

FARNBOROUGH COLLEGE OF TECHNOLOGY

REMUNERATION COMMITTEE TERMS OF REFERENCE

1. MEMBERSHIP

- i. The committee shall comprise no more than six members of the Corporation, including the Corporation Chair. The committee may invite the Corporation's advisers or other third parties to attend meetings of the committee as appropriate. Such persons shall be entitled to speak at meetings but not have a vote.
- ii. The Principal shall normally be invited to attend the committee's meetings, but shall withdraw from that part of a meeting at which her own terms and conditions of service are being considered. The committee may also invite other post holders to attend meetings as appropriate. Such post holders shall withdraw from that part of a meeting at which their, or equivalent, or more senior post holder's terms and conditions are being considered. The Principal and other post holders who may be invited to attend meetings shall be entitled to speak but not have a vote.
- iii. The Chair of the Corporation shall not be the Chair of the committee.
- iv. The Chair and Deputy Chair of the committee shall be selected by the committee.
- v. The quorum for meetings of the committee shall be three members.
- vi. The Clerk to the Corporation shall act as Clerk to the committee.

2. TERMS OF REFERENCE

- i. To determine the remuneration and other terms and conditions of senior post holders including the Clerk to the Corporation.
- ii. The committee shall meet at least twice per year and, after each meeting, shall report to the next meeting of the Corporation Board.
- iii. The committee shall set and review the Senior Post Holder's performance targets.
- iv. The committee shall review the Committee's Terms of Reference annually and recommend them to the Board.

3. POINT TO NOTE

- i. If it is proposed to consider at a meeting of the committee the remuneration or conditions of service of the Clerk to the Corporation, the Chair (not the Clerk) shall send out the relevant papers for that meeting to the members of the Remuneration Committee.

Reviewed by Remuneration Committee 22 November 2023
Approved by Corporation Board – 7 December 2023