

CITY OF WOLVERHAMPTON COLLEGE

REMUNERATION COMMITTEE

1. Membership

- 1.1 The Committee shall be appointed by the Board of Governors and shall have 5 members including the Chair and Vice Chair of the Board of Governors.
- 1.2 Staff Governors, Student Governors and the Principal must not be members of the Remuneration Committee.
- 1.3 The Committee may invite the Principal, external advisers or third parties to attend meetings of the Committee as appropriate (such persons shall not have the right to vote but may speak at the invitation of the Chair).
- 1.4 The Chair and membership of the Committee shall be appointed annually by the Board of Governors.
- 1.5 The quorum for the Committee shall be three.
- 1.6 The Clerk to the Board of Governors shall normally act as Clerk to the Committee except when his/her own remuneration or conditions of services are being reviewed when a member of the Committee shall be nominated to take the minutes.
- 1.7 All members of the Committee will have equal voting rights. In the event of a tie, the Chair will have the casting vote.

2 Terms of Reference

- 2.1 To consider and advise the Board of Governors on the remuneration of the Principal, the other Senior Post Holders and the Clerk to the Board, taking appropriate advice and having reference to the results of any appraisals and/or objectives set through the performance management scheme and using available comparators and evaluation schemes.
- 2.2 To consider and advise the Board of Governors on the contracts and conditions of service of the Principal, the other Senior Post Holders and the Clerk to the Board including appraisal, performance management, promotion, grading, conduct, suspension, grievance, dismissal and retirement.

3 Frequency of Meetings

The Committee shall normally meet at least once per year.

4 Confidentiality

Due to the Confidential nature of the business of the Committee all papers shall remain confidential to the Committee unless specifically agreed otherwise by the Board of Governors.

5 Reporting Procedures

Minutes of all meetings shall be included in the confidential papers for the next appropriate Board of Governors meeting and shall be reported upon at that Board meeting.

6 Conduct of Meetings

Each Committee is acting on behalf of the Board of Governors and as such will be administered in accordance with the Rules of Clerkship and the Standing Orders that apply to the Board of Governors and its Committees.

These terms of reference were approved by the Board of Governors at its meeting held on *19 December 2005*. These terms of reference may only be amended by a Resolution of the Board.