



2024/25

## DE MONTFORT UNIVERSITY

### BOARD OF GOVERNORS – REMUNERATION COMMITTEE CONSTITUTION

#### A Scope and purpose of the committee

The Remuneration Committee is a sub-committee of the Board of Governors.

Its purpose is to agree the terms of employment and remuneration within the parameters of a policy framework agreed by the board, the terms of employment and remuneration in respect of the Vice-Chancellor, the head of institution, and in respect of other members of the University Leadership Board, including (but not limited to): basic salary, pension entitlement, ancillary benefits and other remuneration matters.

2. To propose to the Board of Governors severance payments (namely any payment that an employee is not contractually entitled to) on termination of employment for the Vice-Chancellor. The Board of Governors will be responsible for the approval, or otherwise, of any such proposal.
3. To determine severance payments (namely any payment that an employee is not contractually entitled to) on termination of employment for:
  - members of the University Leadership Board;
  - staff earning a basic full time equivalent (FTE) salary of more than £100,000 per annum; and
  - where the payment to the individual is more than £100,000, regardless of the basic salary of the individual staff member.
4. To submit an annual remuneration report to the board providing assurance that the committee has effectively discharged its responsibilities.
5. To undertake such other duties as may from time to time be assigned to the committee by the board.

In fulfilling its duties as set out in 1-7 above, the committee will:

- a. Consider and apply the 'Guidance for Remuneration Committee: University Leadership Board Members' Remuneration and Severance Arrangements' as approved by the Board of Governors and amended from time to time. The Guidance embodies the principles of the Committee of University Chairs' Higher Education Sector Remuneration Code, which the university has formally adopted as

- Internal and external professional advice on remuneration matters (including comparative information relating to other institutions), and guidance issued by the Executive Director of People Services; and
- Legal advice.

### **C Membership**

The committee consists of the following members:

- The Chair of the Board;
- Four independent members of the board, one of whom will serve as the Chair of the Remuneration Committee.

Neither the Vice-Chancellor, nor the staff and student governors, may serve as members of the committee.

### **D Quorum**

A quorum is two members of the committee.

### **E Servicing and Support**

Servicing and support will be provided by the Governance Office.

### **F Attendance at meetings**

The Vice-Chancellor, Executive Director of People Services

**J In-year revision record**

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Section	Details of revision	Approved on