



REMUNERATION COMMITTEE

TERMS OF REFERENCE 2020/21

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 process which is robust and proportionate in its use of funds.

It considers the recommendations of the Senior Staff Advisory Group in respect of High Earning Staff. It is responsible for approving severance arrangements for staff in accordance with the Office for Students requirements

DELEGATED DECISIONS:

- i. 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;
- ii. 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;
- iii. Senior Office Holders - To consider the Director's recommendations and determine (a) the employment contract and terms and conditions of service and (b) the total annual reward for these staff having considered a report on their performance. The Committee will decide who falls within the definition of Senior Office Holders. The Committee will approve the contractual arrangements for newly appointed staff falling into this category;
- iv. Other High Earning Staff – To consider the recommendations and actions from the Senior Staff Advisory Group regarding the total annual reward for these staff. The Committee will decide who falls into this category.
- v. 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
- vi. Appraisal - Approve 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:

- i. To review the performance objectives for the next year of the Director and the Senior Office Holders (The Chair will liaise with the Chair of Finance & Development to ensure both Committees are appropriately aligned);
- ii. To consider succession planning for the Director and Senior Office Holders;
- iii. 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.

COMPOSITION:

Membership:

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

In attendance:

- Director of HR

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.