

**THE CORPORATION
of
THE SIXTH FORM COLLEGE, COLCHESTER**



REMUNERATION COMMITTEE

STANDING ORDERS AND TERMS OF REFERENCE 2022 -2023

Standing Orders

Membership

Membership shall consist of five external members of the Corporation, to include the Vice Chair(s) of the Corporation.

The Chair of the Corporation shall be invited to attend meetings of the committee as an observer and to present reports regarding the annual appraisal process and related matters for Senior Post Holders.

Quorum

A quorum shall consist of three committee members.

Meetings

Meetings are held in accordance with the Corporation's schedule of meetings

In accordance with the instruments of government, all meetings of the Corporation will be called by the clerk unless provisions relating to special meetings prevail.

Senior Post Holders shall withdraw from the meeting when matters affecting their individual terms and conditions of service are being discussed.

Chairmanship

The Committee will be chaired by a member of the committee (not a serving vice chair of the Corporation)

Clerking

The Clerk to the Corporation will clerk all meetings

Where a matter under consideration involves the Clerk to the Corporation the clerk will withdraw from the meeting.

The committee may appoint an external clerk to advise the committee and minute the portion of the meeting that the Clerk to the Corporation is not present or where the committee deems it to be appropriate, a member of the committee may minute the portion of the meeting that the Clerk to the Corporation is not present.

The minutes of the committee shall be kept by the Clerk to the Corporation and with the exception of any confidential papers, will be circulated to all members of the Corporation.

Resolutions

Decisions shall be made by a simple majority (ordinary resolution) unless legislations or statutory guidance indicates that a special resolution is required.¹

¹ Special resolution requires a majority of at least 75% of votes cast [Sect. 283 (4)]



Terms of Reference

- a) To review and approve senior post holder remuneration and appraisal policies and procedures as delegated at 'committee level' according to the corporation policies and procedures schedule.
- b) To ensure annual appraisals are conducted for the Principal and the Clerk to the Corporation (*procedures normally undertaken by the Chair of the Corporation*).
- c) To receive written reports from the Chair of the Corporation regarding the annual appraisal process
- d) To make recommendations to the Corporation on matters affecting the terms and conditions of service and remuneration of designated Senior Post holder(s)
- e) To formulate the annual report to the Corporation as required by the Remuneration Code which will include:
 - a list of senior post holders within the remit of Remuneration Committee;
 - the Corporation's policy on the remuneration for post holders within the remit of the Remuneration Committee
 - the Corporation's policy on income derived from external activities
 - the pay multiple of the Principal and the median earnings of the College's whole workforce, illustrating how that multiple has changed over time and, if it is significantly above any published average, an explanation of why