



HOPWOOD HALL COLLEGE CORPORATION

TERMS OF REFERENCE FOR THE APPRAISAL AND REMUNERATION COMMITTEE

1. Introduction. The authority for these TORs is contained in the
 - a. The Further Education Corporations (Former Further Education Colleges) (Replacement of Instruments and Articles of Government) Order 2007;
 - b. Corporation Standing Orders;

The Corporation have authorised the Appraisal and Remuneration Committee to determine and/or advise the Corporation SPH salary and other matters; these are detailed at para 5. Delegated powers do not remove the ultimate responsibility of the Corporation for decisions taken on its behalf.

2. General Access to Meetings. The nature of business conducted by the Committee is sensitive and confidential

3. Meetings

- a. Frequency. The Committee shall meet as required but not less than once a year unless the Chair in consultation with the Clerk agrees that there is insufficient business; the Clerk will record such action.
- b. Special Meetings. The Clerk when instructed only by the Chair, or in his absence, by the Vice or acting Chair, shall call Special meetings of the Committee. At such meetings the Agenda shall normally be limited to consideration of a single or related items. Standing items shall not be included in the Agenda.

4. Chair, Membership and Quorum

- a. Chair and Vice Chair. The Chair and Vice-Chair (if required) of the Appraisal Committee shall be elected by the Committee at the first meeting of each academic year. If the Chair, or Vice-Chair, is absent then the meeting shall nominate a Chair for that meeting.
- b. Membership. The Committee shall comprise:
 - (i) 3 Corporation Members.
 - (ii) the Chair of the Corporation (Chair ex-officio)

In attendance:

- (iii) the Clerk to the Corporation.

The following shall be excluded from membership:

- (iv) staff and student members;

(v) any members with declared interests in the College;

c. Quorum. The Committee shall be quorate with 3 members. (but see SO 15)

5. Agendas for Meetings. The Agenda shall be agreed between the Chair of the Committee and the Clerk.

6. Delegation of Authority. The Corporation, has delegated the Appraisal and Remuneration Committee to comment on performance of SPH, to determine appropriate salary levels and to advise/inform the Corporation accordingly.

R Clegg
Chair

Date