Remuneration Committee
Retention Process

This retention process is in recognition of the need to respond quickly to urgent reward and retention issues for senior staff outside of the fixed dates of the Remuneration Committee cycle. This process is to address matters of retention in relation to salary position; it sits outside the academic promotions process; cases relating to academic promotion that need to be considered out with the usual AAPC cycle are considered by the Principal.

1. Process

1.1 Reasons for considering cases for salary outside the normal cycle:

- an employee holds, or is about to hold an offer of alternative employment, or
- an employee is actively and evidently being “head hunted” and
- it is considered strategically important to retain the individual.

1.2 Cases should be presented in the first instance to the Director of HR&OD (an individual may not self-nominate for this process).

1.3 The case should set out why a salary recommendation was not made at the last formal committee meeting, and why the case cannot wait until the next committee meeting. It should also include information on the external and other factors that influence the case together with the following (if appropriate):

- a completed nomination form
- the letter of offer from an alternative employer including salary details
- a recent achieving success form

1.4 The Principal will decide:

- If the case is one that should be pursued out with the normal remuneration cycle,
- If the case can be considered by electronic circulation (this will normally be the case where the case appears to be non-contentious),
- the effective date of outcomes.

2. Timescales

2.1 It is expected the following timetable will be followed when reviewing such cases;

Week 1
Case is submitted to Director of HR&OD for onward transmission to the Principal
Week 2-3
The documents are circulated to the Remuneration Committee for review

Week 4
The Principal will have gathered, by circulation, the views of the Committee and if there is unanimity then the outcome can be communicated to the individual. If there is not unanimity then a meeting of the Remuneration Committee will be convened during week 4 or week 5. The outcome of the committee meeting will be communicated to the individual by the end of week 5.

3. Reporting

3.1 A report that details the outcome of all cases considered out of cycle, whether agreed by circulation or a meeting of the Remuneration Committee, will be reported back to the annual Remuneration Committee meeting held in September.