



Agenda Meeting of Senior Remuneration Committee

Date and time: Monday 24 February 2020, 12.00 – 2.00pm

Present: Mr Tony Pedder in the Chair
Mr John Sutcliffe
Mrs Alison Hope
Mr Richard Mayson
Mr Stephen Sly
Ian Wright, Deputy Director of HR (Secretary)

In attendance: Suzanne Duke, Head of Reward (taking the minutes)

1.	Apologies No apologies were received
2.	Declaration of conflicts of interest No conflicts of interest were declared.
3.	Minutes of last meeting & matters arising The minutes of the meeting on 19 October 2019 were approved as an accurate record. The Committee noted that any matters arising were to be covered in the agenda of this Committee meeting.
4.	Annual Review of Committee Terms of Reference and Membership In line with its standard business schedule, the Committee undertook its annual review of its terms of reference and membership. The Committee discussed and agreed some minor amendments to its terms of reference to ensure the language accurately reflected practice. It also agreed to expand its terms of reference on monitoring gender pay equality and gender pay gaps across the University Executive Board (UEB), to include ethnicity, where there was data available to support this. In relation to its membership, the Chair confirmed that he would be recommending to Council Nominations Committee that lay member, Mr Stephen Sly serve a further term due to the invaluable experience and expertise that he brings to the Committee. The Committee also considered the diversity of its membership in line with the Equality and Diversity regulations of Council. The Committee noted its membership is to a large extent determined by the incumbents of particular Council roles (Chair of Council, Pro-Chancellors and Treasurer). The Committee noted that the updates to its terms of reference and its membership would now be recommended to Council for approval at its next available meeting.

5.	<p>Update on Senior Recruitment and Appointments</p> <p>The Committee received an update on recent senior appointments and current senior recruitment.</p> <p>The Committee approved the recommendation to invite those recently appointed to UEB posts to the Executive Performance Scheme 2019-20. They noted that individual objectives were being developed for Committee review and approval at its next meeting in April.</p> <p>The Committee asked what arrangements were in place around senior succession planning and talent attraction. The Secretary provided an overview of what was currently in place, including plans to consider this as part of a broader review of academic leadership. The Committee agreed it would be helpful to receive an update of developments in this area at a future meeting.</p>
6.	<p>UEB 360 degree feedback</p> <p>At its October meeting, the Committee had discussed whether it would, on occasion, add value to the executive performance review cycle to have a broader view of individual UEB performance, through tools such as a 360 degree feedback process . A proposal was therefore shared with the Committee outlining who could provide this and how it could potentially work.</p> <p>The Committee discussed this proposal and whether it could support the executive performance cycle. The Committee also considered that 360 degree feedback could be a useful tool to support personal development and given the recent appointments within UEB, it may also support the development of the team. The Committee suggested it be considered as an initial one-off exercise, which could be repeated at a later date if deemed useful and successful.</p> <p>The Committee agreed that the concept should first be discussed with the President & Vice-Chancellor to consider if and when it would be appropriate.</p>
7.	<p>Senior Staff Freedom of Information Requests</p> <p>At its October meeting, the Committee received a proposal from the University Secretary which aimed to provide some clarity and a framework for responding to future FOI requests for senior remuneration that went beyond the University's existing publication scheme. The Committee had supported the proposal but had asked that UEB members first be consulted. This item updated that UEB members had been fully consulted with and were comfortable with the proposal as put forward, but wished to be consulted with on any FOI that requested UEB information.</p> <p>The Committee also discussed a response to a recent FOI request for UEB flight information which went beyond the detail in the University's annually agreed</p>

	<p>publication of UEB business-related expenses. The Committee agreed it was currently satisfied with the level of detail already published by the University annually but would continue to review this as required. The Committee noted that the University was working hard to embed sustainability into all aspects of its business, including business-related travel.</p>
8.	<p>Outcomes from the University's Reward & Recognition Round</p> <p>Summary information and data was shared with the Committee for information on the 2019 Reward & Recognition Round. The Committee reviewed the data and noted the positive position on gender and gender bonus gap from the data.</p>
9.	<p>AOB</p> <p>No other items were raised.</p>
10.	<p>Dates & times of next meetings:</p> <ul style="list-style-type: none"> • Monday 27 April 2020, 12.00pm • Tuesday 23 June 2020, 9.00am

Council Senior Remuneration Committee

Terms of Reference:

1. To be responsible for ensuring compliance with the HE Senior Staff Remuneration Code and related Office for Students requirements in relation to senior pay.
2. To determine on appointment and review ~~from time to time~~ at least annually, the remuneration and benefits of the President & Vice-Chancellor.
3. To determine on appointment and review ~~from time to time~~ at least annually, after receiving advice-input from the President & Vice-Chancellor, the remuneration and benefits of the members of the University Executive Board.
4. To receive and review pay multiple data which demonstrate the relationship between the President & Vice-Chancellor's remuneration and University employees, in line with the HE Senior Staff Remuneration Code and Office for Students publication requirements.
5. To regularly review and be consulted on the proposed remuneration package of specific senior roles (as determined by the Committee), including those with a basic pay of £150,000 or more.
6. To receive annually details of roles with basic pay earnings of £100,000 or more, in line with Office for Students publication requirements.
7. To periodically receive information on the remuneration and composition of Professorial and Professorial equivalent staff as determined by the Committee
8. To assess and monitor gender and ethnicity pay equality across the University Executive Board, including evaluating the impact on the University's gender and ethnicity pay and bonus gap of any remuneration decisions made.
9. To receive and review annually a summary of the individual business-related expenses for University Executive Board members, so that the Committee can be assured that the University's Travel & Business Expenses Regulations are being applied effectively.
10. To determine and review from time to time, the overall parameters for settlement and early retirement arrangements for all staff.
11. To regularly review the numbers and costs of financial settlements and early retirement costs for all staff.
12. To review and, after seeking legal advice, determine any severance packages for University Executive Board members.
13. To delegate to any two of the following, as appropriate, the approval of financial settlements and early retirement charges, within the overall agreed parameters: the President & Vice-Chancellor, Provost & Deputy Vice-Chancellor, Director of Human Resources and one of the Vice-Presidents. Any exceptions to be agreed by at least two members of the Council Senior Remuneration Committee, being fully cognisant of the facts of the situation.
14. In its consideration of all forms of payment, reward and severance to staff within its remit, to consider the interests of the institution and to have regard for the public interest and the safeguarding of public funds.

Reports to: Council.

Membership:

<i>Chair (Chair of the Council):</i>

Mr Tony Pedder

<i>Ex-officio members:</i>		
<i>Pro-Chancellors</i>	Mrs Alison Hope	
	Mr Richard Mayson	
	Mr Tony Pedder (see above)	
<i>Treasurer</i>	Mr John Sutcliffe	
<i>A lay member of the Council</i>		
	Mr Stephen Sly	2017-20
<i>In attendance:</i>		
<i>Head of Reward</i>	Miss Suzanne Duke	
<i>Secretary:</i>		
<i>A member of the Human Resources Executive</i>	Mr Ian Wright	

Quorum: Three members of the Committee, ~~of whom not more than one may be member of staff of the University.~~