

REMUNERATION COMMITTEE

Confirmed

Minutes of the Remuneration Committee on Wednesday 18 July 2018  
At Michael Andrews Building, East Park Terrace, Southampton

**Present**

Alison Colley	Committee Chair and Independent Governor
Georgina Corbett	Externally Co-opted Member
Phil Cotton	Independent Governor
Prof Ruth Farwell CBE DL	Independent Governor

**In attendance**

Professor Graham Baldwin	Vice-Chancellor
Judith West	Deputy Director of People & Development
Bridget Woolven	Clerk to the Committee

**Apologies**

Andy Riggs	Chief Finance Officer
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**18/18 Apologies & Welcome**

The meeting was quorate. No conflicts of interest were declared.

**18/19 Minutes of the meeting of 25 April 2018**

The minutes of the meeting were confirmed as an accurate record. The Committee Chair signed a set of the minutes that would remain confidential. A second anonymised set would be prepared for publication.

**18/20 Matters arising from 25 April 2018 meeting**

**Confidential**

At its meeting on 25 April, the Board of Governors had agreed that the name of the subsidiary company should be Solent University Services Ltd. (Minute 18/14.)

There were no matters arising.

**18/21 Pension Scheme update**

**Paper 18/RM/09  
Confidential**

Committee members considered the report which had also been considered at Resources Committee on 3 July 2018.

This minute is confidential

Judith West, Deputy Director of People & Development, presented her report which provided an update on the activities designed to deliver the people experience strategic priority.

The report included a 'Red-Amber-Green' (RAG) rating for each of the objectives for 2017/18. The report had also been presented to Resources Committee on 3 July 2018.

The report provided updates on:

- People Planning for 2018/19;
- Academic work plans;
- Agile Career Pathways;
- Health & Wellbeing Committee;
- Development Plan for 2018/19; and
- Staff Awards 2018.

In discussion:

- Judith West reported that the performance ratings of the 55% P&DRs completed to date showed 73% staff meeting expectations, 26% exceeding and 0% below expectations. It was likely that a large majority of the remainder would be completed by the 31 July deadline.

The Committee noted the report.

Judith West introduced the report.

Judith informed the Committee that there would be a 'pay back' period of just over six months on the total severance spend including on costs.

**ACTION: Judith West will check the spreadsheet which showed two separate and differing amounts for 17/18/EVS/29, the second being an amount of £1704.**

After discussion, the Committee:

- a) Noted the final severance report for 2017/18 which gave total severance costs of £1,294,536 at 30 June 2018;
- b) Noted that the breakdown of severance costs was £564,735 for the general scheme and £729,801 for the voluntary scheme;
- c) Approved the severance costs of £81,812 for employee (2017/18/EVS/29), noting that this severance had a pay-back period within the criteria, avoided an at-risk position and contributed to pay-savings; and
- d) Noted that in the year to date there are 12 severances that were concluded by a settlement agreement.

**18/24 Committee of University Chairs (CUC)  
Senior Staff Remuneration Code**

**Paper 18/RM/12**

The new Code had been published in June 2018 and was supported by HE sector context, guidance on severance payments to senior staff and a template for an annual report to the Board.

The Committee:

- Noted, further to a question at the April meeting, that the Vice-Chancellor's expenses are signed by the Chairman.
- Noted, in response to a question from Professor Ruth Farwell, that a review of expenses procedures is captured in the approved Internal Audit Plan of key financial systems.
- Agreed to comply with the Code, noting that a statement to that effect would be reflected in the University's Annual Financial Statements.
- Agreed that reference to senior staff members' notice periods should be included in the Annual Report in November.

**ACTION: Judith West & Bridget Woolven to meet to plan the preparation of the Annual Report for November.**

**ACTION: Judith West/Andrea Thompson to include senior staff members' notice period in the report.**

**18/25 Dates of Meetings for 2018/19:**

Wednesday 28 November 2018 at 14:30 hrs

Wednesday 27 February 2019 at 14:30 hrs

Wednesday 24 April 2019 at 14:30 hrs

Wednesday 17 July 2019 at 14:30 hrs