

**Remuneration Committee
Terms of Reference 2025–26**

Remuneration Committee is a standing committee of Council responsible for approving and reviewing the salaries, benefits, terms and conditions and any severance payments for senior and highly paid members of staff. In particular, the Committee is responsible for the following.

1. To approve and review at least annually the objectives, salaries and benefits (including any retained external income) of the President and Principal and other Senior Officers of the University defined in Ordinance 3.
2. To make recommendations to Council on the terms and conditions of the President and Principal and to approve the terms and conditions of other Senior Officers.
3. To approve all other salaries that result in pro rata remuneration exceeding £150,000.
4. To approve all severance and related payments (capped at £125,500) relating to the President and Principal and other Senior Officers, and to other members of staff where the proposed payment exceeds £100,000, as well as payments and schemes relating to other members of staff whose regular pro rata remuneration exceeds £100,000.
5. To review at least annually the expenses incurred and gifts received by the President and Principal in the context of their role.
6. To review succession planning in relation to the Senior Officers.
7. To review the outcomes of annual reviews by the executive of professorial and Grade 8 Professional Services staff, having regard to the University's strategy, market position, equality duties and the need for transparency of process.
8. To review annual reports on pay gaps and related key performance indicators.
9. To make recommendations to Council as required on policies for the remuneration of senior and highly paid staff.
10. To make recommendations to Council on disclosures relating to the President and Principal's salary and benefits.
11. To review and report at least annually on its own effectiveness and the suitability of its membership and terms of reference.
12. To operate in accordance with the CUC Higher Education Senior Staff Remuneration Code and to provide an annual report on its work to Council in line with this.

Membership

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

Chair of Council (ex officio)

Treasurer (ex officio)

One external member of Council

One elected staff member of Council

One co-opted member with relevant expertise who is external to the University

Mode of Operation

There are normally four ordinary meetings of the Committee each year. The Committee also conducts urgent business between meetings via email circulation of the members.

The President of the Students' Union is invited to participate in the Committee's annual review of the President and Principal's objectives, salary and benefits, expenses and gifts received.

No member of staff may attend or participate in discussions or decisions regarding their own performance or remuneration.

Following each meeting, the Committee provides Council with a written summary of the business that was considered.