

# Rewarding Excellence - Membership & Terms of Reference for Reward Committees

## Membership

Membership of the Reward Committees will consist of:

- Chair of the Committee\*
- All Heads of Schools or Heads of Function for the relevant area, or their nominee;
- An HR Partner;
- A Secretary appointed by Human Resources.

\* Chair of the Committee:

- For the School Reward Committees, this should be a Head of School and the Chair should be rotated on an annual basis.
- In the case of the Reward Committee for AGS/Functions/Graduate School/Vice-Chancellor's Office, the Committee will be chaired by a member of UEB.
- In the case of Henley Business School, the Reward Committee will be chaired by the Executive Dean of the Business School.
- The Chair cannot consider any proposals submitted from their School/Function/Service, but may answer any factual questions raised by other committee members.

## Terms of Reference

- The Reward Committees will primarily focus on the award of consolidated salary increases (additional increments, contribution points).
- The Reward Committees will moderate cases and may decide on a lesser award if appropriate, although they are under no obligation to do so.
- The normal expectation for salary progression is for **single** points only to be awarded. The Reward Committee may award a maximum of 2 points for truly outstanding cases.
- In the interests of equity and consistency, the Committee will only consider the written evidence presented.
- The Reward Committees may reject a submission if the case has not been sufficiently made.
- The Reward Committees may also take an overview of the distribution of other forms of reward – including Lump Sum Awards and Celebrating Success Vouchers, although the issue of these awards will ordinarily take place outside of the committee process.

- The Reward Committee will consider proposals for promotion for Research Staff from Grade 6 to Grade 7 and forward any recommendations to the HR Manager (Reward & Benefits) for onward submission to a central panel for determination.
- The Reward Committees will not consider cases where there is a re-grading or retention issue, as there are separate University procedures for such cases.
- The Reward Committee will not consider cases for promotion for Academic and Research staff, which properly falls under the University's Personal Titles Process.

The Rewarding Excellence arrangements are not the appropriate vehicle to address perceived anomalies in an individual's incremental position,

The Reward Committee is concerned with an individual's performance and cases must demonstrate sustained excellent performance over and above the expectations of the role and reflect the professional behaviours. Being at the top point of the grade should not give rise to the expectation of further salary progression through the Contribution Points. The scheme is not intended to encourage staff to work excessive hours and judgements on the merits of nominations will be based on qualitative, rather than quantitative, assessments. The scheme is not the appropriate vehicle to address perceived anomalies in an individual's incremental position.

## Effective date

The effective date for the award of accelerated incremental progression and contribution points will be the 1<sup>st</sup> April and 1<sup>st</sup> November each year.

## Eligibility

- All employees in Grades 1 to 8 who have not received an award within the last 2 years are eligible to be nominated. Employees who have been nominated within the last 2 years but have not been successful are eligible for further nomination at the next opportunity.
- Employees who have been successful in either the academic promotions or re-grading processes within the last 12 months are not eligible to be nominated.
- Part-time, as well as full-time, staff are eligible for consideration.
- It is not possible to be specific about the length of time necessary to demonstrate the outstanding performance has been sustained, since it will vary from job to job. It would normally be expected that an individual will have demonstrated sustained excellent performance over a 2 year period. Proposals for shorter periods will require exceptional justification.
- This scheme is not available to staff whose remuneration comes within the purview of the Remuneration Committee (i.e. Professorial and Grade 9 Senior Staff).

Committee members must be mindful of the need to value the diversity of contribution that staff from across the University make to the achievement of the University's Strategy. All committee members should have regard to equal opportunities.