

## Minutes of Remuneration Committee Telecon held on 24/08/2016

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Location	Present – Via telecon	In Attendance
8 Weymouth Street London W1W 5BU	Alan Jago – In the chair Peter Coe	Karen Holmes Marc Stoner

Note

Action

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### 1. Apologies for Absence

Apologies were received from Richard Parnaby.

### 2. Minutes

The Committee agreed the minutes subject to a typographical error at item number 7 and an amendment to include Richard Parnaby's attendance at the meeting.

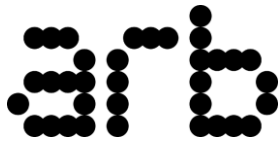
### 3. Attendance Allowance Rates

Following on from the Board's decision in July 2016 to defer consideration of the Committee's previous recommendation to increase the attendance allowance payable to Board members from £250 per day to £275 per day, the Committee agreed to recommend that any increase to the daily rate be held, pending the outcomes of the Periodic Review, which the Committee noted were expected in the Autumn of 2016.

#### Reading Time Policy

The Committee discussed the paper and the recommendations within the paper. The Committee reviewed Annex A of the paper which illustrated the rates claimable by each group or panel assisting the organisation in delivering its statutory duties. The Committee agreed to recommend to the Board that the Board's current policy on reading time should be extended to include the provision for Board members to claim a specified amount of reading time for Board meeting and other Committee meetings. The amount claimable for Board meetings and Committee meetings should be capped as outlined in the paper.

Whilst reviewing Annex the Committee discussed the consistency of approach in relation to reading time and the introduction of a reading provision for Examiner and Independent Examiners. The Head of Finance explained that Prescribed Examination is based on a self-financing model. He went on to explain that any increase in expenditure in this area would need to be;



- a) financed through efficiencies in the process
- b) subsidised from other parts of the organisations budget and income or
- c) passed on to the applicant through an increase in the examination fee

The Committee agreed to recommend to the Board that a fixed reading time provision be introduced for Examiners and Independent Examiners with any additional costs recoverable via the prescribed examination application fee.

The Committee asked the Registrar to review the organisations existing travel and subsistence policy in line with best practice and bring a reviewed/revised policy forward for discussion at the next meeting of the Remuneration Committee

## **12. AOB**

No any other business was raised.

## **13. Date of Next Meeting**

4 November 2016.