

**THE CORPORATION OF THE
COLLEGE OF HARINGEY, ENFIELD, AND NORTH EAST LONDON**

TERMS OF REFERENCE - REMUNERATION COMMITTEE

1. Terms of Reference

- i. To agree the performance management policy for Senior Post Holders and receive reports on its outcomes
- ii. To determine the remuneration package (salary and other benefits) of Senior Post Holders
- iii. To advise the Board on succession planning and appointment processes for Senior Post Holders

2. Meetings

- I. The Committee is required to meet at least one a year and may hold as many additional meetings as it decides are necessary.
- II. To report to the Corporation after each meeting
- III. Minutes of meetings of the Committee shall be presented to the Corporation for information.

3. Membership

- i. The Chair and Vice Chair of the Corporation.
- ii. An external consultant / co-opted member with specialist knowledge and understanding of Senior Post Holders Remuneration
- iii. The Principal, Staff and Student Members are precluded from membership of the Remuneration Committee.
- iv. In addition, the Committee may invite other persons to attend meetings in order to provide advice. Such persons may speak but not vote on recommendations.

4. Quorum

Two Governors

5. Notes

- i. The Committee will be clerked by the Secretary (Clerk) to the Corporation. The Secretary will withdraw when his/her remuneration package (salary and other benefits) are the subject of consideration. Clerking of the Committee for such items will be undertaken by a member of the Personnel Service of the College, or other person as determined by the Committee.*
- ii. The Principal will be available for appropriate parts of the meetings of the Remuneration Committee to provide relevant information and/or clarification.*
- iii. When the remuneration, employment terms and conditions of the Secretary (Clerk) to the Corporation are an item for consideration, the Chair or other designated person (not the Secretary) will send out the papers*

