

APPROVED

MINUTES OF THE MEETING OF THE REMUNERATION COMMITTEE HELD ON WEDNESDAY 1  
AUGUST 2018 IN ROOM RS109, UNIVERSITY OF WESTMINSTER, 309 REGENT STREET

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PRESENT:	Mr D Cheeseman (Chair) Mr S Hart	Mr P Murphy
IN ATTENDANCE:	Mr D Barratt	Mrs E McMillan (Clerk)
APOLOGIES:	Ms N Davies (attendee)	Dame K Dunnell

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**17.26 ANNOUNCEMENTS**

17.26.1 Apologies were received as noted above.

17.26.2 No interests were declared.

17.26.3 The Chair confirmed that there were no requests to discuss starred items (Minutes 17.29 and 17.30) and no requests to discuss matters not on the agenda.

**17.27 ACTING VICE-CHANCELLOR – SALARY REVIEW**

17.27.1 Members received and considered a report on achievement of targets and conditions for receipt of a bonus payment (Document REM 180801A).

17.27.2 The Director of Human Resources and Organisation Development and Wellbeing ('the HR Director') advised that the staffing FTE required to achieve the reduced staffing budget for 2018-19 is a nominal number based on average staff costs. Members noted therefore that whilst the target for FTE reductions may not have been met, the financial savings target has been. This is in part due to staff in higher paid positions leaving the institution.

17.27.3 Members stated their expectation that the Vice-Chancellor will hold the Heads of College and the University Secretary and Chief Operating Officer accountable for ensuring robust workforce planning and maintaining staffing costs within budget throughout the year.

17.27.3.1 **ACTION Chair to the Court** to communicate the Committee's comments regarding maintaining staff costs within budget to the Vice-Chancellor.

17.27.4 **AGREED** Subject to confirmation of the financial savings target, members considered that targets 1 and 2, which relate to staff reductions, have been met.

17.27.4.1 **ACTION HR Director** to report the financial staff cost savings target to the Committee for the record.

17.27.5 Members noted that appointments have been made for all of the top management structure (7 posts), and the majority of the schools structure (21 posts), with the recruitment process underway for the remaining vacancies in the schools structure.

17.27.6 **AGREED** Subject to confirmation of the latest position on the 21 schools posts, members considered that target 3, which relates to senior staff appointments, has been met.

17.27.6.1 **ACTION HR Director** to report to the Committee, via the Clerk, on the latest recruitment position for these posts.

17.27.7 **AGREED** Members considered that target 4, which relates to completion of the notice period, has been met.

17.27.8 **APPROVED** The Committee awards the Acting Vice-Chancellor the full bonus payment of £[Redacted], subject to clarification of the information requested in 17.27.4.1 and 17.27.6.1.

17.27.9 **POST-MEETING NOTE:** Following the meeting, and having sought the views of other Committee members by email, the Committee Chair reviewed the recruitment status for senior academic posts (as at 2 August) and email confirmation from the Director of Finance that the staffing resource envelopes and the reduced overall staffing budget agreed by the Court for 2018-19 have been achieved. The Chair confirms, as a result, that there is sufficient evidence that the targets have been met.

## **17.28 MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING**

17.28.1 **AGREED** The minutes of the Remuneration Committee meetings held on 16 May 2018 (Document REM 180801B) were agreed as an accurate record.

17.28.2 Members noted that the Clerk sent the KPMG benchmarking report to the HR Director after the meeting as requested.

17.28.3 Members discussed the importance of workforce planning and performance management to the future success of the new staff structures.

## **17.29 SCHEDULE OF BUSINESS 2017-18**

17.29.1 Members received and noted the completed schedule of business (Document REM 180801C).

## **17.30 DATES OF FUTURE MEETINGS**

Wednesday 12 December 2018 at 4.30pm in Room RS109

Wednesday 1 May 2019 at 4.30pm in Room RS109

## **17.31 ANY OTHER BUSINESS**

17.31.1 The Chair to the Court informed members that he is working with Human Resources Management and the Vice-Chancellor on proposed performance measures for the Vice-Chancellor post.