

## C. COMMITTEES

### C.4 REMUNERATION COMMITTEE

#### C.4.1 PURPOSE

The Remuneration Committee (RemCo) determines the terms and conditions of the President and the senior staff as defined below. It also reviews all other high earning staff. It is responsible for approving all severance arrangements for all staff falling into the Office for Students (OfS) requirement. In addition the Remuneration Committee reviews progress in addressing both the equality and diversity elements of the Strategic Plan and broader equality and diversity issues.

#### C.4.2 DELEGATED POWERS

- i. **President** - Determine the service contract and the annual total reward of the President.
- ii. **Senior Staff** - To consider the President's recommendations and determine (a) the employment contract and terms and conditions of service and (b) the total annual reward for these staff.
- iii. **Other High Earning Staff** – To consider the President's recommendations and determine (a) the employment contract and terms and conditions of service and (b) the total annual reward.
- iv. **Severance** - Approve the terms of any severance in the event of the termination of employment of anyone falling into the OfS requirement, after having regard to relevant guidance and codes of practice.
- v. **Remuneration Policies** – Approve remuneration policies for the President and the senior staff.
- vi. **Appraisal** - Approve the appraisal process for the President and the Senior Staff and receive agreed objectives and a report on the appraisal of each individual.

The Committee will report to Council on decisions taken under Delegated Powers.

#### C.4.3 OTHER TERMS OF REFERENCE

The Remuneration Committee keeps under review progress in addressing the equality and diversity elements of the Strategic Plan and broader equality and diversity issues relating to all staff. The Committee will seek assurance on these matters, advise Council and assist the Executive in bringing any matters to Council by the process of constructive challenge. Progress in addressing equality and diversity issues relating to students is also reported to the Committee for information in order to provide a fuller account of progress on equality and diversity at City.

#### C.4.4 COMPOSITION

- i. At least three Independent members of Council (one of these will act as Chair)
- ii. Chair of Council

- iii. One Co-opted member with relevant HR experience.

#### **C.4.5 IN ATTENDANCE**

- i. President as necessary
- ii. College Secretary
- iii. Director of Human Resources

#### **C.4.6 FREQUENCY OF MEETINGS**

At least one Committee meeting per annum.

#### **C.4.7 SPECIAL ISSUES**

The Senior Staff currently comprises the members of the Executive Team and Deans plus the College Secretary and the Director of Internal Audit. Remuneration Committee has delegated power to amend this definition.

Remuneration Committee can determine the definition of "Other High Earning Staff" – currently this is set at remuneration exceeding £100k pa. The current OfS requirement is that Remuneration Committee approves severances for those whose remuneration in that year exceeds £100k. These limits will be reviewed at intervals to ensure transparency and compliance with OfS and other requirements.