

**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

**Contact Officer: Rakesh Hira  
tel. no.: 020 7332 1408  
rakesh.hira@cityoflondon.gov.uk**