



REMUNERATION COMMITTEE

TERMS OF REFERENCE

PARENT BODY: Council

PURPOSE: Remuneration Committee reviews the performance and determines the terms and conditions of the Director and the Senior Office Holders. It ensures such staff are appropriately rewarded in terms of their recruitment, retention & motivation through a fair and equitable process which is robust and proportionate in its use of funds.

It provides oversight of the recommendations from the Senior Staff Advisory Group in respect of High Earning Staff in line with the CUC remuneration code. It is responsible for approving severance arrangements for staff in accordance with the Office for Students requirements.

DELEGATED DECISIONS:

- Remuneration Policies – Approve remuneration policies for the Director and the Senior Office Holders ensuring that there are robust, equitable and transparent systems and criteria in place for remuneration decisions and demonstrating value for money. These systems should include the use of appropriate comparative data and intelligence.
- Director - Determine the service contract and the annual total reward of the Director having considered the Chair of Council's recommendations and the Director's performance;
- Senior Office Holders - To consider the Director's recommendations and determine the total annual reward for these staff having considered a report on their performance. The Committee will have oversight of who falls within the definition of Senior Office Holders and the contractual arrangements for newly appointed staff falling into this category;
- Other High Earning Staff – To consider the recommendations and actions from the Senior Staff Advisory Group regarding the total annual reward for these staff.
- Severance - Approve the terms of any severance in the event of the termination of employment of Senior Office Holders and staff who exceed the £100,000 earning



threshold as directed by the OfS, after having regard to relevant guidance and codes of practice; and

- Appraisal – Determine the appraisal process for the Director and the Senior Office Holders.

The Committee will report to Council on decisions taken.

Where required and appropriate, the Committee will contribute formally to the Annual Report.

OTHER TERMS OF REFERENCE:

- To review the performance objectives for the next year of the Director and the Senior Office Holders
- To consider succession planning for the Director and Senior Office Holders;
- Where relevant and appropriate, to request input from any member of the School and its Committees in relation to matters within these terms of reference
- To consider diversity pay gaps and other intelligence to help inform remuneration decisions for Senior Office Holders.
- To ensure that EDI considerations including public sector equality responsibilities, are integrated into all aspects of its [the committee] business.

COMPOSITION:

Membership:

- Independent Member of Council who shall be Chair of the Committee
- Chair of Council
- Deputy Chair of Council
- Committee Chairs
- Up to three co-opted members (if required)

In attendance:

- Director of HR
- Secretary to Council



MODE OF OPERATION:

Meetings shall be held at least once a year. The meeting(s) should be held in two parts; one part to review the Director's performance and remuneration and one part to review the performance and remuneration of other Senior Office Holders. Additional meetings of this Committee may be held on an exceptional basis by direction of the Chair.