

HARPER ADAMS UNIVERSITY COLLEGE

Remuneration Committee

Terms of Reference

Constitution

1. The Board of Governors has established a committee of the Board of Governors known as the Remuneration Committee.

Membership

2. The Committee and its Chairman shall be appointed by the Board of Governors from among its own members. The Chairman of the Board of Governors shall chair the Remuneration Committee. The Vice Chairman of the Board of Governors and one other lay governor who is not a member of the Staffing Committee shall be members when the committee is considering the salary of the Principal. The Principal will become a member of the Committee when other senior staff salaries are considered.

3. Any member of staff shall withdraw from the committee when his/her salary or terms and conditions or severance payment are under consideration.

Authority

4. The committee is authorised by the Board of Governors to set the salaries (and where appropriate, severance payments) of senior College staff. The Remuneration Committee is authorised by the Board of Governors to review and recommend alterations to terms and conditions of service for senior College staff having regard to College employment policies established by the Staffing Committee and any advice offered to the Remuneration Committee by the Staffing Committee.

5. The senior College staff are the Principal, University College Secretary, the Vice Principal and the Director of International Policy. The Board of Governors may, from time to time, assign other College posts to the category of senior College staff.

6. In reviewing and determining salary levels, the Remuneration Committee shall seek comparative information on salaries and other emoluments and conditions of service in the Higher Education sector (for example, the UCEA and CUC databases). The Board of Governors expects that senior College staff will not receive an automatic enhancement to their salary based on their annual review but that such a case for an award would have to be specifically approved by the Remuneration Committee.

7. When considering severance arrangements for senior staff, the Remuneration Committee shall bear in mind that it must represent the public interest and avoid any inappropriate use of public funds. Contracts of employment for senior staff shall specify periods of notice of not more than 12 months and shall not provide for pension enhancements.

Duties

8. The duties of the Remuneration Committee shall be:

- a) to review and determine, on behalf of the Board of Governors, the annual salary of senior College staff (Principal, University College Secretary, the Vice Principal and the Director of International Policy)

- b) to review and recommend alterations to other terms and conditions of service for senior College staff to the Staffing Committee.
- c) to determine, on behalf of the Board of Governors, severance arrangements for senior College staff
- d) to seek comparative information on salaries and other emoluments and conditions of service in the Higher Education sector in order to ensure that the salary levels it sets are consistent with similar posts in the Higher Education market, are able to reward exceptional performance and are sufficient, where necessary, to retain senior College staff

Attendance at meetings

9. The limited number of members of the Remuneration Committee means that every effort should be made for all members to be present for the annual meeting. Where this is not possible, and with the consent of the Chairman, a meeting may proceed to determine the Principal's salary with one lay member (but not the Chairman) absent. The meeting may determine other senior College staff salaries with one member (but not the Chairman or the Principal) absent.

Frequency of meetings

10. A meeting will be held annually, following the annual reviews of the Principal and other senior College staff. The Chairman of the Remuneration Committee may request an additional meeting if s/he considers it necessary.

Reporting procedures

11. A report of the meeting(s) of the Committee will be circulated to all members of the Board of Governors. The report will contain decisions on senior staff salaries, giving the actual salary determined for the Principal and banded salaries for other senior staff. The report will state which comparative information from the Higher Education sector has been consulted by the Committee.

12. A report of the meetings(s) of the Committee will also be made to Staffing Committee. The report will be in a similar format to that given to the Governing Body, but will contain information on the actual salary levels determined for each member of senior College staff and a note of changes to any other terms and conditions of service for these staff.

Clerking arrangements

13. The Clerk to the Board of Governors will be the Clerk to the Remuneration Committee.

January 2011

Remuneration Committee

Membership 2010/2011

Members

Chairman of the Board of Governors	-	Mrs A M Blackburn (Chairman)
Vice Chairman of the Board of Governors	-	Mr R M Mercer
One other Governor not a member of the Staffing Committee	-	Vacancy
Principal	-	Dr D Llewellyn

In Attendance

Clerk to the Board of Governors	-	Dr C E Baxter (Secretary)
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January 2011