

**REMUNERATION AND EMPLOYMENT  
POLICY COMMITTEE**

**TERMS OF REFERENCE**

**1. DUTIES**

1.1 To determine, monitor and review on behalf of the Board of Governors, all aspects of employment including the remuneration and conditions of service, of holders of senior posts after:

- commissioning and evaluating information and advice from external consultants, including comparative information on salaries and other emoluments and conditions of service in the university sector; and
- receiving advice from the Vice-Chancellor (except in the matter of the remuneration and conditions of service of the Vice-Chancellor).

1.2 In the context of employment policy, to undertake the following:

- (after consultation with the Vice-Chancellor) the setting of a general framework for the pay and conditions of employment of staff, other than the senior posts, having due regard to the financial and other conditions pertaining;
- the making of rules for the conduct of staff as may be required to comply with the Articles of Government;
- approval of the following core human resources policies:  
Disciplinary Policy;  
Grievance Policy;  
Improving Performance Policy;  
Managing Sickness Absence Policy; and  
Redundancy Policy;
- any other general or specific tasks regarding employment policy or employment matters (including health and safety) specifically referred to the committee by the Board of Governors.

**2. REPORTING PROCEDURES**

2.1 The minutes (or a report) of the meetings of the committee will be circulated to all members of the governing body.

**3. CLERKING ARRANGEMENTS**

3.1 The clerk to the Remuneration and Employment Policy Committee shall be the clerk to the governing body (or other appropriate independent individual).

**4. MEMBERSHIP**

4.1 The members of the committee shall be drawn from the Board of Governors other than staff or student Governors. The Chair and Deputy Chair shall be independent governors unless approved otherwise by the Board of Governors.

4.2 The membership of the committee shall be:

- a Chair
- a Deputy Chair
- the Chair of the Board of Governors
- the Deputy Chair of the Board of Governors
- the Vice-Chancellor (to withdraw during any consideration of the remuneration and conditions of service of the Vice-Chancellor)

(plus, if necessary, any other proposals for the addition of other members of the Board of Governors).

At least one member should have human resources management expertise.

The Committee may also choose to appoint a lay (co-opted) member or independent member of the Board of Governors, with appropriate experience in employment-related matters.

4.3 The quorum shall be either three, or one-third, whichever is the greater of the currently serving members, rounded up to the nearest whole number where the calculation of one-third does not produce a whole number. At least one member of the quorum must be an independent governor.

## **5. ATTENDANCE AT MEETINGS**

5.1 The Director of Human Resources shall normally attend meetings. Other senior officers within the University may be requested to attend where business relevant to them is to be discussed.

## **6. FREQUENCY OF MEETINGS**

6.1 Meetings shall normally be held twice each financial year.

## **7. AUTHORITY**

7.1 The committee is authorised by the governing body to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee, and all employees are directed to co-operate with any request made by the committee.

November 2017