

**REMUNERATION COMMITTEE MEETING  
HELD ON 16<sup>th</sup> MAY 2019**

**APPROVED MINUTES - OPEN SECTION**

<b>Members</b>		<b>Meeting 1 24.10.18</b>	<b>Meeting 2 07.03.19</b>	<b>Extra Meeting 16.05.19</b>	<b>Meeting 3 20.06.19</b>
Independent Members of Council	Sir John Low (Chair)	✓	✓	✓	
	Sir Brendan Barber	A	NM	NM	
	Ms Kru Desai	NM	✓	A	
	Ms Philippa Hird	✓	NM	NM	
	Ms Janet Legrand QC (Hon)	✓	✓	✓	
	Ms Julia Palca	✓	✓	✓	
Co-opted	Mr Peter Blausten	✓	✓	✓	

**Key:** ✓ In Attendance      A Apologies given      P Part Attendance  
 NM Not a Member      \* Conflict of Interest

<b>In Attendance</b>	<b>Reason and Meeting Section</b>
Ms Alexandra Angus	Reward Manager, HR
Professor Sir Paul Curran	President
Ms Mary Luckiram	HR Director
Mr Peter Smith	Director, Public Sector Practice, KornFerry Hay Group

**MINUTES SECTION A – OPEN FOR PUBLICATION**

***Part One – Preliminary Items***

- 1. Items for Starring**  
The Committee agreed the starring of all items on the agenda. Apologies were received from Ms Kru Desai.
- 2. Minutes**  
The Committee **approved** the minutes of the meeting held on 7<sup>th</sup> March 2019 with one amendment to item 16B. The open section would now be published on the City website.  
  
*This item is continued in Section B of the minutes, Closed Business.*
- 3. Conflicts of Interest**  
The Director of HR, who was in attendance, declared an interest for item 5 and left the meeting for part of this item, as noted in the minutes. The College Secretary was not in attendance for this meeting.
- 4. Items Specially Brought Forward by the Chair**  
There were no items brought forward by the Chair.

## **Part Four – Higher Paid and Senior Staff – Issues for Discussion and Decision**

### **5. Job Evaluation Exercise**

RemCo considered a report on initial outcomes of the Job Evaluation Exercise for Grade 9 staff, was asked to: agree principles for the implementation of job evaluation; consider the approach to any changes in remuneration as a result of the exercise including a reflection on risks and mitigations; and agree the targeted market position for salary benchmarking. In discussion the following points were raised:

- The principles had been developed in discussion with the unions and had been endorsed by the President and academic members of the Executive Team.
- The roles of 33 members of professional service staff on the Grade 9 pay spine had been evaluated by KornFerry Hay using the Hay methodology, with a second external assessment by a KFH Advisor. The UCEA and KornFerry Hay Salary Surveys had been used for salary benchmarking. The number of roles evaluated as Grade 9 was consistent with City's size, which was reassuring.
- Base pay benchmarking was considered reliable as HE professional service staff did not usually receive additional pay elements such as responsibility allowances.
- New roles would be Hay evaluated prior to recruitment to ensure accurate market positioning.
- It would be useful to undertake additional benchmarking, particularly for these roles which were relatively unusual in HE although they existed in other sectors and those roles unique to HE where benchmarking against KornFerry Hay data was of limited relevance and where UCEA or other HE sector data would be relevant. **[Action]**

*The HR Director left the meeting at this point.*

#### **Decision**

RemCo **agreed** the principles to be used in Job Evaluation but requested further information on key roles to come to the next meeting. **[Action]**

*This item is continued in Section B of the minutes, Closed Business.*

### **6. AOB**

#### **Pension Protocol**

RemCo **approved** the application of the pension protocol to a member of senior staff following completion of the required process.

*This item is continued in Section B of the minutes, Closed Business.*

## **Part Five – Items for Information**

### **7. Date of Next Meeting**

20<sup>th</sup> June 2019 at 9 am.

Sir John Low  
Remuneration Committee Chair  
March 2019