



## Remuneration Committee Terms of Reference 2014-15

The Remuneration Committee is a committee of Council and is responsible for determining and reviewing the salaries, terms and conditions (and, where appropriate, severance payments) of the Principal and senior staff of the College. In particular the Committee is responsible for the following:

1. To make recommendations to Council on policies related to the remuneration of the executive and other senior staff<sup>1</sup> with particular regard to Queen Mary's strategic objectives, market position, equality duties and the need for transparency of process.
2. To determine and review at least annually the salaries, objectives in relation to the Strategic Plan, and terms and conditions of the following members of staff of the College:
  - The Principal
  - The Vice-Principals
  - Such other senior members of staff as the Council deems appropriate
3. To consider and approve the recommendations of the Grade 8 Salary Review Group.
4. To receive reports on the salary profiles, increases and other payments, for professorial staff with particular regard to Queen Mary's equality duties and retention and market factors.
5. To consider and approve the severance and other payments to any members of staff *where the payment exceeds* a sum to be determined from time to time by Council<sup>2</sup>.
6. To consider recommendations by the Principal for increases in professorial or other staff salaries that *result in remuneration that exceeds* a sum to be determined from time to time by Council<sup>3</sup>.

### Membership of Remuneration Committee

- The Chairman (ex-officio) who will be Chairman of the Committee
- The Principal (ex-officio)
- The Treasurer (ex-officio)
- The Vice-Chairman (ex-officio)
- One external member of Council

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<sup>1</sup> HEFCE 06/2009 defines senior staff as those staff who earn in excess of £100,000 per year.

<sup>2</sup> Currently set at payments more than £100,000 per year with a cap of £125,500

<sup>3</sup> Currently set at more than £125,000 per year

**Mode of Operation**

Remuneration Committee meets at least once per year, and may convene additional meetings should matters requiring urgent consideration or recommendation to Council arise during the course of the year.

The Principal is not present for the consideration of his/her remuneration.

The Secretary to the Committee is not present if the Committee is considering his/her remuneration and in other circumstances determined by the Chairman.