**Bangor University**

**Remuneration Annual Report 2023/24**

1. **Introduction**

1.1 Bangor University’s Council is the supreme governing body of the University as set out in the University Charter and is responsible for the exercise of the University’s powers. Members of the University Council play a key role in driving the institution forward, shaping its strategic direction and mission and ensuring that sufficient assurance is provided for Trustees, by the Executive Board’s management.

1.2 The Council’s sub-committees assist with providing assurance to the Trustees across the University’s governance structure. One of these sub-committees is the Remuneration Committee. The Remuneration Committee is responsible for reviewing and determining on an annual basis the salaries, terms and conditions and, where appropriate the severance conditions of senior post-holders (the Vice-Chancellor, members of the Executive and staff in receipt of salaries of £100,000 and above).

1.3 This report outlines the responsibility of the Remuneration Committee and its key activities during the year 23/24 and reflects the reporting guidance provided by the Committee of University Chairs (CUC) in the Senior Staff Remuneration Code for Higher Education

1. **Remuneration Committee**

2.1 The Remuneration Committee is responsible for determining the Reward Strategy of the University and for setting the remuneration and the terms and conditions for the Vice-Chancellor and other senior members of staff, (as per its Terms of Reference in Appendix 1).

2.2 The Remuneration Committee comprises independent lay members of Council who possess relevant knowledge and expertise. The Vice-Chancellor is not in attendance for, and does not play a part in, the discussions and decisions of his own remuneration. The membership is as follows:

* Three lay members of Council (one of whom will be Chair and will also include the Chair of the Finance Committee)
* Chair of Council
* President of the Students’ Union

Officers in attendance are the Vice-Chancellor, the University Secretary and the Chief People Officer and the Committee is supported by the Deputy Chief People Officer.

2.3 The Terms of Reference are reviewed annually in line with CUC Guidance.

2.4 The Committee has agreed that meetings shall normally be held twice each academic year; additional meetings may be arranged where necessary.

2.5 Non-confidential minutes are presented at the next available Council meeting.

1. **Approach to Remuneration**

3.1 The University has a salary scale for Grades 1-9 and another for Professorial staff. Senior Professional staff are appointed to individual salaries. The various policies and procedures associated with pay, progression, recognition and pension are available on the University website.

3.2 Staff on Grades 1-9 are on the National Framework Agreement (NFA) pay spine and are covered by the University’s grading structure which consists of 9 grades. These grades are supported by the Higher Education Role Analysis HERA role evaluation methodology. Staff on NFA pay scales gain pay increases annually based on increased skill, knowledge and experience, until they reach the top of the grade’s core range. They are also subject to any nationally agreed pay awards.

3.3 All University staff receive the cost of living increases following annual pay negotiations conducted by Universities and Colleges Employers Association (UCEA) on behalf of Universities.

3.4 The University’s Performance and Development Review (PDR) processes provide a basis for reviewing performance and developing staff.

3.5 The Pay Progression and Contribution Related Pay Policy, the Professorial Staff Salary Review and the Senior Staff Salary Review, allow the University to reward and recognise all individuals and groups of staff who make an exceptional (sustained or one–off) contribution that furthers the aims and objectives of the University, College, School or Professional Service, or meets an exceptional shorter-term operational challenge.

**4. Approach to Senior Remuneration**

4.1 The Committee of University Chairs (CUC) is committed to promoting transparency around how resources are used in the Higher Education sector and to ensuring that the pay of the most senior staff in universities is fair. It worked with its members, partners and sector organisations to develop a Senior Staff Remuneration Code for Higher Education. The Remuneration Code encompasses three core principles: fairness, independence and transparency. These principles are key to ensuring that pay levels are both reasonable and appropriate, and also allow HE stakeholders to have confidence that resources are being used effectively.

4.2 All decisions and recommendations made by the Committee are guided by the principles highlighted above. The data supporting these decisions is drawn from:

* The UCEA Annual Senior Staff Remuneration Survey; and
* The CUC Vice-Chancellor Salary Survey

As well as considering senior salaries, the Remuneration Committee usually receives updates on remuneration-related matters affecting senior staff and other staff groups; however, the remuneration and contribution rounds did not take place in 21-22 (or 18-19 and 19-20) due to the financial challenges facing the University and the HE sector in general.

1. **Reports on meetings held in 23-24**

During 2023/24, the Committee met three times. The main items under consideration were:

* Overview of senior remuneration processes
* Professorial staff salary review
* Review of Exec Board salaries and allowances
* Review of Vice-Chancellor’s salary and contractual arrangements
1. **Action required**

The Committee is asked to note the content of this report and recommend its approval to Council.

**Appendix 1**

**REMUNERATION COMMITTEE**

**Membership**

*Ex-officio*

Chair of Council

Chair, Finance Committee

President, Students’ Union

*Appointed*

Two independent members of the Council elected by the Council (The Chair of the Committee would be appointed from amongst this group)

*\*Officers in Attendance*

Vice-Chancellor

Chief People Officer

University Secretary

Deputy Director of Human Resources (Secretary)

*\*Officers in Attendance are not members of the Remuneration Committee and should withdraw when their remuneration is under discussion.*

**Terms of Reference**

* To determine and review an overall reward strategy for “Senior Officers” of the University (Senior Officers being defined as the Vice-Chancellor, members of the Executive Board and staff in receipt of salaries of £100,000 and above).
* To review and determine salaries and terms of employment of the Senior Officers.

In carrying out the above review the Committee will consider affordability, proportionality to remuneration of other university staff, performance, comparative external information on remuneration and equality information, and abiding by the principles contained within the Committee of University Chairs’ Higher Education Senior Staff Remuneration Code (CUC) namely:

* a fair, appropriate, and justifiable level of remuneration;
* procedural fairness; and
* transparency and accountability.
* To receive the minutes of the Senior Staff Pay Review Group, which may inform the decision of the Remuneration Committee.
* To determine severance payments on termination of employment for staff earning a basic full time equivalent (FTE) salary of more than £100,000 per annum (not including the Vice-Chancellor), and severance payments where the payment to the individual is more than £100,000, regardless of the salary of the individual staff member.
* To allow the Vice-Chancellor to vary the salaries of staff in post should this be considered necessary for the purposes of retention. Any salaries varied by the Vice-Chancellor in this way shall be reported to the Committee at its next meeting.
* To empower the appropriate officers to adjust the salaries of staff within its remit in accordance with any nationally agreed pay award without the prior approval of the Committee.
* To produce an annual remuneration report to the Nominations and Governance Committee , to provide assurance to the Council that the Remuneration Committee has effectively discharged its responsibilities based on the outline structure provided by the CUC.