

REMUNERATION AND HR SUB-COMMITTEE TERMS OF REFERENCE

INTRODUCTION

These terms of reference exist to outline the membership, responsibilities and powers of the Remuneration and HR Sub-Committee. The Remuneration and HR Sub-Committee has been appointed by the Board of Trustees to approve any inflationary increase to staffing salaries, review the salary of the CEO and to have oversight of HR policy and procedures as required.

MEMBERSHIP

Membership of the Sub-Committee shall be set annually by the Board of Trustees. The membership of the Sub-Committee will be as follows:

- One Sabbatical Trustee
- One Student Trustee
- One External Trustee

With the following non-voting regular attendees:

- CEO
- One other member of the Senior Management Team

A Chair shall be appointed from the members of the Sub-Committee by the Board.

Trustees shall decide either by mutual agreement or, if agreement cannot be reached, by ballot administered by the Chair of the Board of Trustees, which Trustees shall sit on the Sub-Committee. Trustees may not sit on more than one Sub-Committee unless approved explicitly by a vote of the Board of Trustees.

The Chair of the Board of Trustees cannot sit on the Sub-Committee, but shall be entitled to attend the meetings and business of the Sub-Committee as a non-voting regular attendee.

The Sub-Committee may, at the discretion of the Chair of the HR & Remuneration Sub-Committee, invite student members or any other observers to attend meetings or particular items of business of the Sub-Committee.

One of the non-voting regular attendees will take minutes of the meetings and business of the Sub-Committee.

MEETINGS

The Remuneration and HR Sub-Committee shall meet at least once per Cambridge term, but may meet more frequently as required.

RESPONSIBILITIES

The responsibilities of the Remuneration and HR Sub-Committee will be as follows;

- To advise the Finance Sub-Committee upon the appropriate level of inflationary increase to staff and Sabbatical Officer salaries on an annual basis.
- To review the salary of the CEO and recommend any increase to the Finance Sub-Committee, considering in particular the financial context, the size and structure of the SU, and sector-wide benchmarking and trends.
- To oversee the annual review of HR policies and procedures, including the Staff Handbook.
- To review any major staffing structure changes proposed by the CEO, and make recommendations to the Board as required.
- To advise the CEO on matters relating to Union recognition and engagement, and make recommendations to the Board as required.
- To consider workplace culture and staff satisfaction at the SU, and make recommendations to the Board as required.
- To undertake any other *ad hoc* role related to human resources and remuneration as instructed by the Board of Trustees

The Remuneration and HR Sub-Committee must report to the next meeting of the Board of Trustees after each of its meetings, including a summary of any decisions and recommendations to the Board.

DELEGATED POWERS

The Board of Trustees delegates the following powers to the Remuneration and HR Sub-Committee;

- To advise the Finance Sub-Committee upon the appropriate level of inflationary increase to staff and Sabbatical Officer salaries on an annual basis
- To review the salary of the CEO and recommend any increase to the Finance Sub-Committee
- To review and approve HR policies and procedures, including the Staff Handbook
- To advise the CEO on matters relating to Union recognition and engagement
- To undertake any other *ad hoc* role related to human resources and remuneration as instructed by the Board of Trustees;

REVIEW SCHEDULE

These Terms of Reference shall be reviewed by the Board of Trustees on an annual basis at the end of Easter Term.