



**Minutes of the Meeting of the
Remuneration Committee
held on Friday 18th November 2011 at 9.45am
in Room 814 on the 8th Floor – Matthew Boulton Campus**

Present: Jane Williams (Chair)
Christine Braddock (Principal)
Steve Brittan (SB)
Kathryn James (KJ)

In attendance: Catherine Bennett (Clerk)

Apologies: Ian Oakes

Declarations of Interest:

The Principal and the Clerk declared interests in item 4 of the agenda. It was agreed that each would leave when the relevant part of item 4 related each to them respectively. It was agreed that during the Clerk's absence from the meeting, the Principal would make notes for the purpose of the minutes.

Item 1 – Minutes of the Meeting held on 16th June 2011

The Chair led the Committee through the minutes of the meeting held on 16th June 2011 and it was agreed by those that had attended the meeting (Principal and Chair) that the minutes were a true and accurate record of that meeting.

Matters Arising

There were no matters arising.

The Chair welcomed the new members to the Remuneration Committee.

Item 2 – Review of Draft Remuneration Committee Terms of Reference

2.1 This item was presented by the Clerk. The Clerk informed the Committee that, following the review of the committee structure, a review of all terms of reference for each committee had been carried out. She added that each committee is being given the opportunity to review their committee's revised terms, the Executive team are carrying out a final review of all terms prior to the December Corporation meeting and then the final version standing orders and terms of reference will be brought to Corporation in December.

2.2 A detailed discussion took place amongst committee members in relation to the terms of reference.

2.3 The Chair considered that clause 5.3 of the terms of reference was unnecessary and it was agreed that this clause be removed.

Action:

- Clerk and Executive team to discuss Remuneration and Employment aspects of terms of reference at review meeting as well as the title of the committee going forward
- Clerk to remove clause 5.3 from the terms of reference

Item 3 – Confidential Item

Item 4 – Confidential Item

AOB

There was none.

Date of Next Meeting: January / February 2012

Signed.....*J. Williams*.....Date.....*1.3.2012*.....
Chair of Committee