



THE BOARD OF THE ARTS UNIVERSITY BOURNEMOUTH HIGHER EDUCATION CORPORATION
MINUTES OF THE MEETING OF THE REMUNERATION COMMITTEE HELD ON 17 NOVEMBER 2020

Present:

- Mike Gibson (Chair of the RemCom, Vice Chair of the Board of Governors and Chair of the Finance & Resources Committee)
- Dorothy MacKenzie (Chair of the Board of Governors)
- Gerard Moran (Independent Governor)
- Michael Clarke (Independent Governor and Chair of the Audit & Risk Committee)
- Prue Keely-Davies (Independent Governor and Chair of the Human Resources Committee)

In Attendance:

- Kerry Sheehan (Head of Human Resources and Secretary to the Committee)

Observing:

- Kevin Purcell (Independent Governor)

1. Chair's Opening Remarks

1.1 The Chair welcomed all in attendance at the meeting. The Chair noted that a new Remuneration Process was in operation, to be discussed in more detail at agenda item 7, which aimed to clearly define the roles and associated processes of the Vice-Chancellor's Executive and RemCom for the preparation and completion of the annual RemCom process for Senior Postholders.

1.2 The Chair confirmed that performance review reports and remuneration recommendations for Senior Postholders were included in the papers and members of the Vice-Chancellor's Executive (VCE) group were not required to attend.

1.3 The Chair noted that the Vice-Chancellor had provided RemCom with the VCE's decision that there should be no increases to salary for all Senior Postholders.

2. Apologies for absence

2.1 There were no apologies for absence.

3. Minutes

3.1 The minutes of the meeting on 19 June 2019 were noted to be on the Governor's reading room.

4. Matters arising not otherwise covered on the agenda

4.1 It was noted that the outcome of the paid period of research leave awarded to the previous Principal and Vice-Chancellor, Professor Stuart Bartholomew, was still outstanding according to the RemCom. It was agreed that the new Chair of the Board would follow up this matter.

5. Terms of Reference of the Remuneration Committee

5.1 The Terms of Reference were noted by the RemCom. No amendments were required.

6. UCEA / Trade Unions: National Salary Negotiations

6.1 The Head of Human Resources advised the meeting that UCEA (Universities and Colleges Association) had concluded the annual national salary negotiations with the Trade Unions with a final pay offer position from UCEA, on behalf of the relevant HEIs, of 'no uplift/pay freeze'. It was noted that the Unions were consulting with their members about their position in response.

6.2 It was further noted that the cost of living increase position as negotiated between UCEA and the unions is normally a factor for consideration when reviewing the VCE's salary recommendations for Senior Postholders and for RemCom in making the salary decision for the Vice-Chancellor.

7. Proposed Remuneration Process

7.1 The Chair informed RemCom that the process had been set out as in the document to ensure that the responsibilities of the VCE and the RemCom were clear and to provide an annual procedure to be followed.

7.2 RemCom agreed that the document and procedure met its objective.

7.3 The Committee discussed and agreed that one area of improvement required from reviewing the papers submitted for this RemCom is to ensure that all annual reviews are fully completed, as two of those submitted did not appear to have been completed.

7.4 RemCom noted their differing perspectives around performance rating systems being an effective way of evaluating performance and agreed that AUB should consider an appropriate system and ensure training is provided. RemCom recommended that, if implemented, such a system should enable clarity in terms of demonstrating and recognising high performance, adequate performance and low performance to assist both reviewer, reviewee and RemCom.

7.5 RemCom agreed that the annual review process should include an action plan to assist where performance may fall short of expectations and also detail CPD requirements in all cases.

7.6 RemCom further agreed that the annual review process should include the Board being able to provide input for those Senior Postholders who are in regular attendance at Board/Sub-Committees. RemCom further agreed that 360 feedback would be beneficial when evaluating performance at this level.

8. Salary Recommendations for Senior Postholders

After discussing in detail the annual review reports for each of the senior postholders and considering the recommendation of the VCE that all Senior Postholders should not receive an increase, to align to that of staff on the national pay spine who fall within the remit of the national negotiations, RemCom agreed that none of the following Senior Postholders should receive a salary increase:

8.1 Dean of School of Art, Design and Architecture

8.2 Dean of School of Media and Performance

8.3 Dean of the Graduate School and Research

8.4 Director of Finance

8.5 University Secretary

8.5.1 Clerk and Secretary to the Board

8.6 Chief Operating Officer

8.7 Deputy Vice Chancellor

9 Performance and remuneration of the Principal and Vice-Chancellor

9.1 RemCom agreed that the decision for the Principal and Vice-Chancellor's salary was also to align to that of staff on the national pay spine who fall within the remit of the national negotiations. Therefore the Principal and Vice-Chancellor would not receive a salary increase.

10 Remuneration Report 2019-20

10.1 The Committee noted the content of the draft Remuneration Report and agreed that the Head of Human Resources should complete the Report prior to circulating to the RemCom for approval and being submitted to the November Board meeting.

11 Any other business

11.1 None.

12 Date of next meeting.

12.1 To confirm the date for the next regular meeting is on 2 March 2020 from 15.30 to 1700.

Signed:
(Chair of the Remuneration Committee)

Date: