

## Minutes

### Remuneration Committee

**Date and time:** 05 February 2019 at 14.00 ending at 14:40

**Venue:** Vice-Chancellor's Conference Room, Venn

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**Present:** Ursula Lidbetter, Chair  
Keith Hopkins, Osaro Otobo and Julia Whittaker.

**In attendance:** Professor Susan Lea, Vice-Chancellor, Kate O'Connell, Director of Human Resources and Organisational Development and Louise Cook, Governance Manager.

Minutes 1- 6

#### Action

**1. Welcome, Apologies for Absence and Declarations**

Apologies had been received from Simon Lunt. No interests were declared.

**2. Annual Remuneration Report**

The Director of HR and OD presented a draft copy of the report which had been prepared in line with CUC guidance and covered the period 1 November 2017 to 1 November 2018. It was noted that following approval by Council the document would be published as a standalone document. The University's Annual Report would contain links to the other listed public information.

Members noted the pay multiple of Vice-Chancellor earnings against the median of all staff.

Reference was made to expenses claimed and the Director of HR and OD advised that these were monitored through Audit Committee but the link between the two could be considered.

**Director of  
HR and OD**

Members discussed the process for agreeing severance payments.

Reference was made to the table showing the emoluments of the Vice-Chancellor and it was queried why information beyond the period of the report was included. The Director of HR and OD advised that comparative information for the current full year against the previous year would be shown in future, however, the timing of this first report had not enabled this. A check of the dates utilised in the table would be undertaken to ensure that it was in line with the guidance. It was acknowledged that the publication date was not aligned to the financial year and to the completion of the annual accounts and it was explained that this was due to different calculations being required for

**Director of  
HR and OD**

the pay multiple and to the need to apply benchmarking data which was not supplied until after the accounting period.

An explanation of how comparator organisations were identified for determining market rates was provided. Members indicated that there was a need to be clear that information provided under the section relating to “additional income” was published through the Register of Interests.

### RECOMMENDED TO COUNCIL

That, subject to the comments made by the Committee, the Annual Remuneration Report be recommended to Council for approval.

**Governance  
Manager**

#### 3. Senior Remuneration and Severance Policy and Procedure

A copy of the policy and procedure that had been approved by Council on 27 November 2018 was submitted for information.

The Director of HR and OD sought the Committee’s view on whether the policy should be reviewed every 2 or 3 years. Members suggested that the policy be reviewed every 2 years unless there was a significant change or revision to CUC guidance that required it to be reviewed earlier.

**Director of  
HR and OD**

#### 4. Vice-Chancellor’s Objectives

In accordance with minute 12 of the previous meeting, the Vice-Chancellor’s objectives had been circulated to the Remuneration Committee. Comments had been received and incorporated into the document submitted.

Members noted the objectives.

#### 5. Dates of future meetings

Members were asked to note the following dates:

**All**

Date	Time	Deadline for papers
Thursday, 10 October 2019	13.00	26/09/2019

#### 6. Any other business

Members were advised of the progress made towards the recruitment of a Chief Operating Officer. The recommended salary range based on external benchmark information, and in line with the policy, would be circulated to Members of the Committee for consideration.

**Director of  
HR and OD**

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Minute	Attachments Paper	Circulation
2	Annual Remuneration Report	C

Signature of Chair

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Date of signature

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