

REMUNERATION AND HUMAN RESOURCES COMMITTEE

Terms of Reference

In accordance with the provisions of the Articles of Association:

1. To review and approve as necessary the remuneration framework at an institutional level for all staff.
2. To review and discuss the University's People and Culture Strategy, and provide Council with assurance on its implementation
3. To receive an annual report on employment policy matters, including health and safety.
4. To review annually the remuneration (including levels and rates of Performance Related Pay), terms and conditions of employment and all other benefits of the Vice-Chancellor and make appropriate recommendations to Council.
5. To make recommendations to Council for severance payment terms for the Vice-Chancellor taking account of HEFCE guidance.
6. Under delegated authority from Council, to approve the remuneration (including levels and rates of Performance Related Pay), terms and conditions of employment and all other benefits of all members of University Executive Committee (with the exception of the Vice-Chancellor).
7. Under delegated authority from Council, to approve severance payment terms in respect of all members of University Executive Committee (with the exception of the Vice-Chancellor) taking account of HEFCE guidance.
8. In carrying out its work the Committee is to be guided by national benchmarks in the Sector and recognised good practice. Its decision-making and recommendations to Council shall be consistent where applicable with the University's People and Culture Strategy.
9. To consider equality, diversity, and inclusion issues arising from the remit of the Committee.
10. To consider Risk Assessment issues arising from the remit of the Committee and to recommend, or implement, action as appropriate.
11. Recommending the Recognition and Facilities Agreement with the Trades Unions, as amended from time to time, to Council for ratification.

Specific Policy Responsibilities

Development of remuneration and reward policies for those staff accountable to Council together with terms and conditions of employment for such staff.

Discussion of Human Resources Strategy for all staff.

Chair: Vice-Chair of Council

Vice-Chair: Chair of Finance & General Purposes Committee

Officer: University Secretary & Registrar

Quorum

See after membership

Frequency of Meetings

Twice per year (normally June and October) with additional meetings as required

Reporting Line

University Council

Current Sub-Committees

None

Submission / Availability of Minutes

Minutes are considered by Council as reserved business.

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Membership		Appointment
Chair of Council	Prof Julian Crampton	Ex officio
Chair of Governance & Nominations Committee (if different to the Chair of Council)	-	-
Vice-Chair of Council (Chair)	Karen Morgan	Ex officio
Chair of Audit Committee	Peter Bungard	Ex officio
Chair of Finance & General Purposes Committee (Vice-Chair)	Allen Mawby	Ex officio
Two External Members of Council appointed by Council, preferably with a professional HR background	Martin Jones Nicola de longh	Jun 17 – Jul 20 Jun 17 – May 21
One Student Member of Council appointed by Council	Madi Azizi	Jun 18 – Jun 19
In attendance:		
Vice-Chancellor	Stephen Marston	Ex officio
Director of Human Resources	Ruth Davies	Ex officio

The Vice-Chancellor normally will attend but will withdraw when the Committee discusses issues directly related to that appointment.

Quorum

The Committee shall be quorate when at least three External Members of Council in the Membership of the Committee are present.

Where the Committee is, or becomes during the meeting, inquorate, Council will be informed of these circumstances at its next meeting. The Committee Chair shall decide whether:

- a. to adjourn with immediate effect with a Special Meeting being summoned as soon as conveniently it may be or,
- b. to continue to conduct business with decisions only being agreed by correspondence.