



## Minutes Meeting of Senior Remuneration Committee

**Date and time:** Monday 25 February 2019, 12.30 – 2.30pm

**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.	<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 22 October 2018 were approved as an accurate record. The Committee noted that the majority of actions and matters arising were to be covered in the agenda of this Committee meeting. An update on other actions were provided as below:  The Chair updated the Committee that he and the Secretary had met with the President of the Student's Union prior to the meeting to discuss the agenda and papers, and agreed to follow up after the meeting. It was agreed that this approach would continue to be trialled for future meetings.  It was agreed that a review of the Executive Bonus Scheme would now take place at the Committee's April meeting. The Committee requested that external and internal benchmarking information on sector bonus schemes be included in the associated paper to facilitate this review and discussion.
4.	<b>Senior Remuneration Publication Update and External Activities and Income Policy – For approval:</b>  The Committee reviewed and approved the updated External Activities and Income Policy, agreeing that such external roles can have strong benefits for the individual and the University.

	<p>They noted that the policy would be shared with Council at its April meeting before being published within the University's current Annual Remuneration Report and Statement immediately afterwards.</p> <p>The Committee noted that, in line with the HE Senior Staff Remuneration Code and the policy, the details of any external activities and appointments (including any remuneration retained) undertaken by the President &amp; Vice-Chancellor would be reported annually and reviewed by the Senior Remuneration Committee. They would then be shared to Council before being published in the University's Annual Remuneration Statement.</p>
5.	<p><b>Accommodation (The Croft) – Update:</b></p> <p>The Committee has previously agreed to review the on-going requirement for the President &amp; Vice-Chancellor to reside in the University's provided accommodation (The Croft), factoring in its usage to date.</p> <p>The Committee reviewed and discussed the current position and agreed to remove the contractual requirement to reside at The Croft from 31 March 2019. The President &amp; Vice-Chancellor would be informed and his contract changed accordingly. This change would be shared with Council at its April meeting.</p>
6.	<p><b>UEB Recruitment – Update:</b></p> <p>The Committee were updated on the current and planned recruitment process and timescales for the outstanding substantive Vice-President and Head of Faculty roles. It was agreed that the remuneration packages resulting from the appointments would be presented for agreement formally at the Committee's April meeting.</p>
7.	<p><b>Standard Committee Business Schedule – For approval</b></p> <p>The Committee reviewed and approved an updated standard Committee business schedule which had been revised in line with its recently updated terms of reference.</p>
8.	<p><b>AOB:</b></p> <p>The Committee agreed to extend its April meeting to 2.5 hours to accommodate the agenda.</p>
9.	<p>Dates &amp; times of next meetings:</p> <ul style="list-style-type: none"> <li>• Monday 29 April 2019, 12.00pm</li> <li>• Tuesday 18 June 2019, 9.00am</li> </ul>



## Introduction

It is important for the University that the President & Vice-Chancellor and other University Executive Board (UEB) members represent themselves and the University, on various bodies/boards to carry out external responsibilities e.g. non-executive director/board roles. Such roles can have mutual benefit for the University, the UEB member and the external organisation, particularly in the development of partnerships and collaboration and through experience gained by the UEB member.

It is recognised that some of these roles may be remunerated, although the President & Vice-Chancellor would not normally retain any income from such roles and activities. Any income that President & Vice-Chancellor retains from such activities and appointments, will be disclosed and explained annually in the University's Remuneration Statement.

The purpose of this policy is to ensure that there is no conflict of interest with University business as a result of any external activities undertaken by University Executive Board members.

## Scope

This policy applies to all University Executive Board members. External activities include board, non-executive director or trustee roles which relate to the individual's UEB or academic role and profile. Academic commitments such as external teaching and examining, and academic publishing and book royalties are not in scope of this policy. Any external role or activity, where the UEB member is also providing consultancy, must also comply with the University's policy on consultancy as detailed in the terms and conditions of all academic staff.

## Approval Process

If a UEB member wishes to take up an external engagement or appointment, they must first discuss this with the President & Vice-Chancellor and obtain their written permission in advance of doing so. If the President & Vice-Chancellor wishes to take up an external engagement or appointment, they must first discuss this with the Chair of Council and obtain their written permission in advance of doing so. Details of any associated remuneration should form part of this discussion and approval process.

## Record Keeping and Reporting

The external engagements and appointments (including any remuneration retained) undertaken by each UEB member, including the President & Vice-Chancellor will be reviewed and reported annually to the Senior Remuneration Committee. Details of any external activities and appointments (including any remuneration retained) undertaken by the President & Vice-Chancellor will be shared annually to Council and published in the University's Remuneration Statement.