1. This report covers the work of the Remuneration Committee for the financial year 2017/18 and includes work performed up to the date of this report.
2. The Committee considered the full range of issues appropriate to its terms of reference and responsibilities. The Terms of Reference for the 2017/18 Academic Year are attached at Appendix A.
3. The Terms of Reference for the Committee have been updated for 2018/19 Academic Year, key changes being: an explicit statement that the University complies in full with the Committee of University Chairsô Higher Education Senior Staff Remuneration Code, published in June 2018; and that the Vice Chancellor is no longer a member of the Committee.
4. This is the first report of this form from the Remuneration Committee to University Board, it has been produced this year in line with best practice and as required to comply with the Committee of University Chairsô Higher Education Senior Staff Remuneration Code. For the purposes of this report, the Vice Chancellor was the only senior post-holder at the University in 2017/18, this is currently under review.

5. The members of the Committee in 2017/18 were:

    Mr Geoff Donnelly (Chair)
    Mr Euan Cartwright
    Ms Claire Hensman
    Ms J Stannard
    Professor J Mennell

    All the Directors who were members of the Committee were formally appointed by the University

Attendance overall was 100%.

The Vice Chancellor left the meeting at all times when her remuneration or performance was under discussion.

16 November 2017 1 February 2018

similar missions that are more established than Cumbria ï so may have a larger turnover, but, from the outside at least, will have similar challenges.

16. Comparison of the Vice Chancellorôs salary and total remuneration to the median of all staff is a recognised method of comparison across and within sectors. With the move to require all universities to publish this data for 2017/18 there will be richer set of comparator information in future years. The data for the University of Cumbria for 2017/18, using the definitions set out in the Office for Students Accounts Direction, is as follows:

    a. The Vice Chancellorôs basic salary is 5.7 times the median pay of staff, where the median pay is calculated on a full-time equivalent basis for the salaries paid by the provider to its staff.

    b. The Vice Chancellorôs total remuneration is 6.0 times the median total remuneration of staff, where the median total remuneration is calculated on a full-time equivalent basis for the total remuneration by the provider of its staff.

17. 2017/18 has been a challenging year across t

Appendix A
UNIVERSITY OF CUMBRIA
UNIVERSITY BOARD OF DIRECTORS

REMUNERATION COMMITTEE

TERMS OF REFERENCE AND MEMBERSHIP

Membership:

ï the full document will be provided on request (links are to the Staff Hub)

Authorisation	Expenses should not be incurred without authorisation in advance, but submitted expense claims will be sent to your line manager for authorisation
Exceptions	Where an expense claim does not comply with policy, justification for this must be provided with the claim - An example of this is a late booking of a hotel where the cost restrictions could not be complied with
Payment	Expense claims authorised by the 15th of the month, excepting in December and at Easter when payroll deadlines may be earlier, will be included in the current monthûs payroll Claims authorised after this time will be paid in the following month Where an expense claim is found following payment to be in breach of policy, this will be deducted through payroll
Procurement cards	Should be used in the first instance, in particular for hotel and train bookings, and always for air travel
Queries	Should be directed in the first instance to the Payroll Manager Where a cost is not covered by this policy, early discussion of the best way to procure may avoid additional charges
Receipts	Are required for all expenses incurred excepting mileage Where a receipt has been lost, a card receipt where possible and evidence of the item cost as well as an explanation should be provided
Time limits	Expenses should normally be submitted within 30 days and must be authorised within 3 months to ensure payment
Travel	Should be avoided where possible, for example using Skype or video conferencing Where travel is necessary, public transport should be considered in the first instance Train bookings should where possible be made using a procurement card or through the Ordering Team, and air travel cannot be claimed through expenses

Submitter	- Accurately complete claims within one month of costs being incurred - Attach receipts to all claims excepting mileage - Provide accurate costing information for claim - Provide explanations for any exceptions to policy
Authoriser	- Confirm that spend is approved, where necessary confirming this with the budget holder - Check that expenses are within policy and that explanations are provided for any exceptions - Check that all required receipts are available, and that costs match claim and do not include out of policy items - Authorise or reject claims as appropriate
Payroll	- Process payment of authorised claims, including recouping payment where required - Provide exception reports detailing expense claims which are outside of policy and explanation is insufficient - Complete spot checks on receipts provided
Line Manager	- Review