

Remuneration Committee

20/24 A meeting of the Remuneration Committee was held via teams on Monday 19 October 2020 at 2.15 pm.

Present: -

The Vice-President, Mr T. Beardmore-Gray (in the Chair)

The President, Dr P.R. Preston

The Vice-President, Mrs K. Owen

Member of the Council, Mrs S. Maple

Member of the Council, Mr J. Taylor

By invitation: -

Member of the Council, Ms Gordon

The Vice-Chancellor

The University Secretary

The Director of Human Resources

Head of Governance (Secretary)

20/25 **Minutes of the last meeting**

The Committee received and approved the Minutes of its meeting held on 9 June 2020.

20/26 **Matters arising**

20/13 Dashboard

The Committee had requested a report on staff headcount, as part of the management information to inform its business. A report in development for the Planning and Change Board was submitted. It was noted that the table counted all staff except for casual staff. This meant that it had the same population as the staff figures reported in the financial statements. Staff who were wholly externally funded were separated out, so it was easier to see the numbers funded from University resources.

It was noted that there was a clear diminution between 2018 and 2019 in both staff headcount and FTE, which was the period in which the VR scheme would have taken effect. Between 2019 and 2020 staff FTEs were broadly comparable.

The Committee noted that information on costings would be included in due course.

The Committee agreed that the report was helpful and that they would like to see the data at least once a year. The Director of HR informed the Committee that the data could be drilled into further if required.

20/27 Membership and Terms of Reference

The Committee received and noted a copy of its Membership and Terms of Reference.

20/28 Disclosure of Interests and the Risk Register

The Committee received and noted a paper from the University Secretary in regard to Disclosures of Interests and the Risk Register.

Matters for Discussion

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20/31 **Paused Reward Arrangements**

The Committee noted that at the onset of lockdown the University Executive Board discussed processes that might be paused or stopped altogether to enable priority to be given to business-critical activities while the University transitioned to predominately remote working arrangements.

For the purposes of the 2019-20 academic year the cycle of local Reward Committees had been completed, so no further action was required. The University Personal Titles Committee met as scheduled on 14 July 2020. The Re-Grading Committee continued to consider cases to ensure the University protected the integrity of its grading structure. On-line rewarding staff procedures, where the budget for 19-20 had been set, remained available. However, it was agreed to pause the annual Professorial and Senior Staff (Grade 9) reviews, and there was no consideration of salary review for UEB members and the Dean of the Business School at the Autumn meeting of the Remuneration Committee.

For reasons of fairness and equity, but mindful of diary pressures and other practicalities, it had been agreed that the outstanding Professorial and Senior Staff reviews would be considered alongside submissions for the 2020-21 process. A lighter touch would be adopted to ensure members of the Advisory Groups could reasonably review this larger data set and colleagues making further submissions were not over-burdened in the current circumstances.

Recommendations for reward, progression and salary adjustments would

- d) Paragraph 9 be amended such that the annual report be made through UEB to the Autumn Term meeting of the Remuneration Committee (so that a full academic year cycle could be the basis for reporting).

The Committee approved these changes to the policy.

20/34 UEB Remuneration

The Vice-Chancellor submitted to the Committee proposals in respect of remuneration for UEB members.

He reminded the Committee of the set of principles used for the remuneration of UEB members. These principles were:

Salary adjustments were based on performance against the University's top-level KPIs and on taking on new responsibilities or extensions of remit;

Award payments were based on cases where individual UEB members could provide evidence of contributions that exceed what could reasonably be expected in the delivery of activities, projects or key processes;

Shadow salary adjustments considered the full workload of the PVCs and DVC who retained their permanent position in an academic School.

UEB members had agreed that, in the context of the financial challenges experienced by the University that no salary adjustments or award payments should be sought or awarded to UEB members. Remuneration Committee was requested not to consider any such payments for 2020, but to reflect the high quality performance of all UEB members through an appropriate uplift of the shadow salary, where this was relevant, or through salary adjustments and award payments at a future date.

Summary of recommendations:

Function	Name	Salary adjustment (£)	Award payment (£)	Shadow salary
DVC	Parveen Yaqoob	0	0	[Section 40]
PVC AP&R	Mark Fellowes	0	0	[Section 40]
PVC R&I	Dominik Zaum	0	0	[Section 40]
PVC E & SE	Elizabeth McCrum	0	0	[Section 40]
PVC	Julian Park	0	0	[Section 40]
CFO	Samantha Foley	0	0	n/a
CSO & US	Richard Messer	0	0	n/a

