



MINUTES OF THE REMUNERATION COMMITTEE

Strictly Confidential

7 June 2017

Attendees: Hugh Brady (Vice-Chancellor), Denis Burn (Chair of the Board of Trustees), Roger Holmes (Co-opted member), Ron Kerr – Chair (lay member of the Board of Trustees), Andrew Poolman (Treasurer), Anne Stephenson (Chair of HR Committee)

In attendance: Robin Geller (Registrar/Chief Operating Officer), Guy Gregory – Committee Secretary (HR Director), Guy Orpen (Deputy Vice-Chancellor)

1. Remuneration Committee Report to the Board of Trustees

1.1 RECEIVED: REMC/15-16/07.

1.2 The lay members met and discussed the national and local pay context by way of preparation for the meeting. This included information about the national pay negotiations that would uplift the main pay spine, the costs of incremental movement on Grades A to L and analysis of the impact on the senior staff pay bill of the recommendations under consideration.

The Vice-Chancellor, Deputy Vice-Chancellor and Registrar/ Chief Operating Officer joined the meeting.

2. Apologies

2.1 None.

3. Declaration of interests

3.1 NOTED: the potential conflict of interest for executive members and attendees in relation to salary and pension discussions.

4. Minutes of the last meeting

4.1 CONFIRMED: the minutes of the meeting held on 9 November 2016.

5. Matters arising and actions (not elsewhere on the agenda)

5.1 RECEIVED: paper reference REMC/16-17/09.

5.2 NOTED: progress on outstanding issues on the Action Register.

5.3 The provision of externally supplied training for members was discussed.

6. Professional Services Staff Range 1, 2 and 3

6.1 RECEIVED: paper reference REMC/16-17/10.

- 6.2 AGREED: that in future the Senior Professional Services Salary Committee should set and review the salaries for Professional Services staff on Ranges 1, 2 and 3 to bring practice in line with the remit of the Professorial Salary Committee.

Action: HR Director

7. Setting of the Annual Pay Movement Envelope for Senior Staff Salaries

- 7.1 RECEIVED: paper reference **REMC/16-17/10a**.

- 7.2 AGREED: That at the next meeting there would be a discussion about the pay envelope for the 2017/18 pay review cycle.

Action: HR Director

8. Equality and Diversity Monitoring of Annual Salary Decisions Determined by Professorial Salary Committee and the Senior Professional Services Salary Committee

- 8.1 RECEIVED: paper reference **REMC/16-17/11**.

- 8.2 NOTED: the equality and diversity monitoring review of the Professorial Salary Committee and the Senior Professional Services Salary Committee.

9. Equality and Diversity Monitoring of Annual Salary Review Proposals

- 9.1 RECEIVED: paper reference **REMC/16-17/12**.

- 9.2 NOTED: Senior Professional Services Staff M2, 3 ,4 Equality Monitoring of salary review proposals.

10. Grade M Annual Salaries for Decision: Grade M Senior Professional Services Staff (Range 2-4)

- 10.1 RECEIVED: paper reference **REMC/16-17/13** and **REMC/16-17/14**.

- 10.2 AGREED: the recommendations set out in the Registrar's report covering senior Professional Services staff salary reviews with the following modifications:

- 10.2.1 [REDACTED].

- 10.2.2 [REDACTED]

- 10.2.3 DCOO role: AGREED Registrar could negotiate in excess of £16k if necessary.

The HR Director left the meeting

- 10.2.4 [REDACTED] HR Director [REDACTED]

The HR Director returned to the meeting

11. Grade M Annual Salaries for Decision: Pro Vice-Chancellors and Deans

- 11.1 RECEIVED: paper reference **REMC/16-17/15** and **REMC/16-17/16**

- 11.2 AGREED: the recommendations set out in the Deputy Vice-Chancellor's report covering PVCs and Deans salary review with the following modifications:

- 11.2.1 [REDACTED]

- 11.2.2 [REDACTED]
- 11.3 NOTED: the potential need to review Decanal salary range in 2018 in light of impending recruitment activity.
- 12. Senior Academic Staff Demitting Office**
- 12.1 RECEIVED: paper reference **REMC/16-17/17**.
- 12.2 The policy in relation to senior academic staff demitting leadership positions was discussed.
- 12.3 AGREED: to maintain the existing practice of assessment based on professorial trajectory.
- The Registrar/ Chief Operating Officer and the HR Director left the meeting*
- 13. Grade M Annual Salaries for Decision: Deputy Vice-Chancellor/ Registrar/ Chief Operating Officer and Chief Financial Officer (Vice-Chancellor's report)**
- 13.1 RECEIVED: paper reference **REMC/16-17/18** and **REMC/16-17/19**.
- 13.2 AGREED: the recommendations and supporting performance appraisal documentation set out in the Vice-Chancellor's report covering the salary review of the Deputy-Vice Chancellor, the Registrar/COO and the CFO [REDACTED]
- The Vice-Chancellor left the meeting.*
- 14. Grade M Annual Salaries for Decision - Vice-Chancellor Salary Review**
- 14.1 RECEIVED: paper reference **REMC/16-17/20**.
- 14.2 AGREED: the recommendation from the Chair of the Board of Trustees covering the salary review and performance appraisal of the Vice-Chancellor at 1.7%.
- 15. Review of the Lifetime Allowance Policy**
- 15.1 RECEIVED: paper reference **REMC/16-17/21**.
- 15.2 The operation of the Lifetime Allowance Policy was reviewed and the proposed change AGREED. [REDACTED]
- 16. Any Other Business**
- 16.1 There was no other business.
- 17. Matters to bring to the attention of the Board of Trustees**
- 17.1 The Remuneration Committee Report to the Board of Trustees.
- 18. Date of next meeting**
- Friday 17 November 2017, 10.00 – 1.00, 5th Floor Boardroom, Senate House.