



## Remuneration Committee Terms of Reference 2017–18

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 President and Principal and other senior staff of the university. 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 President and Principal
  - The Vice-Principals
  - The Chief Operating Officer
  - 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 President and 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 Vice-Chair of Council (ex-officio) who will be Chair of the Committee
- The Chair of Council (ex-officio)
- The Treasurer (ex-officio)
- One elected academic staff member of Council
- One external member of Council

---

<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 twice per year.

No member of staff, including the Secretary to the Committee, attends or participates in discussions or decisions regarding their own performance and remuneration.

The President and Principal attends meetings only as necessary to present recommendations regarding the performance and remuneration of the Vice-Principals, the Chief Operating Officer and other members of staff, apart from the President and Principal, whose remuneration is greater than £125,000.

There is one separate meeting each year dedicated to a review of the performance and remuneration of the President and Principal, which the President and Principal does not attend. The President of the Students' Union is invited to attend this meeting and to participate in discussions and decisions regarding the performance and remuneration of the President and Principal.