

NORTHBROOK COLLEGE SUSSEX

MEMBERSHIP AND TERMS OF REFERENCE

REMUNERATION COMMITTEE

CONSTITUTION

1. In accordance with Schedule 2 Articles of Government No. 4. determined by the Corporate Governing Body at its meeting on 17 July 2007, revised [insert] 2010

TERMS OF REFERENCE

- 2.1 To determine and advise the Corporate Governing Body on the remuneration of the Senior Postholders and Clerk to the Corporate Governing Body.
- 2.2 To take into account any recommendations on the appointment, grading and conditions of service for the Senior Postholders and Clerk to the Corporate Governing Body from the Finance & Human Resources Committee (Terms of Reference 2.2 (c) & 2.7).

MEMBERSHIP

3. The Remuneration Committee shall comprise at least **four** members as follows:-
 - 3.1 No fewer than four members appointed under paragraphs 2.1(a)(*external members*) of the College's Instrument of Government.
 - 3.2 The members under 3.1 above include the Chair of the Corporate Governing Body and the Chairs of its committees
 - 3.3 Any vacancy arising in the membership shall be filled by decision at a meeting of the Corporate Governing Body as appropriate.

PERIOD OF OFFICE

4. The members of the Committee shall serve whilst they continue in office as members of the Corporate Governing Body or for such period as is determined by the Corporate Governing Body from time to time.

CHAIR

5. The Chair (and Vice Chair) of the Committee shall be nominated by the Corporate Governing Body from among the members appointed under 3.2 above. In the absence of the Chair (or Vice Chair) of the Committee the Committee shall appoint a Chair for the meeting.

QUORUM

6. There shall be a quorum when three members are present.

MEETINGS

7. The Committee shall meet at least once a year.

PROCEDURE

8. The provisions of the Instrument of Government of the College shall apply.

TERMINATION OF MEMBERSHIP

9. Any member of the Committee absent for three consecutive meetings shall cease to be a member of the Committee unless the reason for absence is approved by the Chair or if the member ceases to be a member under 3.2 above or of the Corporate Governing Body within the definitions and procedures as contained in the Instrument of Government

RECORD OF MEETINGS

10. The Clerk to the Corporate Governing Body shall be responsible for ensuring that a Clerk to the Committee is appointed and that appropriate records of the proceedings are kept, bearing in mind the provisions of Instruments 14(10) and 15(4) [relating to the withdrawal of the Clerk]. Standing Order 5.2 and annex 3 to the Standing Orders also refers.