**BOARD OF TRUSTEES**

G&A Doc Ref 1.4.O App 2

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**Warwick Students’ Union**

**People and Remuneration Committee**

**Terms of Reference**

1. **Recruitment**
2. To oversee the process for recruitment of Chief Executive and agree the panel. To delegate authority wherever appropriate.
3. To oversee the recruitment of senior management posts, including agreeing job descriptions.
4. To have oversight of new appointments to the job evaluation panel and job evaluation appeals panel.
5. To approve the initiation of recruitment for any posts where not included in budgets.
6. **People**
7. To consider and make recommendations for strategic restructures.
8. To consider the review of the Gender Pay Gap and approval of Annual Statement.
9. To receive staff survey results, make recommendations and monitor delivery of actions.
10. To identify and monitor strategic and operational staffing and people KPI’s (including employment statistics, workforce composition and diversity data.
11. To approve any workforce development plans.
12. Consider and recommend Trade Union/Staff Association recognition and recognition agreement.
13. To receive minutes from Staff Consultative Forum and oversee all mechanisms for informing and consulting staff.
14. To receive updates on the Students Union Equality, Diversity, and Inclusion performance.
15. **Pay**
16. To recommend the CE’s remuneration in accordance with the contract of employment and make recommendations on any changes to the current approach. To delegate negotiations to the Chair of the Committee and the President within parameters.
17. To review annual pay award and benefits and make recommendations to the Board.
18. To consider and recommend any changes to remuneration policy
19. **Policy**
20. To approve Staff and People policies
21. To approve amendments to existing People and Staff policies.

**Membership and Conduct**

1. The People and Remuneration committee will consist of up to 4 Sabbatical Officer Trustees, up to two Student Trustees and up to two Lay Trustees, as agreed by the Board annually.
2. The Chief Executive and the HR Director shall be in attendance.
3. The Chair of the Committee will be elected annually.
4. The Committee will have a quorum of half of its membership plus one for business.
5. The Committee shall meet at least quarterly. Meetings will be called by the Chair of People and Remuneration Committee and will give members enough notice to attend.
6. Meetings will be administered by the Governance Support and PA to the Chief Executive and President.