



TRURO AND PENWITH COLLEGE CORPORATION



Remuneration Committee

Terms of Reference

1. Membership

1.1 The Committee shall comprise up to four persons, namely:

- i) The Chair of the Finance and General Purposes Committee
- ii) The Chair of the Employment and Business Policy Committee
- iii) The Chair of the Teaching, Learning and Assessment Committee
- iv) One other governor appointed by the Corporation on the recommendation of the Search Committee.

1.2 A Chair shall be appointed from the persons listed in 1.1, normally for a four year period, by the Corporation on the recommendation of the Search Committee.

1.3 No staff or student governors shall be entitled to serve on the Committee.

1.4 The Principal shall be entitled to be present at meetings of the Committee and shall be obliged to withdraw whenever required.

1.5 The Chair of the Corporation shall be expected to be present at meetings of the Committee.

1.6 Other Corporation members may attend meetings, in an observer capacity, with the prior approval of the Chair of the Committee, excluding staff and student members.

1.7 The Committee is authorised by the Corporation to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with the relevant experience and expertise if it considers this necessary (such persons shall not have a vote but shall be entitled to speak at the meeting). The Corporation may also require experts to be present and to advise when drafting disclosures to be made in the Corporation's report and accounts.

2. Quorum

The Quorum for meetings of the Committee shall be three members.

3. Clerk

3.1 The Clerk to the Corporation shall be Clerk to the Committee.

- 3.2 The Clerk shall be responsible for calling meetings, for issuing agendas and agreeing the inclusion of items to the agenda following consultation with the Chair of the Committee and the Principal.
- 3.3 If the Clerk withdraws from a meeting or part of a meeting, the Committee shall appoint a person from among the members to act as Clerk during this absence.

4. Meetings

The Committee shall meet annually or more frequently if required.

5. Responsibilities

- 5.1 To consider and advise the Corporation (in accordance with the Senior Post Holder Remuneration Policy) on the remuneration and other terms and conditions of the Principal and other senior post holders, currently:
- Director of Finance
 - Director of Curriculum
 - Director of Operations
 - Director of Studies
 - Director of Partnerships
 - Director of Penwith College
 - Director of Teaching and Learning
 - Director of Quality
- 5.2 To make recommendations to the Chair of the Corporation who, under the delegated authority given, shall make the necessary determination. The Chair's actions shall then be reported to the Corporation.
- 5.3 To determine the pay, terms and conditions of the Clerk to the Corporation (who shall be required to withdraw from the meeting during this consideration).
- 5.4 The Committee is authorised by the Corporation to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee of the College and all employees of the College are directed to co-operate with any request made by the Committee.

6. Reporting Responsibilities

The Clerk to the Committee shall make available the confidential minutes of the meetings of the Committee to Corporation members on request, excluding staff and student members.

7. Review

- 7.1 The membership and terms of reference of the Committee shall be reviewed by the Committee every four years.
- 7.2 Amendments to membership and terms of reference shall be made by the Corporation on the recommendation of the Committee.