



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

- 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