



## Minutes of Remuneration Committee Meeting held on 04/11/2016

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Location	Present	In Attendance
8 Weymouth Street London W1W 5BU	Alan Jago – in the Chair Peter Coe Richard Parnaby	Karen Holmes Marc Stoner

Note

Action

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### 1. Apologies for Absence

Not applicable.

### 2. Minutes

The minutes of 24 August 2016 were approved.

### 3. Matters Arising

The Committee received an update from the Registrar on the actions outstanding from previous meetings. The Registrar reported that the role and responsibilities review of all non-staff roles was underway. The amendments to the reading time policy has been implemented with effect from 1 October 2016, the 2% pay increase for budgetary purposes had been factored in to the Board's discussion on the 2017 budget.

It was noted that an update on the organisations dormant occupational pension scheme would be discussed later in the meeting.

### 4. Review of Travel and Subsistence Policy

The Committee reviewed the proposed amendments to the policy, discussing specific elements of the policy in detail. It was agreed that further information on the ethos and culture of the organisation should be expanded as part of the introductory text, specifically highlighting the organisations commitment to efficiency and delivering value for money.

The Committee requested that the policy be amended to include the following points and areas of clarification before it is submitted to the Board for approval.

- **1.0** Expand the introductory section to explain that claims are subject to public scrutiny and challenge.
- State that telephone calls etc. are not claimable as they are deemed to be part of the preparation time for specific meetings.

- **3.1 – Attendance Allowance**  
Ensure the policy is clear that only organised tele/video conferencing calls are claimable. All other calls undertaken are not chargeable.
- **3.2 – Length of Meetings**  
Should be amended to state that meetings that last for less than 2.5 hours are chargeable at the half day rate.
- **2.0 – Reading and Preparation Time**  
The wording should be expanded to make it clear that when apologies are given for meetings, reading time can be claimed.
- **4.1 – Rail Travel**  
The policy should be strengthened to state that all rail travel should be booked in advance. The policy should include that ticket costs will be claimable in the event that the meeting is cancelled by ARB, if the ticket cannot be re-used at another time for another purpose.  
The policy should be further amended to state that first class tickets, irrespective of the length of the journey, will only be claimable where it is cheaper than the best available standard class ticket. Any specific adjustments due to disability will continue to be considered on a case by case basis throughout the policy.
- **4.3 – Taxi**  
The text should be expanded to include the use of taxis before 6am.
- **4.5 – Air Travel**  
Reference to the booking of business class where it is cheaper than the best available standard ticket should be removed.
- **6.1 –Out-of-pocket expenses**  
Reference to personal telephone calls should be removed and add cost of wifi.

## **5. Old Occupational Pension Scheme and Dormant Life Assurance Policy**

The Head of Finance and Resources provided the Committee, with an update on progress in relation to the appointment of trustees and management of the organisations old occupational scheme, in order to meet new Pension Regulator requirements on scheme administration and reporting. The Committee noted that a trustee company, Pitman Trust Ltd, had been appointed and the Deed of Trust was now in place. The 2015 declaration had been completed and submitted to the Pension Regulator within the required time frame. Further work will now be undertaken to trace scheme members to ensure they are aware of their rights and benefits under scheme provisions.

The Head of Finance and Resources, informed the Committee of HMRC requirements. He explained that it is required to de-register its previous death in service scheme. However to do this, the old scheme has to be allocated with a PSRT reference (as it was originally registered under a PSO scheme). In order to re-register, someone with responsibility for setting policy in relation to staff benefits needs to be registered. Alan Jago, the Chair of the Remuneration Committee

agreed to be the registered person and gave authority to the Head of Finance and Resources to complete the registration on his behalf.

Once the scheme has been de-registered, the Remuneration Committee Chair will be removed as the responsible person and advised accordingly.

As the scheme had previously been superseded, the Committee were informed there was no liability placed on the registered person.

#### **6. Staffing Report**

The Registrar provided a verbal staffing report which included an update on staff movements, resource needs and her intention to ask the Board to agree to an increase in the organisations overall headcount. The Registrar informed the Committee that she would be requesting the Board to approve an additional post in the area of corporate support.

The Registrar also provided the Committee with an update on recent and future staff training and development opportunities.

A written report will be provided to the Committee at the December meeting.

#### **7. AOB**

The Committee noted that an internal audit of the organisations Human Resources procedures had recently been undertaken by the Board's internal auditors, Grant Thornton. The findings report will be circulated to the Committee in advance of the next Committee meeting.

#### **8. Date of Next Meeting**

Thursday 1 December 9.00am.