

# Minutes

May 14 BM 10.2

## Remuneration Committee

**Date:** Thursday 13 March 2014

**Location:** Fleetbank House  
Salisbury Square  
London EC4

**Start time:** 14.30 hrs

### Present

#### Committee Members

Dr Stuart Burgess CBE  
Isabel Liu

SB Chairman  
IL

#### Executive in attendance

David Sidebottom

DS Acting chief executive & Accounting  
Officer

Nigel Holden  
Jon Carter

NH Resources director  
JC Head of business services

#### Apologies

Diane McCrea

DM

#### 1 Chairmans opening remarks

The Chairman welcomed everyone to the meeting. Apologies were received from Diane McCrea.

#### 2 Minutes of meeting held on 1 May 2013

The committee **approved** the minutes of the meeting held on 1 May 2013 and **authorised** the Chairman to sign them.

There were no matters arising from the minutes.

## 3 Action Matrix

The committee **noted** no items on the matrix

### *Principal civil service pension scheme*

## 5 Changes to PSCPS

NH presented an overview of the changes to the scheme from 2015. Historic schemes such as Classic, Classic Plus and Premium are already closed to new members and the current Nuvos scheme would migrate to the new arrangements, based on career average earnings, and not final salary. Anyone with more than 13.5 years to go before retirement would have to move to the new scheme – other arrangements applied to those closer to retirement, based on specific scheme conditions. A staff announcement would be made shortly.

The committee **noted** the changes to the scheme.

### *Pay remit*

## 5 Pay proposals 204-15

The committee discussed and **agreed** the recently submitted pay proposal of 1% for all staff having met their objectives, subject to a minimum of £250 for those earning £21,000 or less. The non-consolidated bonus scheme would remain as previously with a total pot value of £15,000.

The proposal was still technically provisional as HMT had not yet issued the guidance against which proposals were made, but it was in line with government pay restraint policies. NH would inform the committee as soon as the guidance was issued and the proposals agreed.

### *Other staff issues*

## 6 Staff absence report

NH presented the report (subject to amendments on line 1 of page 2) which showed unplanned absence at an unusually high level. This was largely due to the disproportionate effect of a small number of cases of long term sickness. He expected the situation to improve over the coming six months.

IL observed there was not much leeway for maternity or paternity leave / pay over the course of the year and wondered how any such requests could be accommodated. NH replied that such requests had to be accommodated, using the unallocated project budget if necessary.

SB commented on the good data collection practice the report showed and the committee **noted** the report.

## 7.1 Staff handbook update

The committee discussed and agreed proposed changes to the social media and flexible working policies and authorised any further changes based on new / emerging legislation.

## 7.2 Salary sacrifice schemes

The committee considered the white paper prepared by NH. This was based on suggestions from staff in connection with childcare vouchers and cycle to work. The committee felt that given the current pay restraint it was important to try to be accommodating provided such schemes could be resourced. It was **agreed** that formal consultation with staff should go ahead but that any serious proposals should come back to the committee at its next meeting.

RC 22	13/0314	<b>Salary sacrifice options</b>	Consult staff and report back	Nigel Holden	<b>October 2014</b>
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## 8 Performance related pay

NH explained how the performance related pay arrangements would work, which the committee agreed. This year, a member of staff forum would sit on the bonus panel's deliberations and peer to peer nominations would be invited. SB's approval would be sought for any management team awards. The committee welcomed the feedback provided by the staff forum at the October awayday.

## 9 Staff forum

The committee **noted** the minutes of staff forum meetings provided, and recognised the good work that went into keeping staff consulted and involved. SB wondered whether there might be a general feeling that expectations of staff were increasing whilst resources in general, and pay in particular, were declining. NH and JC recognised that historically mission creep was an issue for Passenger Focus, but that most teams had flexible working arrangements to ensure peaks and troughs in workload were managed as well as possible. There was no evidence of a long hours culture.

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Given the pressures from franchising and the likely new roads remit, the committee asked for this matter to be kept under review.

RC 23	13/03/14	<b>Long hours</b>	To keep under review and report back to committee	David Sidebottom	<b>October 2014</b>
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## 10 Any other business

The committee determined to meet again in October 2014.

RC 24	13/03/14	<b>October meeting</b>	Identify date and diarise	Jon Carter	<b>May 2014</b>
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There being no other business, SB closed the meeting at 1600 hrs.

Signed as an accurate record of the meeting

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Dr Stuart Burgess CBE, Chairman

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Date