



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

Date: TUESDAY, 24 SEPTEMBER 2013

Time: 3.15pm

Venue: ALDERMENS' COURT - MEZZANINE WEST WING, GUILDHALL

Members: Alderman David Graves (Chairman)
Deputy John Bennett (Deputy Chairman)
Sir Andrew Burns
Neil Constable
Professor Barry Ife
Pamela Lidiard
Jeremy Simons

Enquiries: Rakesh Hira
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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 and summary of the meeting held on 8 July 2013 (copy attached).

For Decision
(Pages 1 - 4)
6. **PROPOSED TERMS OF REFERENCE**
To agree the proposed Terms of Reference for the Remuneration Committee (copy attached).

For Decision
(Pages 5 - 6)
7. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE REMUNERATION COMMITTEE**
8. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
9. **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 Paragraph 3 of Part I of Schedule 12A of the Local Government Act.

For Decision

Part 2 - Non Public Agenda

10. **NON PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 8 July 2013 (copy attached).

For Decision
(Pages 7 - 8)

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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Agenda Item 5

REMUNERATION COMMITTEE OF THE BOARD OF GOVERNORS OF THE GUILDHALL SCHOOL OF MUSIC & DRAMA Monday, 8 July 2013

Minutes of the meeting of the Remuneration Committee of the Board of Governors of the Guildhall School of Music & Drama held at Aldermens' Court - Mezzanine West Wing, Guildhall on Monday, 8 July 2013 at 2.15 pm

Present

Members:

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

Officers:

Steve Eddy - Guildhall School of Music & Drama
Rakesh Hira - Town Clerk's Department

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

Establishment Committee

In response to a question by a Governor, the Chairman explained that the Establishment Committee was made up of members of the Court of Common Council who considered areas such as pay and staff issues, honorariums and the general pay award. The Principal's salary was agreed by the Establishment Committee on the recommendation of the Town Clerk.

Remuneration Committee

It was noted that issues of staff pay would normally be flagged up within the senior management forum and that job evaluations could take place but there were no set procedures in place to allow staff to make representations about their pay albeit the appraisal system did allow for discussions to take place between individuals and their line managers.

It was agreed that in future reports on staff analysis, salaries and sector comparators would be produced by Corporate HR with input from the Principal.

It was agreed that this Committee would meet again in September 2013 to consider revised Terms of Reference which would take into account the following:

- That this Committee has a remit to take note (and has taken note) of staff remuneration and the pay structure and benchmarked the School against the rest of the sector.
- That this Committee has a remit to look at (and has looked at) pay equality so as to flag any significant gender discrepancies within the School.
- That this Committee has a remit to look at (and has looked at) the gender, ethnic and other appropriate balances.
- That this Committee has a remit to satisfy itself with (and is satisfied with) the procedures in place at the School to allow staff to make representations about their pay.
- That this Committee has a remit to satisfy itself that (and is satisfied that) any ad hoc or personalised payments that might distort the basic remuneration structure are made according to transparent and justifiable rules.
- That this Committee has a remit to benchmark the salary of the Principal against sector comparators and is (or is not) content with the outcome of the benchmarking.

It was agreed upon the suggestion of the Chairman that this was a Committee which might sensibly be chaired by a non-City Governor, and that at its next meeting the Committee should elect a new Chairman from among the non-City Governors.

4. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no urgent items.

5. EXCLUSION OF THE PUBLIC

RESOLVED: That under Section 100A of the Local Government Act 1972, the public be excluded from the meeting for the following items of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act.

6. STAFF ANALYSIS, SALARIES & SECTOR COMPARATORS

A report of the Principal was received.

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 AND WHICH THE BOARD AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED

There were no urgent items.

The meeting ended at 3.47 pm

Chairman

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Remuneration Committee - Terms of Reference

The Remuneration Committee provides advice to the Board of Governors of the Guildhall School, but it is recognised that all matters relating to employment of staff are within the purview of the 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 at least three other lay/independent members (who are not necessarily members of the governing body)

Quorum

- At least three Governors

Terms of Reference

- To make recommendations to the Board of Governors and the Establishment Committee in respect of overall staffing pay structure, having regard to equal opportunities
- To review comparative information on salaries, benefits and conditions of service within the higher education sector
- To review procedures in respect of staff pay and additional payments

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Agenda Item 10

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

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