



Remuneration Committee of the Board of Governors of the Guildhall School of Music & Drama

Date: WEDNESDAY, 16 JULY 2014
Time: 1.45 pm
Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members: Deputy John Bennett
Sir Andrew Burns
Neil Constable
Alderman David Graves
Paul Hughes
Professor Barry Ife
Alderman William Russell
Jeremy Simons

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Lunch will be served in the Guildhall Club at 1pm

**John Barradell
Town Clerk and Chief Executive**

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **ELECTION OF CHAIRMAN**
To elect a Chairman in accordance with Standing Order No. 29.
For Decision
4. **ELECTION OF DEPUTY CHAIRMAN**
To elect a Deputy Chairman in accordance with Standing Order No. 30.
For Decision
5. **PUBLIC MINUTES**
To agree the public minutes of the meeting held on 24 September 2013.
For Decision
(Pages 1 - 4)
6. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE REMUNERATION COMMITTEE**
7. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
8. **EXCLUSION OF THE PUBLIC**
MOTION - That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.
For Decision

Part 2 - Non Public Agenda

9. **NON PUBLIC MINUTES**
To agree the non-public minutes of the meeting held on 24 September 2013.
For Decision
(Pages 5 - 6)

10. **STAFF ANALYSIS, SALARIES & SECTOR COMPARATORS**

Report of the Principal.

For Information
(Pages 7 - 18)

11. **NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE
REMUNERATION COMMITTEE**

12. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND
WHICH THE BOARD AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC
ARE EXCLUDED**

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**REMUNERATION COMMITTEE OF THE BOARD OF GOVERNORS OF THE
GUILDHALL SCHOOL OF MUSIC & DRAMA
Tuesday, 24 September 2013**

Minutes of the meeting of the Remuneration Committee of the Board of Governors of
the Guildhall School of Music & Drama held at Guildhall, EC2, on Tuesday, 24
September 2013 at 1.45 pm

Present

Members:

Deputy John Bennett
Sir Andrew Burns
Neil Constable
Alderman David Graves
Professor Barry Ife
Pamela Lidiard
Jeremy Simons

Officers:

Chrissie Morgan	- Director of Human Resources
Rakesh Hira	- Committee & Member Services Officer, Town Clerk's Department

Alderman David Graves took the Chair.

1. APOLOGIES

There were no apologies.

**2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN
RESPECT OF ITEMS ON THE AGENDA**

There were no declarations.

3. ELECTION OF CHAIRMAN

Governors proceeded to elect a Chairman pursuant to Standing Order No. 29. Neil Constable being the only Non - Common Council Governor indicating his willingness to serve, was duly elected Chairman for the ensuing year, and took the Chair.

4. ELECTION OF DEPUTY CHAIRMAN

Governors proceeded to elect a Deputy Chairman pursuant to Standing Order No. 30. Aldermen David Graves being the only Governor indicating his willingness to serve was duly elected Deputy Chairman for the ensuing year.

5. **PUBLIC MINUTES**

The public minutes of the meeting held on 8 July 2013 were approved as a correct record.

Matters Arising

Salaries

The Director of Human Resources informed the Committee that all salaries over £100k were subject to approval by the Court of Common Council following the introduction of the Localism Act 2011.

6. **PROPOSED TERMS OF REFERENCE**

Governors discussed the proposed Terms of Reference of the Remuneration Committee. It was noted that the Terms of Reference needed to be more detailed with various additions and amendments.

The Chairman explained that he would, in due course, meet with the Chairman of the City Corporation's Establishment Committee to build and maintain a positive relationship.

It was noted that a vacancy existed on this Committee, which would be raised at the next Board meeting.

RESOLVED – That the Terms of Reference of the Remuneration Committee be approved as below and submitted to the next Board of Governors meeting:

The Remuneration Committee provides advice to the Board of Governors of the Guildhall School of Music & Drama. It is recognised that all matters relating to employment of staff are within the purview of the City Corporation's Establishment Committee.

Constitution

- The Chairman of the Board of Governors of the Guildhall School of Music & Drama
- The Deputy Chairman of the Board of Governors of the Guildhall School of Music & Drama
- At least three non-Common Council Governors
- Two Common Council Governors
- The Principal of the Guildhall School of Music & Drama (except when the Committee discusses his or her remuneration)
- May include up to three other lay/independent members (who are not necessarily members of the governing body)

Quorum

- At least three Governors

Terms of Reference

- To take note of staff remuneration, the pay structure and benchmark the School against the rest of the higher education sector.
- To look at pay equality, gender, ethnicity and other appropriate balances and to flag any significant discrepancies within the School.
- To satisfy itself with the procedures in place at the School to allow staff to make representations about their pay.
- To satisfy itself that any ad hoc or personalised payments that might distort the basic remuneration structure are made according to transparent and justifiable rules.
- To benchmark the salary of the Principal against sector comparators and is (or is not) content with the outcome of the benchmarking.
- To make recommendations to the Board of Governors and the Establishment Committee in respect of overall staffing pay structure, having regard to equal opportunities.

It was agreed that the Committee would meet at least annually and provide an annual report to the Board of Governors.

7. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE REMUNERATION COMMITTEE

There were no questions.

8. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no urgent items.

9. EXCLUSION OF THE PUBLIC

RESOLVED – That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A of the Local Government Act as follows:-

Item	Paragraph
10	2

10. NON PUBLIC MINUTES

The non-public minutes of the meeting held on 8 July 2013 were approved as a correct record.

11. NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE REMUNERATION COMMITTEE

There were no questions.

12. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED

There were no urgent items.

The meeting ended at 3.32 pm

Chairman

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By virtue of paragraph(s) 1, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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