Terms of Reference

In discharging its terms of reference the Committee will apply the University’s stated equality and diversity principles and operate within the University’s equality and diversity policies.

The Vice-Chancellor, the Pro-Vice-Chancellors, the University Secretary

1. To determine the remuneration and terms and conditions of service of the Vice-Chancellor.

2. To determine the salary of the University Secretary on appointment and modifications, if any, to the normal terms and conditions of service for academic-related staff.

3. To consider and to determine annually, or as may be required from time to time in particular instances, merit awards to and discretionary increases in the salaries of the Vice-Chancellor, the University Secretary and the Pro-Vice-Chancellors and members of the Vice-Chancellor’s Executive.

4. To consider and to determine matters relating to the early retirement, voluntary severance or other special termination arrangements of the Vice-Chancellor, the University Secretary, the Pro-Vice-Chancellors and members of the Vice-Chancellors Executive.

Heads of Unit

5. To consider and to determine annually, or as may be required from time to time in particular instances, merit awards to and discretionary increases in the salary of individual members of staff in professorial or equivalent grades at Head of Unit level.

All other staff on professorial or equivalent grades

6. To receive an annual report on the salaries on appointment and on merit awards and discretionary increases in salary, of individual members of staff in professorial or equivalent grades below Head of Unit.

7. To review and approve annually policy on merit awards and discretionary increases in salaries for professorial and equivalent staff.

8. To receive an annual report on the travel and subsistence expenditure of members of the Executive.

9. To report annually to the Council on all senior staff.

Membership

1. An external co-opted member, who may or may not be a member of the Council, with the appropriate expertise, appointed by the Council (Chair).

2. The Pro-Chancellor, ex officio.

3. The Treasurer, ex officio.
4. The Vice-Chair of the Council, *ex officio*.

**In attendance**

1. The Vice-Chancellor
2. The University Secretary
3. The Group Human Resources Director

**Mode of Operation**

1. The Committee is quorate if two lay members of the Council are present, subject to the agreement of the Chair of the Committee if not in attendance.

2. The Vice-Chancellor will not be present for any decision on his/her own remuneration or terms and conditions.

3. The University Secretary will not be present for any decision on his/her own remuneration or terms and conditions or those of the Vice-Chancellor.

4. The Vice-Chancellor has authority to determine the salary on appointment of members of staff in professorial or equivalent grades but will consult the Chair and members as necessary.

Secretary: Head of Governance
1. An external co-opted member, who may or may not be a member of the Council, with the appropriate expertise, appointed by the Council (Chair)

   Miss Rachel Lock to 31.07.2019

2. The Pro-Chancellor, ex officio.

   Mr Richard Gillingwater CBE

3. The Treasurer, ex officio.

   Mrs Caroline Stockmann to 31.12.2021

4. The Vice-Chair of the Council, ex officio.

   Professor John Brooks to 31.07.2021

Secretary: Mrs Dawn Turpin

In attendance

1. The Vice-Chancellor

   Mr Peter Horrocks

2. The University Secretary

   Mr Keith Zimmerman

3. The Group Human Resources Director

   Ms Fiona Roberts