

## Meeting of the Remuneration Committee

2.00 - 3.30 pm on Tuesday, 30 June 2020  
Via MS Teams

### Agenda

<i>No.</i>	<i>Item</i>	<i>Pages</i>	<i>Presenter</i>
1.	Welcome and apologies		JP
2.	Declarations of interest		JP
3.	Minutes of the previous meeting	3 - 6	JP
4.	Matters arising		JP
	<b>Items to discuss</b>		
5.	Senior remuneration policy review	To Follow	JC
6.	HE comparator set	To Follow	MMJ
7.	Severance policy for senior managers review	To Follow	MMJ
8.	External income policy review	7 - 10	DP
	<b>Items to note</b>		
9.	New members of the Executive	11 - 12	DP
10.	OfS accounts directive - remuneration requirements	13 - 14	MB

**Date of next meeting**  
**2.00 pm on Tuesday, 3 November 2020**

**Members:** Jeremy Parr (Chair), Jerry Cope, Michael Cutbill and Mee Ling Ng

**In attendance:** Michael Broadway, Marcelle Moncrieffe-Johnson and David Phoenix

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**Minutes of the meeting of the Remuneration Committee  
held at 10.00 am on Thursday, 21 November 2019  
Technopark, SE1 6LN**

**Present**

Jeremy Parr (Chair)  
Jerry Cope  
Michael Cutbill  
Douglas Denham St Pinnock  
Mee Ling Ng

**In attendance**

Michael Broadway  
Marcelle Moncrieffe-Johnson  
David Phoenix (*from minutes 1 -12*)

**1. Welcome and apologies**

No apologies had been received.

**2. Declarations of interest**

The Vice Chancellor declared an interest in items 13 to 17 on the agenda.  
The Vice Chancellor would leave the meeting after item 12.

**3. Minutes of the previous meeting**

The committee approved the minutes of the previous meeting.

**4. Matters arising**

All matters arising had been completed.

**5. Senior remuneration policy**

The committee noted the policy, which was used to inform decisions at the meeting.

**6. Pay multiples**

The committee noted the pay multiples, which formed part of the annual remuneration committee report.

**7. Average pay rise for all staff**

The committee noted the average pay rise for staff, which was used to inform decisions at the meeting.

**8. Expenses policy compliance**

The committee noted the report on executive expenses for 2018/19.

**9. External income policy - executive declarations**

The committee noted the declarations of external income by members of the Executive.

**10. Executive members pay award**

The committee noted the 1.8% increase to staff salaries for 2019/20 and the 2.8% increase received on average by staff through increments. Under the senior remuneration policy the following pay uplifts were approved:

- Provost (Pat Bailey): 1.8%
- Chief Financial Officer (Richard Flatman): 1.8%
- Chief Business Officer/Deputy Vice Chancellor (Innovation) (Paul Ivey): 1.8%
- Chief Customer Officer (Nicole Louis): 4%
- Pro Vice Chancellor (Compulsory Education) / Executive Principal (Lambeth) (Fiona Morey): 5%
- University Secretary (James Stevenson): 1.8%

*{Following the meeting the Pro Vice Chancellor (Compulsory Education) requested that her pay award is reduced to 1% in line with the FE sector.}*

**11. Executive members bonus recommendations**

The committee noted that, as the performance related pay (PRP) scheme rules had been met, members of the executive were eligible to receive a bonus. Based on the recommendation from the Vice Chancellor following review of performance against objectives, the following bonuses were approved:

- Provost (Pat Bailey): 6%
- Chief Financial Officer (Richard Flatman): 8%
- Chief Business Officer/Deputy Vice Chancellor (Innovation) (Paul Ivey): 7%
- Chief Customer Officer (Nicole Louis): 8%
- Pro Vice Chancellor (Compulsory Education) / Executive Principal, Lambeth College (Fiona Morey): 8%
- University Secretary (James Stevenson): 8%
- Chief Customer Officer/Deputy Vice Chancellor (Shân Wareing): 6%

**12. Exec objectives**

The committee noted the objectives for 2019/20 for executive members.

13. **VC remuneration**

*Please see separate minutes.*

14. **VC objectives**

*Please see separate minutes.*

15. **Executive group bonus**

*Please see separate minutes.*

16. **Draft Annual Remuneration Committee report to Board**

*Please see separate minutes.*

17. **Pro forma minutes of the meeting**

*Please see separate minutes.*

**Date of next meeting  
2.00 pm, on Tuesday, 30 June 2020**

**Confirmed as a true record**

..... (Chair)

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# Agenda Item 8

	INTERNAL
Paper title:	External Income Policy
Board/Committee	Remuneration Committee
Date of meeting:	30 June 2020
Author:	HR
Sponsor:	Marcelle Moncrieffe-Johnson
Purpose:	<ul style="list-style-type: none"><li>• Review Retention of External Income Policy for approval</li></ul>

## **Executive Summary**

Attached is the External Income Policy for the committee to review.

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## **Retention of External income policy**

1. Executive members are expected to declare any relevant income.
2. The expectation is that external relevant income will not be retained but on occasion permission to retain income may be given by the Vice Chancellor. Agreement should be obtained before entering into external activity.
3. Where staff are appointed on a fractional basis it may be that external activity can be accommodated outside of contract but it should still be declared to avoid conflict.
4. Annual declaration to be provided annually regarding relevant amounts earned and whether they should be retained.

*TBA by the Remuneration Committee  
30 June 2020*

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# Agenda Item 9

	CONFIDENTIAL
Paper title:	Remuneration for new Executives
Board/Committee:	Remuneration Committee
Date of meeting:	30 June 2020
Author:	David Lee – Head of HR Operations
Sponsor:	Marcelle Moncrieffe-Johnson – Chief People Officer
Purpose:	For information
Recommendation:	The Board is requested to note the new members and remuneration.

## Executive Summary

This paper details the names, start dates and agreed salaries for the new Executive members for the period 2019/20.

## New Executives

<b>Name</b>	<b>Position</b>	<b>Occupancy start date</b>	<b>Salary</b>
Deborah Johnston	Pro Vice Chancellor Education	20/04/2020	£122,000
Marcelle Moncrieffe-Johnson	Chief People Officer	01/04/2020	£118,000
Warren Turner	Pro Vice Chancellor - Health & Social Care	01/04/2020	£115,000

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	INTERNAL
Paper title:	OfS accounts direction requirements
Board/Committee:	Remuneration Committee
Date of meeting:	30 June 2020
Author(s):	Michael Broadway, Deputy University Secretary
Purpose:	To inform the committee of the requirements for senior staff remuneration as part of the OfS accounts direction
Recommendation:	The committee is requested to note

## Executive Summary

The accounts direction from the Office for Students (OfS) sets out the information that providers are required to include in their audited financial statements, including required disclosures on senior staff pay.

The following are the key requirements of the direction for the remuneration committee to note:

- The accounts direction again focuses on the VC and has not been widened to require more transparency around the remuneration of other senior staff;
- Providers must have regard to the 'Higher education senior staff remuneration code' published by the CUC – the LSBU Board adopted the Code at its meeting of 18 October 2018;
- Providers must have regard to the 'Guidance on decisions taken about severance payments in HEIs' published by the CUC. A policy on severance payments based on this guidance was approved by the Remuneration Committee at its meeting of 12 July 2018.
- The accounts to include:
  - full details of the total remuneration package for the head of provider;
  - a justification for the total remuneration package of the VC;
  - the relationship between the head of provider's remuneration (basic salary and total remuneration) and that for all other employees, expressed as a pay multiple.

The committee is requested to note.

