

REMUNERATION COMMITTEE

TERMS OF REFERENCE

Composition:

Four (4) members: Sir Ian Johnston (Chair)
 Ms Nadra Ahmed
 Pro-Chancellor
 Independent Assessor (co-opted)

In attendance by invitation: Vice Chancellor

Note: The Vice-Chancellor is not a member of the Committee but s/he will be in attendance for all matters except those that concern his/her own position. The Vice-Chancellor shall withdraw from the Committee when his/her own salary, terms and conditions, severance payments etc. are under consideration.

Quorum:

Three (3) members

Reporting Relationships:

The Committee shall report to the Governing Body. Reports should provide sufficient detail of the broad criteria and policies against which decisions have been reached.

Secretary:

Director of Human Resources & Organisational Development

Frequency of meetings:

As and when required with at least one meeting per financial year.
Timing of meetings may be affected by the national pay situation.

1 Terms of Reference

1.1 Purpose and Scope

To review and determine the pay and conditions of employment for:

- the Vice-Chancellor
- Members of the University's Senior Management Team on the recommendation of the Vice-Chancellor
- Other senior staff as the Governing Body deems appropriate

This will include (in relation to those posts within the scope of the Committee):

- Setting levels of base pay

- Reviewing pay on an annual basis taking into account relevant market and other contextual information, as appropriate, such as:
 - The financial position within the University
 - The national pay award for the period in question
 - Relevant market pay data
- Awarding any element (whether consolidated or not) of performance related reward
- Severance, redundancy or any pension related payments (other than those due in normal retirement situations)
- Determining all other terms and conditions of employment (whether or not 'pay related')
- Agreeing principles or specific policy arrangements relating to senior pay and conditions of employment which will take into account the principles of the Higher Education Senior Staff Remuneration Code as published by the Committee of University Chairs¹.

1.2 Principles:

In conducting its role the Committee shall ensure:

- That decisions reached are fair, proportionate and consistent and give due regard to the University's equality commitments and responsibilities together with its charitable status
- That affordability is considered when reaching all decisions
- That the impact of decisions on individual future pension entitlements and costs is considered at all times
- That the rationale for all decisions is clear and justifiable
- Ensure that when considering severance payments for senior staff that the Committee must represent the public interest and avoid any inappropriate use of public funds.

2 Information Requirements

In the conduct of its business, it is expected that the Committee will draw upon a range of information sources as necessary to support robust, consistent and equitable decision-making. This may include, for example:

- Relevant financial information (internal and external)
- University performance including delivery of the Strategic plan
- The national pay situation
- Market pay data e.g. the UCEA Senior Salary Survey and/ or the CUC database of salaries and benefits for heads of institution
- Information on the performance of individual senior staff where relevant

Alison Sear
 Clerk to the Governing Body
 2018

¹ <https://www.universitychairs.ac.uk/higher-education-remuneration-code-2/>