

Minutes of Remuneration Committee Meeting held on 22/06/2015

Location	Present	In Attendance
8 Weymouth Street London W1W 5BU	Alan Jago – in the Chair Soo Ware Beatrice Fraenkel	Karen Holmes Marc Stoner

Note

Action

1. Apologies for Absence

No apologies were received for the meeting.

2. Minutes of the Meeting held on 3 December 2014

The Committee approved the minutes of 3 December 2014.

3. Matters Arising

The Interim Registrar reported that 4 members of staff had taken up the gym membership loan since the scheme was introduced at the end of 2014. A cycle loan scheme would also be explored during 2015, as requested by the Committee.

4. Pension Advisor

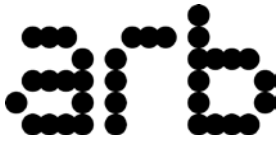
i. Update

The Board's Pension advisor Jon Whyte (JW) from 2Plan Ltd, the Board's pension advisor, attended the meeting for this item to provide an update. JW's view remained, as reported in May 2014, that ARB's current group personal pension scheme with Scottish Widow (SW) continues to be the appropriate and adequate vehicle moving forward, and is the most used product for company pension schemes. JW confirmed that we were fully compliant to meet Auto Enrolment requirements.

MS

JW provided a brief update on impending changes to the regulation of pensions and advised that there were no anticipated, significant, legislative changes that would affect ARB coming up.

JW confirmed that there had been no change to the dormant occupational pension scheme; the scheme remains in place and will continue to exist until the 14 remaining members have taken their pension benefits.



It was agreed that an information session for staff on the benefits of paying in to a pension scheme, and the flexibility the new pension choice provisions bring, should be arranged.

JW left the meeting.

ii. Pension Advisor Performance

MS

The Committee discussed the advisors current performance, value for money and service levels, and whilst they were content with the provision, they requested that the Financial Controller explore the market and provide a paper to the Committee in due course.

5. Daily Attendance Allowance

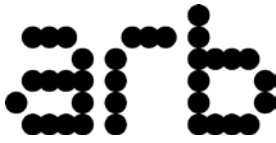
The Committee considered the paper and the implications of any increase the daily attendance allowance may have on the retention fee going forward. It was agreed that the Financial Controller would undertake some financial modelling for further consideration by the Committee, before putting a recommendation to the Board at its November meeting. As the outcome of the Periodic Review was not yet known, information on any changes to the governance arrangements of the organisation could not be taken in to consideration, and therefore, any possible required work on the job specification benchmarking exercise could not commence.

6. 2016 Pay Award

The Committee considered the content of the paper and agreed for budgetary purposes a 2% increase should be factored in to the 2016 budget. The Committee acknowledged the varying factors it would need to consider at its meeting in November 2015, including the market, and public sector pay increases. Up to date evidence would be considered at that juncture, when a decision would be made on any pay award for 2016.

7. Remuneration Committee Effectiveness Review

The Committee discussed the feedback received as part of the effectiveness review. The Committee discussed risk, and how the organisation manages risk. One Committee member urged the organisation to think widely when assessing risk, to ensure that a proportionate approach is taken. The Committee agreed that they benefited from the attendance of different experts at occasional meetings, as their views and contributions assisted the Committee in ensuring a wider perspective on matters the Committee has to deal with. Peter Reilly from the Institute for Employment Studies will be invited to a future meeting of the Committee.



8. Terms of Reference

The Committee discussed its terms of reference and how it had delivered against those terms of reference during 2014/2015. The Committee considered if any amendments were needed to the current terms of reference, but decided that no amendments were required.

9. Report on Staffing Matters

The Committee noted the report and passed on their thanks to the staff for their commitment during a very difficult period. It was noted that the atmosphere in the office demonstrated a cohesive approach to working together and this should be commended. The Committee noted the challenges surrounding long term sickness and supported the Interim Registrar in her approach.

10. External Pay and Rewards Benchmarking Survey - Institute for Employment Studies

The Committee noted the report, and acknowledged that the Interim Registrar may make adjustments to salaries in line with the organisations current policy on pay, once further consideration has been given to the report findings, and any potential staff structure changes. The Interim Registrar informed the Committee that she would be looking at pay structure options over the coming months.

11. Incentive Scheme

The Committee discussed the paper and the importance of having an incentive scheme in place that supports the "One ARB" ethos. In light of the information received as part of the Institute for Employment Studies report on incentive mechanisms in the market, and the effectiveness of the current scheme, to deliver the Business Plan and Core functions, even during challenging times, the Committee agreed to continue the existing scheme.

12. AOB

None.

13. Date of Next Meeting

26 November 2015.