

Nominations Committee

Terms of Reference

4.3.1 To keep under review the membership of the Council, the Court and of the Council's Committees.

4.3.2 To recommend to the Council external members for co-option to the Council.

4.3.3 To recommend to the Council persons for co-option to the Court.

4.3.4 To recommend to the Council persons for nomination by those Appointing Bodies requesting nominations to be made for them.

4.3.5 To make recommendations to the Council for the membership and terms of reference of a separate Search Committee for the identification of a new President or Provost in good time before the termination of the President's or Provost's term of office, or on notification of the President's or Provost's resignation.

4.3.6 To make recommendations to the Council for the membership and terms of reference of a separate Search Committee for the identification of a new Chair in good time before the termination of the Chair's final term of office, or on notification of the Chair's resignation, and to make recommendations to the Council for the role description and person specification for the Chair before the Search Committee begins its search.

4.3.7 To recommend to the Council such additional definition of terms as may be necessary to facilitate the procedures for the appointment, election and cooption of persons to the Court and Council.

4.3.8 To recommend to the Council the appointment of persons to other external bodies in cases where the Council is the Appointing Body.

4.3.9 The Committee's recommendations for appointments to the Court and Council and to other bodies shall be made to the Council as and when required.

Constitution

Members

The Chair of the Council (Chair)

Three external members of the Council, appointed by the Council

Three senior staff and/ or ex-officio members of the Council, not including the elected

member of the staff or the Imperial College Union President, appointed by the Council.

Secretary

The University Secretary

Meetings and Reporting

The Committee shall meet as required.

4.4 Remuneration Committee

Terms of Reference

4.4.1 These terms of reference are set in accordance with the Committee of University Chairs – Higher Education Senior Staff Remuneration Code.

4.4.2 To review and approve the application of the University's pay relativity criteria for the President and the Provost, their senior staff direct reports and members of the University Management Board. These criteria apply to the total remuneration paid by the University to these staff.

Pay Relativity Criteria: Pay is set at mid to upper quartile against appropriate external benchmarks and only adjusted:-

- to address a significant misalignment of a member of staff's salary when compared to others who have a similar size role and profile;
- to aid retention of staff, based on external benchmark data;
- to address equal pay differentials;
- to recognise substantial and sustained exceptional ongoing individual contribution beyond the expectations of excellent performance in the role; and
- to recognise substantial and exceptional one-off individual contribution beyond the expectations of excellent performance in the role.

4.4.3 To agree, in advance, remuneration packages outside the norm and to consider and decide any severance payments proposed for the staff specified above.

4.4.4 To review the application of the University's reward strategy on an annual basis to ensure that remuneration practices are being managed in a fair and

equitable way. This review to be informed by the following supporting data:-

- details of the across the board local pay award and any variation to benefits for all staff;
- summary information on the application of discretionary pay adjustments for all staff;
- the annual equal pay audit;
- the annual gender pay audit (and other specific protected pay audits as published);
- pay ratios and relevant comparator information;
- information on numbers of staff earning a total salary of more than £100,000, with trend data on average increases for the previous five years compared to average increases for all staff over five years;
- detail of the individuals earning over £150,000 and the justification for any variation to pay (above the University across the board increase) reported on an individual basis and with reference to the University's pay relativity criteria applied to all staff;
- details of the expenses of senior staff and confirmation from a senior finance office that they have been claimed in accordance with the standard, published, expenses policy; and
- details of any benefits not available to all staff and the monetary value.

Constitution

Members

The Deputy Chair of the Council (Chair)

The Chair of Council

Two other external members of the Council, appointed by the Council

In Attendance

The Provost and the President are invited to participate in discussions on specified agenda items and to present recommendations for adjustments to the pay of their direct reports.

The Provost and the President are not present for the full meeting. No one participates in a discussion about their own salary.

Secretary

The Director of Human Resources

Meetings and Reporting

4.4.5 The Committee shall meet at least two times per annum.

4.4.6 The Committee, when considering the President's remuneration, will be chaired by the Deputy Chair of Council.

4.4.7 The Committee will make an annual report on remuneration to the Council.

This report will be made available on the University's webpages after the Council meeting. The report will contain:-

- A list of post holders within the remit of Remuneration Committee.
- The policy on the remuneration for post holders within the remit of the Committee.
- The choice of comparator institutions and organisations against which the University benchmarks pay.
- The policy on income derived from external activities.

- The pay multiple of the Head of Institution and the median earnings of the University's whole workforce explaining how the multiple has changed over time and any significant changes in the last year.