

## Minutes of Remuneration Committee Meeting held on 1/12/2016

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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

None

### 2. Minutes

The minutes of 4 November 2016 were approved.

### 3. Matters Arising

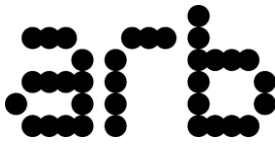
The Committee noted the report.

### 4. Staff Salary Increment 2017

The Committee discussed the paper and agreed a 1% salary increment for the staff team. One Committee member raised a concern over the increasing cost of travel within London and the impact that the increase may have on staff salaries overall. The Registrar explained how the organisation uses regular external benchmarking to ensure the salaries and benefits offered to team members remain competitive.

### 5. Incentive Scheme payment

The Registrar presented the paper, providing context in relation to the organisation's ethos and values. The Committee commented on the additional core work undertaken during 2016, along with the challenges associated with the unusually high turnover of staff experienced during 2016. The Committee reviewed the report the Registrar had provided on the organisation's overall performance against the Business Plan and awarded the staff team an incentive payment of 4% of salary.



The Registrar informed the Committee that any individual awards she made under the scheme would be reported to the next Remuneration Committee.

## **6. Salary benchmarking results**

The Committee considered the Institute of Employment Studies Executive Reward benchmarking report for October 2016. As a consequence of the findings in that report the Committee agreed that the Registrar should receive a 2% pay award rise.

## **7. Registrar's Incentive Payment 2016**

The Committee discussed the performance of the Registrar during the past year and agreed that as a result of her continuing committed and exemplary performance during the period she should be paid 5% of salary under the reward scheme. It was acknowledged that the continued commitment of the team and the delivery of agreed objectives has been as a result of her management during a difficult period with a number of significant challenges.

## **8. Succession Planning Policy**

The Committee noted the updated Succession Planning Policy and discussed the challenges that small organisations such as ARB face in terms of key role risks.

## **9. Draft 2016 Remuneration Committee Annual Report**

The Committee agreed the draft report. The report will be presented to the Board for noting in February 2017.

## **10. Registrar's Staffing Report**

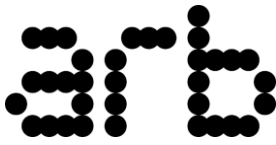
The Committee noted the report. The Committee requested that feedback gathered as part of any future staff exit interviews be provided as part of the regular staffing report provided by the Registrar.

## **11. Rolling Programme of Work 2017**

The Committee discussed the proposed work programme for 2017. It was agreed that once the results of the external benchmarking on the roles and responsibilities of non-staff roles was available, the Committee would hold a meeting to discuss the report.

## **12. Internal Audit of Human Resources**

The Committee noted the recent Internal Audit report. The Committee noted the Audit Committee would be maintaining the delivery and progress of the recommendations.



**13. AOB**

No any other business was raised.

**14. Dates of next meetings**

To be arranged.