

Terms of Reference
Bath Spa University Remuneration Committee

1. Purpose

1.1 The Remuneration Committee is responsible to the Board of Governors for:

- Determining the grading, pay, and terms and conditions of service for Senior Post Holders¹ including, if necessary, severance arrangements;
- Reviewing the University's framework for the pay and conditions of service for all other staff and making recommendations to the Board of Governors where appropriate;
- Other related matters as may be delegated by the Board of Governors.

2. Membership

2.1 The Committee shall be a standing committee of the Board of Governors.

2.2 The Committee shall consist of up to five independent members of the Board of Governors and one of whom shall act as Chair of the Committee. In addition, an independent specialist in the field of remuneration may be co-opted to the Committee as necessary.

2.3 Membership shall usually include the Chair or the Deputy Chair of the Board of Governors, or both.

2.4 The Chair of the Board of Governors may not be the Chair of the Committee.

2.5 The Vice-Chancellor shall not be a member of the Committee. The Vice-Chancellor may attend its meetings by invitation but must not be present nor involved in any discussion regarding their own remuneration or terms of employment.

3. Quorum

3.1 The quorum necessary for the transaction of business shall be three, including the Chair of the Committee.

¹ Senior Post Holders include the Vice-Chancellor, the Deputy Vice-Chancellor, the Chief Operating Officer, the Secretary to the Board of Governors and other senior posts as determined by the Board of Governors.

4. Frequency and attendance at meetings

4.1 The Committee shall usually meet twice per year and at such other times as the Chair of the Committee shall require.

4.2 The University Secretary shall be the Secretary of the Committee.

4.3 In attendance at the Committee shall be the Director of Human Resources.

4.4 At the discretion of the Chair of the Committee, other individuals may be invited to observe a meeting of the Committee by prior arrangement.

5. Other matters

5.1 The Secretary shall withdraw from any meeting or part thereof where their position is under discussion.

5.1 The Committee shall be authorised by the Board of Governors to obtain, at the University's expense, outside legal or other professional advice on any matters within its terms of reference.