

## REMUNERATION COMMITTEE

22 FEBRUARY 2023

### REDACTED MINUTES FOR PUBLICATION

A meeting of the Remuneration Committee was held remotely via Zoom videoconferencing on Wednesday 22 February 2023 from 16.00-16.45pm.

Present: Jat Brainch [JB] Honorary Treasurer and Chair  
Amanda Clack [AC]  
Adam Denton [AD] Student Trustee Observer  
Stephen Jackson [SJ]  
Andy Macdonald [AM]

Apologies:

In Attendance: Lyndsay Hughes (note taker) [LH]  
Ashley Wheaton (Principal) [AW]  
Lisa Wilks (HR Director) [LW]

#### **0336** **1.1/ DECLARATION OF ANY CONFLICTS OF INTEREST**

0337 There were no conflicts of interest declared. It was noted that the previously recorded conflict (AW being a Trustee of JISC and AM working for JISC) was no longer relevant as AM had changed employer in January 2023.

#### **0338** **1.2/ WELCOMES AND APOLOGIES FOR ABSENCE**

0339 The Chair welcomed Adam Denton, Student Trustee, to his first meeting of the Committee as Student Trustee Observer.

0340 There were no apologies for absence, but the Committee noted that Jane Fawkes would not be in attendance on this occasion due to the conflict of interest in the primary matter for discussion at item 2.1.

#### **0341** **1.3/ MINUTES OF THE MEETING HELD ON 21 OCTOBER 2022**

0342 The minutes of the Remuneration Committee held 21 October 2022 (paper 1.3) were **APPROVED** as a true record and signed by the Honorary Treasurer/Chair of the Committee. The proposed redactions from these minutes were approved ahead of being published on the UCEM website.

#### **0343** **1.4/ MATTERS ARISING AND ACTIONS SUMMARY**

0344 The Committee **NOTED** that there were several actions agreed in August 2022 that at the time of the last meeting of the Committee had yet to be closed off. The Committee **NOTED** that all those relating to pay awards and payroll were actioned immediately and REDACTED. The Committee **NOTED** that actions regarding the creation of a sabbatical/study leave policy and provision of pay benchmarking data will be completed during 2023. The data will be provided looking forward and as part of budgeting for 2023-24. The work to agree an Executive Team Pay Structure had been prepared as the primary agenda item for discussion in this meeting.

**0345 2.1/ REDACTED**

0346 REDACTED

0347 REDACTED

0348 REDACTED

0349 REDACTED

0350 REDACTED

0351 REDACTED

**ACTION: REDACTED**

**ACTION: REDACTED**

**0352 3.1/ STAFF COST OF LIVING AWARDS**

0353 The Committee was reminded that UCEM has provisioned approximately £60K for additional support to UCEM staff on lower incomes through winter 2022/23. At the time of the last meeting the means by which UCEM would distribute this provision had yet to be determined. LW shared paper 3.1 which provided a summary and timeline of the scheme and the way in which the funds were distributed in January 2023.

0354 LW reported that the response to the scheme had been overwhelmingly positive. The total cost to UCEM was just over £60K and all payments were processed in January 2023. The scheme was communicated as a one-off support scheme and there is no expectation this will continue in future years. LW would, however, like to consider financial wellbeing initiatives through the budgeting process for 2023-24. Decisions on pay awards will also form part of considerations for next year. The Committee thanked LW for her work to bring the proposal to fruition.

0355 The Committee **NOTED** the cost-of-living awards process implemented by UCEM for winter 2022/23 and the awards made to 105 employees in January 2023.

**0356 4.1/ ANY OTHER BUSINESS**

0357 The Chair of the Board, Amanda Clack, thanked Jat Brainch for her service to the Committee as its Chair over recent years. JB will retire from the Board of Trustees in March 2023, and this was therefore her last meeting of the Remuneration Committee.

0358 No other matters of business were raised, and the Chair closed the meeting at 16.35pm.

0359 The date and time of the next Remuneration Committee meeting will be Thursday 7<sup>th</sup> September 2023.

Signed: 

Name: Amanda Clack

Position: Chair of the Board of Trustees and Member, Remuneration Committee

Date: 12 September 2023