

MEETING OF THE REMUNERATION COMMITTEE

THURSDAY 19 SEPTEMBER 2024

13.00 – 15.30

REDACTED: Section 41 Confidentiality

DRAFT MINUTES

Present: Andrew Carr (Chair, Deputy Chair of the Board of Trustees, Independent Trustee) Jack Boyer (Chair of the Board of Trustees, Independent Trustee), Gillian Bowen (Member, Independent Trustee), Stephen Robertson (Member, Independent Trustee).

In attendance: Lucy Penrose (Deputy Head of Governance), James Bigwood (Chief People Officer), Michael Flay (interim Deputy University Secretary & Head of Governance), Lucinda Parr (COO, Registrar & University Secretary) – for a specific time slot, Judith Squires (DVC & Provost) – for a specific time slot, and Evelyn Welch (Vice-Chancellor) – for a specific time slot.

1. WELCOMES, APOLOGIES AND ANNOUNCEMENTS

1.1 The Chair welcomed members to the meeting. There were no apologies.

2. DECLARATIONS OF INTEREST

2.1 There were no new declarations of interest.

3. MINUTES OF PREVIOUS MEETINGS (*enclosed, on file*).

3.1 The minutes of the meeting held on 9 April 2024, were **APPROVED** as a fair and accurate record.

4. ACTIONS & MATTERS ARISING (*enclosed, on file*).

4.1 **NOTED** that the action relating to the University's strategic reward approach, would remain open until the April 2025 meeting when the Chief People Officer would bring an item for discussion.

ACTION: Chief People Officer

4.2 **NOTED** that in relation to the action regarding Strategic Goal 3 – the new PVC Global Engagement was taking on the leadership in this area, and so the action could now be closed.

5. REMUNERATION COMMITTEE TERMS OF REFERENCE 2024/25 INCLUDING FORWARD PLANNER (*enclosed, on file*).

5.1 **NOTED:** there was one amendment at section 2.1.3 which had been made to provide the Remuneration Committee with oversight of remuneration packages recommended by the Subsidiary, to ensure the offer aligned to the parent company approach, as well as assuring that performance metrics were aligned with corporate objectives to foster a culture of accountability and performance-driven behaviour across all subsidiaries. No other changes had been made to the Remuneration Committee terms of reference & membership since they were approved by the Board in July 2024.

5.2 A discussion about how the remuneration packages of employees of university subsidiaries aligned with the University's overall policy of remuneration would be had at the April 2025 Remuneration Committee meeting. Benchmarking would also be provided at that meeting.

ACTION: Chief People Officer/Head of Gov

- 5.3 **AGREED:** that going forward the Committee would be provided with information as to the broad remuneration figures for clinical staff pay, if over £150k. The first update would be at the April 2025 meeting.

ACTION: Chief People Officer

- 5.4 The Chief People Officer agreed to share a copy of the Outside Work Policy with the Chair of the Committee, for information.

ACTION: Chief People Officer

6. CHAIR'S REPORT (reference REMC/24-25/001 (on file)).

- 6.1 It was **NOTED** that the Senior Staff Salary Committee met on Monday 2 September to discuss performance and salary recommendations for M4 staff outside of Remuneration Committee remit group. The report contained in the meeting pack highlighted key decisions made by the Committee, for information.

- 6.2 **NOTED:** that the Remuneration Committee had oversight of the decisions made by the Senior Staff Salary Committee i.e. they would be presented for information at meetings, however the Chair would be informed 'live' about decisions before those decisions were made by the Executive. It was also **NOTED** that if appropriate, the Chair would be able to convene a meeting with the wider committee. The Chair of the Committee confirmed that he was comfortable with this process.

- 6.3 It was agreed that the Remuneration Committee Terms of Reference would be reviewed in light of the above process to ensure alignment and consistency.

ACTION: Secretary

7. PERFORMANCE REVIEW OF REMIT GROUP AND SALARY RECOMMENDATIONS AGAINST PERSONAL AND INSTITUTIONAL TARGETS

REVIEW AND DISCUSSION OF BENCHMARK DATA AND SALARY RECOMMENDATIONS (reference REMC/24-25/002 (on file)).

- 7.1 **NOTED:** during 2023/24 the Committee had agreed a number of changes to the process for performance review and salary recommendations, namely:

- The definition of the Remit Group to align with the membership of UEB
- The introduction of a Senior Salary Committee to review colleagues who were at grade M4 but not members of the UEB
- A new set of forms and guidance for colleagues designed to meet the feedback from RemCo and provide a more robust and consistent assessment of progress

- 7.2 The Committee **DISCUSSED** the new process as highlighted above, and made some positive reflections – confirming that the new process had been significantly improved.

- 7.3 The Committee then undertook an assessment of performance, salary recommendations and objectives for 24/25 for each member of the Remit Group.

- 7.4 During the discussion, the following was **AGREED:**

- 7.4.1 For the April 2025 meeting, it would be useful for the Committee to receive an update on a) how the academic promotions process operates; b) how the grading process for Professional Services staff is agreed and; c) what improvements were being made in relation to line management as a result of US2030.

- 7.4.2 **REDACTED: Section 41 Confidentiality**

- 7.4.3

- 7.4.4 HR would arrange communication of pay outcomes in line with the usual process.

ACTION: Chief People Officer

- 7.4 It was **NOTED** that the incoming PVC Research & Innovation was due to start his role in October, and therefore an update on his objectives would be provided to the Committee at the meeting in April 2025.
- 7.5 It was also **NOTED** that the PVC Global Engagement joined the University in January 2024, and so was currently only part way through the year from an objectives perspective.
- 7.6 It was **AGREED** that for next year's meeting, this agenda item would be afforded a longer amount of discussion time.
- ACTION: Secretary**
- 7.7 **APPROVED:** remit group salary recommendations in line with the national pay award for 2024.
- 8. REVIEW OF PAY IN LIEU OF PENSIONS (PILOP) FOR HIGHER EARNERS**
(reference **REMC/24-25/003** (*on file*)).
- 8.1 **APPROVED:** the Pay in Lieu of Pension Scheme for its current high earner members for a further year.
- 8.2 **NOTED:** the removal of PILOP from a sole member of staff who has reached the limit of the USS pension scheme
- 9. PAYMENT AND RETENTION PAYMENTS** (reference **REMC/24-25/004** (*on file*)).
- 9.1 **DISCUSSED:** the University's use of Recruitment and Retention payments, the current position and the University's position in relation to the wider sector.
- 9.2 **NOTED:** that the Equal Pay Audit would be discussed by this Committee at its meeting in April 2025 alongside the Gender Pay Gap Annual Report.
- 9.3 **NOTED:** that going forward, there would be a conjoined reporting approach for both RR1s and RR2s including matters such as equality.
- 10. DRAFT REMUNERATION COMMITTEE ANNUAL REPORT** (reference **REMC/24-25/005** (*on file*)).
- 10.1 **DISCUSSED:** the draft Annual Remuneration Committee Report.
- 10.2 **NOTED:** that the Committee membership section (2.2) required updating prior to finalisation.
- 10.3 **AGREED**, subject to the above amendment, **TO RECOMMEND TO THE BOARD OF TRUSTEES** for approval.
- 11. UPDATE ON UCEA NATIONAL PAY NEGOTIATIONS**
- 11.1 A verbal update was provided by the Chief People Officer.
- 11.2 **NOTED:** that an agreement had not been reached, and that the University had therefore been instructed to pay 2.5%.
- 12. ANY OTHER BUSINESS**
- 12.1 There was none.

DATE OF NEXT MEETING: FRIDAY 11 APRIL 2025

[REDACTED]

As below

Section 40(2) personal info