

NEWMAN UNIVERSITY

**Pay Review Committee**

**Terms of Reference**

# Purpose and Scope

On an annual basis, the Pay Review Committee considers pay progression within grades in accordance with the provisions outlined in the Framework Agreement: Modernisation of Pay and Grading (2005) and supporting Addenda (2008). The Pay Review Committee panel manages the moderation and approval process relating to role review points (Gateway), accelerated incremental progression and discretionary progression beyond the agreed threshold (Contribution Related Pay).

To advise Vice Chancellor on issues arising which relate to pay progression: role review points, accelerated incremental progression and discretionary progression beyond the agreed threshold.

To assist with the positive promotion of equal opportunities through the dissemination of effective practice. The aim of such practice is to “avoid unfair discrimination, to reward fairly the skills, experience and potential of all our staff and thereby to increase efficiency, productivity and competitiveness and enhance the organisation’s reputation and image.” (Newman Framework Agreement: Modernisation of Pay and Grading, 2005, page 5)

## 2. Terms of Reference

1. To ensure that the principles of equality and diversity are embedded in the pay, progression and contribution review process and practice such that decisions are made fairly, consistently, and equitably;
2. To consider, moderate and approve Grade Gateway Review recommendations submitted by line managers and to form a panel to consider any appeals against decisions;
3. To consider, moderate and approve applications for accelerated incremental progression and discretionary progression beyond the agreed threshold (Contribution Related Pay) submitted by individual members of staff;
4. To notify staff and line managers of the outcome of the Pay Review Committee decision/s;
5. To ensure that pay decisions are notified to Payroll for the commencement or termination of relevant payments and that amendments to iTrent are actioned;
6. To monitor annual awards for pay-related reporting purposes;
7. To maintain confidential notes of meetings; and
8. To liaise with other committees or set up working parties to address specific issues as necessary.

## 3. Reporting line

The Pay Review Committee reports to the Vice Chancellor as necessary.

## 4. Quoracy

The Pay Review Committee is considered quorate where there are at least 50% +1 members present. The Chair may accept nominated substitutions where members are not able to attend.

## 5. Frequency of meetings

Twice yearly in accordance with the provisions outlined in the Framework Agreement.

## 6. Constitution

The Deputy Vice-Chancellor will Chair the Committee. In the absence of the Deputy Vice-Chancellor, the Vice-Chair, University Secretary & Registrar, will chair.

**7. Membership**

Deputy Vice-Chancellor (Chair)

University Secretary & Registrar (Vice-Chair)

Director of Human Resources

University Operations Team representative (academic and professional & support) x2

UNISON representative

UCU representative