## SENIOR POST HOLDER REMUNERATION COMMITTEE

### Terms of Reference

**Purpose**

To establish the process for reviewing the remuneration of the Vice-Chancellor and the University Secretary.

### Membership

The Committee and its Chair shall be appointed by the University Council from among its own members (with the exception of co-opted members) on the recommendation of the Governance and Membership Committee.

Vice-Chair of Council (Chair), *ex officio*

Chair of Council, *ex-officio*

Chair of Audit Committee, *ex officio*

An External Member of University Council with experience of HR matters (to the extent this is not covered by *ex-officio* membership. Where HR expertise is not available through External Council membership, external HR expertise will be sourced through a co-opted member of the Committee)

### In Attendance

University Secretary (except for their terms and conditions)

Director of Human Resources, as and when required

**Current membership**

Mr J Thornton (Chair of University Council)

Baroness K Pinnock (External member of Council)

Mr R Cox (Chair of the Audit Committee)

Ms T Magennis (External member of Council)

### Quorum

Fifty percent of the current membership (rounded up to the nearest whole number).

##### Frequency of Meetings

The Committee shall meet as and when required, but at least once a year, and shall report to the University Council.

### Delegation of Authority

1. The Committee will make decisions within any powers delegated to it by the University Council.
2. The Committee has been delegated authority to determine the salary and conditions of service for holders of senior posts under Term No.1.

**Duties and Responsibilities**

1. To consider and determine the salaries and terms and conditions of service of the Vice-Chancellor and the University Secretary following feedback on their annual appraisals and having regard to comparative data (as appropriate).
2. To review and approve the annual objectives of senior post holders.
3. To oversee severance arrangements for the Vice-Chancellor and the University Secretary having due regard to the University’s policy on Individual Voluntary Severance Arrangements and any regulatory guidance.
4. To consider the public interest and the safeguarding of public funds, alongside the interests of the University when considering all forms of payment, reward and severance to staff within its remit.

2 July 2020 (updated 20 Oct 2021)