

Special Reward Panel - Terms of Reference

1 Purpose

- 1.1** The Special Reward Panel (SRP) is a decision-making body whose purpose is to manage the remuneration and rewards for all staff up to and including Grade 8. The SRP aims to ensure a consistent and fair decision making process when considering applications to the College's remuneration and reward schemes which supplement the pay spine and can be used for a variety of purposes.
- 1.2** The reward schemes support the achievement of the Corporate Plan by enabling the RVC to appropriately reward, recognise and retain staff of the College.

2 Membership

- 2.1** The SRP will comprise of the following four members (the 'Core'):
- Principal
 - Chief Operating Officer
 - HR Director
 - Finance Director
- 2.2** The quorum shall be three SRP Core members. Where possible, the Principal and HR Director must always attend. There may be exceptional circumstances where either the Principal or the HR Director or both cannot be contacted within the three working day period required for decision taking outside scheduled meetings. If this is likely to happen and line managers are aware of important recruitment decisions which would be subject to SRP approval, then the line manager is responsible for notifying the SRP about this in good time for the SRP to provide a framework for the decision. The ultimate decision within this framework may then be taken by those SRP members who are available.
- 2.3** Where it is not possible for a quorum to be established at one time, and it is necessary to take a decision quickly, the SRP will be deemed to be quorate if the Principal, the HR Director and at least one other member have conferred separately but have reached a decision. These separate conferences may be in person or by telephone or email.
- 2.4** Other members of the CEC may request to attend via the SRP Administrator where items on the agenda have a direct effect on the budgetary responsibilities under their control. No deputies will be eligible to attend meetings.

3 Meetings

- 3.1** The SRP will meet biannually. However, the SRP is able to meet more frequently if required and to conduct ad-hoc business 'out of meeting' if there are particular requirements such as urgent recruitment decisions. In these circumstances, the SRP will aim to make a decision and report back within three working days.

- 3.2 While not desirable, in very special circumstances, Core members may participate by telephone, and email, if this will ensure that meetings take place and decisions are made.
- 3.3 Where decisions need to be taken and in the event where the SRP is divided and no majority decision can be reached, the Principal has the final casting vote, having ensured that the proposal is compliant with the rules of the relevant scheme and the appropriate legal framework.
- 3.4 The SRP Administrator will be responsible for convening and administering the meetings. The two meetings will be scheduled and notified to the SRP members (including time and venue) at the beginning of each academic year.
- 3.5 An agenda of items to be discussed together with supporting papers shall be sent to the Core members of the SRP and to other attendees as appropriate, five working days prior to each meeting to allow consideration of the items.
- 3.6 All Core members of the SRP shall be advised of the business to be transacted at any meeting even if they are unable to be present. After the meeting has taken place they will be appraised of discussions and decisions made.
- 3.7 Proceedings of the meetings will be minuted and minutes circulated amongst the Core members. The Minute's Secretary will be a member of the HR Department but need not be a Core member of the SRP.
- 3.8 With regard to specific issues, the existence of any conflicts of interest must be identified and minuted, preferably prior to any discussion and certainly prior to any decision being reached.
- 3.9 When Core members present remuneration recommendations for staff in their own departments or for areas where they have budgetary responsibility, they are not permitted to contribute to the voting process.

Duties and Responsibilities

It should be noted that the duties and responsibilities of the SRP may well evolve over time and will be noted as addenda to these Terms of Reference. It should also be noted that the rules for each remuneration element may also be revised from time to time and the SRP should refer to the current rules when making a decision. Any proposals, amendments and revisions to any remuneration scheme rules or elements which the SRP has to report on or make decisions upon will be proposed through HR and approved via The Principal and CEC.

- To note job evaluation outcomes since the last meeting.
- To consider and agree the award of the extended ranges for employees given the rationale presented to them, the relevant budget available and according to the extended ranges rules (which may be revised from time to time). Members will confer outside the meetings on essential recruitment and retention issues.
- To award special award payments on a biannual basis within the given rules (which may be revised from time to time).
- To note the awards made with the Recognition Scheme.
- To decide on an annual basis whether to award a Team Bonus and, if awarded, the quantum and rules of the award.