



## Minutes Meeting of Senior Remuneration Committee

**Date and time:** Monday 21 February 2022, 12.00 – 2.00pm

**Present:** Tony Pedder in the Chair  
Claire Brownlie  
Alison Hope  
Philip Rodrigo  
John Sutcliffe  
Ian Wright, Director of HR (Secretary)

**In attendance:** Suzanne Duke, Head of Reward

1.	<b>Apologies</b> No apologies were received.
2.	<b>Declaration of conflicts of interest</b> No conflicts of interest were declared
3.	<b>Minutes of last meeting &amp; matters arising</b> The minutes of the meeting on 18 October 2021 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.	<b>Update on UEB Roles and Recruitment</b> The HR Director updated the Committee on the ongoing recruitment activity and plans in place for the UEB roles which are either vacant or filled on an interim basis. The Committee noted that some recommendations for extensions to current interim roles or permanent appointments were being reviewed by the Council later the same day for potential approval. The Committee reconfirmed that the salary ranges previously determined following Hay Job Evaluation and benchmarking activity remained appropriate at the current time.
5.	<b>Revised CUC HE Senior Remuneration Code</b> The Committee received an update on the CUC HE Senior Remuneration Code which had been revised following a review by Advance HE, with the updated version published in November 2021. The Committee noted that the changes to the Code were minor, and did not require further action from the University who continued to fully comply with all aspects of the Code, following the changes it had put in place in 2018.  The Committee revisited the matter of student representation at its meeting and concluded that the current agreed practice of keeping the President of the Students Union regularly updated on the agenda of the Committee's meetings and inviting comments to feed into the Committee was an appropriate means to achieve student involvement and input into the Committee's key items of business.

6.	<p><b>Review of the Executive Performance Scheme and Executive Remuneration Policy</b></p> <p>The Committee reviewed the Executive Performance Scheme and the Executive Remuneration Policy which were both due for their two yearly review.</p> <p>In relation to the Executive Performance Scheme, the Committee discussed and agreed the following:</p> <ul style="list-style-type: none"> <li>• To change the leaving date within the leaving clause for participant eligibility from 30 September to 31 August to align better to the academic year cycle.</li> <li>• To move the October Committee meeting so that it sits following Council, in order that institutional performance and KPIs as reviewed at October’s Council meeting can be better taken into consideration into the review of achievement against UEB objectives from the previous academic year.</li> <li>• To ensure that objectives continued to measure progress against longer term achievement, including delivery of the University’s Vision and Strategy and the five year planning cycle.</li> </ul> <p>In relation to the Executive Remuneration Policy, the Committee made one minor change to clarify the remuneration policy in place for Interim academic UEB members who are currently remunerated with a leadership allowance. They noted that this change would be made with the updated policy published on the Committee’s web pages.</p>
7.	<p><b>Review of the Committee Terms of Reference</b></p> <p>The Committee reviewed its Terms of Reference and agreed that they were still current.</p>