

## Senior Staff Remuneration Committee Terms of Reference

### Terms of reference

The Committee has delegated authority to:

1. Agree the policy and framework for the remuneration of Holders of Senior Posts;
2. Review and determine the salaries, terms and conditions of Holders of Senior Posts within the agreed policy and framework;
3. Receive reports from the Chair and review the performance of the Vice Chancellor and of the Clerk;
4. Receive reports from the Vice Chancellor and review the performance of other Holders of Senior Posts;
5. Receive an oral report from the Vice Chancellor on the performance of Senior Staff;
6. Exercise oversight of the salaries, terms and conditions of Senior Staff;
7. Consider and approve severance arrangements for Senior Post Holders and Senior Staff in accordance with the University's policy on severance payments for Senior Staff;
8. Consider annually the range of external unpaid appointments held (with the prior consent of the Vice Chancellor) by Holders of Senior Posts;
9. Consider and approve requests by Holders of Senior Posts to hold or undertake any paid external appointments and to determine any conditions to be attached, including all financial arrangements and conditions;
10. Ensure appropriate succession planning arrangements are in place for Holders of Senior Posts;
11. Ensure that, in discharging its responsibilities, the Committee's decisions are not in conflict with the University's charitable status.

For these purposes:

- "Holders of Senior Posts" has the meaning attributed to it in the University's Instrument and Articles of Governance from time to time amended.
- "Senior Staff" are those other employees who are members of the Corporate Management Team.

Following each meeting the Committee shall make a report to the Board of Governors on the exercise of its delegated authority, subject to considerations of confidentiality and data protection.

#### Risk

In discharging its responsibilities the committee will, in each case, have due regard to considerations of risk.

#### **Membership profile [6]**

The members of the Committee shall comprise the Chair of the Board, and up to five lay Governors. The Vice-Chancellor shall be required to withdraw from a meeting, or part of a meeting, when her or his remuneration is under discussion.

Approved by the Board of Governors on 20/07/2012

Revised and approved by the Board of Governors on 25/09/2014

Membership approved by the Board of Governors on 04/05/2018