

Imperial College Union  
**Remunerations and Nominations Committee**  
*A Paper by Scott Heath – ICU President*

Background

At the last meeting of the Trustee Board we discussed the concept of forming a sub-committee to advise on several issues, as they arise:

1. Searching for new Lay Members;
2. Updating the General Manager's Job Description and searching for a new one;
3. Assessing the pay of the Senior Management Team.

I propose that we follow a similar arrangement to the Audit Committee and have amended their ordinances accordingly:

The ICU Remunerations and Nominations Committee

1. The R&N Committee shall undertake the following duties:
  - i. To conduct the search for Lay Members of the Trustee Board. to do this they shall:
    - i. Maintain a Job Description of the role;
    - ii. Advertise vacancies;
    - iii. Collate applications;
    - iv. Provide a recommendation to the President, which shall be presented to the Council.
  - ii. To advise the Trustee Board, through the President, upon Human Resource matters of the General Manager. Such matters include:
    - i. The upkeep and accuracy of the Job Description;
    - ii. The remunerations of the General Manager.
  - iii. To assist with the replacement of the General Manager, including:
    - i. Advertising the role,
    - ii. Directing the composition of the interview panel.
  - iv. To critically assess the remuneration of the Senior Management Team, including :
    - i. Advising upon Performance Related Pay Changes,
    - ii. Questioning differences between staff members who hold similar levels of responsibility.
  - v. To provide advice upon and direction to the strategic approach to all staff pay including recommendations on bonuses and pay rises.
  - vi. To provide a forum to advise the Trustee Board on proposed restructures.

2. The Trustee Board authorises the R&N Committee to seek any information it requires from any staff member or officer of the Union in order to perform its duties and provides it a right to call any staff member or officer of the Union to a meeting of the committee as and when required.
3. The R&K Committee may adopt closed session meetings if it sees fit
4. The R&K Committee shall be appointed by the Trustee Board Chair with the following provisos:
  - i. It shall contain 3 or 5 members, including one Lay Trustee and one Student Trustee.
  - ii. The President of the Union, as line manager of the General Manager, shall be a member.
  - iii. No member of the Union staff shall be a member (though this is prohibited in any event under section 5.2 of the constitution and regulation 1.43.2).
  - iv. The Trustee Board Chair shall appoint its chair and will decide whether it has 3 or 5 members.
  - v. The Secretary to the Trustee Board shall be the Secretary to the R&N Committee.
  - vi. The Union Honorary Senior Treasurer, if not a member, shall be a permanent observer.
5. The General Manager is ordinarily expected to attend meetings of the Committee unless its resolves to the contrary either in respect of the whole meeting or specific agenda items.
6. The Committee shall meet as required, with at least one meeting per year.