

**Resourcing Review Committee (RRC)**

**Terms of Reference and Constitution 2019/20**

**Purpose**

1. To review and approve resourcing requests as detailed below to ensure that the organisation is appropriately resourced in terms of capacity and capability, in line with organisational priorities:
2. Recruitment for all new posts (Grades 1-8, Clinical grades and Professorial & Senior Administration) permanent and temporary/fixed term duration of 3 months or longer (including those through agencies and paid on invoice). This includes posts agreed as part of the planning round but does not include posts that are 100% grant funded.
3. Recruitment for existing posts on a like for like basis for grades 8 and above (or equivalent).
4. Changes to terms for existing post holders including remuneration changes such as pay increases, additional allowances, regrading and hours’ changes that increase pay (this list is not exhaustive). This includes the extension of fixed term contracts or appointment to permanency.
5. Any restructuring proposals for all grades. Relevant details should be provided in accordance with the guidance on preparing a [business case for restructuring](https://portal.sgul.ac.uk/org/cs/hr).
6. Engagement of self-employed workers (eg professional consultants through a personal service company or agency) in any circumstances at any level.
7. Applications for early retirement or voluntary redundancy scheme.
8. Any post which is either:
   1. a SGUL post partially-funded by a NHS Trust; or
   2. a NHS Trust post for which a number of PAs will be funded by SGUL.

Any post which has not been advertised within three months of being approved at RRC will need to be re-approved.

1. To make recommendations to Executive Board/Council regarding the annual pay settlement or wider remuneration changes e.g. pension changes.
2. To receive relevant information relating to payroll costs, workforce profile including key trends for consideration.

The Committee has authority delegated from the Executive Board to agree proposals set out above.

**Membership**

Principal (Chair)

Deputy Principals

Director of Finance

Chief Operating Officer

Director of HR&OD

**Quorum**

Principal (may elect Deputy Principal to deputise in her absence)

At least one Deputy Principal (in addition to any Deputy Principal deputising for the Principal)

Chief Operating Officer or Director of Finance

Director of HR&OD (or designated alternate)

A member of the HR or Principal’s Office team will provide administration for the Committee.

**APPENDIX**

