at which time one of the members shall be appointed by the Corporation to be the Chair of the Committee.
- c) If the Chair is absent from any meeting of the Committee the members of the Committee present shall choose one of their number to act as Chair for that meeting.
- d) The Principal will be invited to all meetings as an Observer but will be excluded from being present during any part of a meeting when his/her own salary, conditions of service or appointment of a successor are under consideration.
- d) The Committee shall meet at least twice each year to consider matters arising naturally from the terms of reference below, or matters placed on the agenda at the request of the Corporation or any of its Committees, or matters placed on the agenda at the request of the Chair or any members of the Committee.
- e) The quorum for meetings shall be 2 members.

### **4 Clerk to the Remuneration Committee**

- a) The Clerk to the Remuneration Committee will be the Clerk to the Corporation.

## **5 Conduct of Meetings**

- a) All meetings shall be conducted to timed agendas.
- b) The agenda of each meeting shall be prepared by the Clerk in consultation with the Chair of the Committee and the Principal, and circulated together with all relevant agenda papers to all members of the Committee at least seven days before each meeting. (Copies of agendas and papers shall also be circulated as directed from time to time by the Corporation).
- c) Where matters of a sensitive or confidential nature are to be discussed at a meeting (in practice most matters) the Clerk, in consultation with the Chair of the Committee, the Principal where appropriate and, if necessary, the Chair of the Corporation, shall reserve those matters to a confidential (Part II) agenda. Details and papers of such an agenda shall not be circulated outside the Committee, unless the circumstances which caused them to be considered as sensitive or confidential no longer pertain.
- d) The rules for adoption of resolutions etc. shall be as those directed from time to time in the Instrument of Government or Standing Orders for meetings of the Corporation.

## **6 Minutes and Reports of Meetings**

- a) Draft minutes of all meetings of the Committee shall be prepared by the Clerk in consultation with the Chair of the Committee and the Principal and circulated as soon as practicable after the meeting to all members of the Committee.
- b) The Minutes or draft Minutes of all meetings shall be presented by the Chair of the Committee to the next meeting of the Corporation and the Chair of the Committee shall give an oral report in support thereof as may be necessary.
- c) Minutes of any issues which are regarded as confidential in nature by the Remuneration Committee shall be recorded separately and as such the subsequent publication will be restricted.
- d) Minutes of the meetings, with the exception of those regarded as confidential in accordance with c) above, will be available in the office of the Clerk for inspection by any members of the public during the published office hours and published on the College website for a minimum period of twelve months.

## **7 Openness and Transparency**

- a) The Terms of Reference of the Remuneration Committee and the advice of the Committee to the Corporation will be available in the office of the Clerk for inspection by any members of the public during the published office hours and published on the College website.