
Terms of Reference: Remuneration Committee (Staff)

Date of Approval:	April 2014, Principal's Group
Last Reviewed:	March 2017
Date for Review:	March 2018
Version:	V3.0
Chair:	Principal & Chief Executive
Secretary:	HR Manager

Context

The Remuneration Committee is advisory to the Principal and Chief Executive, and acts to review and agree the remuneration policy and practice for the University College of Osteopathy (UCO).

Terms of reference

The committee should:

- 1) Determine the policy for total remuneration and benefits, including bonus payments, for all staff within the UCO except the Principal's Group.
- 2) Agree on individual salary levels, increments or financial recognition in relation to new roles, job change or personal development.
- 3) Ensure that payroll costs are managed within available resources.
- 4) Agree on the sponsorship of external qualifications in the year ahead, according to the needs of the UCO.

Authority

The committee has authority to:

- Set the remuneration and benefits for the organisation as a whole, other than members of the Principal's Group.
- Select internal and/or external benchmarks or systems to inform the correct setting of remuneration, benefits and performance pay and to obtain relevant external advice if it considers this necessary.
- The Principal and Chief Executive takes responsibility for the pay and benefits of other members of the Principal's Group; and the Principal's remuneration is overseen by the Remuneration Committee of the Chief Executive Officer.

Frequency of meetings

There is one meeting each year in April. Further meetings may be arranged as required.

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Composition and conditions of membership

- Principal & Chief Executive
- Vice Principal (Education)
- Vice Principal (Research)
- Finance Director
- HR Manager (Secretary)

Reporting and subcommittees

Reports to:

The Finance and Estates Committee (FEC) within the proposed budget for the year ahead.

Receives reports from:

The Committee does not receive any direct reports from other UCO committees.

Amendment Record

Date of Amendment	Type & Summary of Amendment	Amendment Approved By
March 2017	Administrative – To update current staff roles.	PRAG Chair
Aug 2017	Administrative - Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy.	PRAG Chair