

Minutes of the Imperial College Union
Appointments & Remuneration Committee
22 January 2015
Room 6, 16.30

PRESENT:

Lay Trustee	Julia Higgins (JH) - Chair
Student Trustee	Tom Lim (TL)
Officer Trustee	Chris Kaye (CK)
Officer Trustee	Pascal Loose (PL)
Officer Trustee	Tom Wheeler (TW)
<u>Permanent Observers</u>	
Managing Director	Joseph Cooper (JC) – over telephone
Governance & Administration Manager – Clerk	Rebecca Coxhead (RC)

1. CHAIRS BUSINESS

- a) Members were welcomed to the first meeting of the Appointments and Remuneration Committee for the year.
- b) The email vote on 19 December 2014 in regards to the proposed increase in casual workers wage was passed unanimously (see appendix)
 - i. It was confirmed that the pay has been backdated.

2. DECLARATION OF CONFLICTS OF INTEREST – none

3. MINUTES OF LAST MEETING – 4 June 2014

NOTED:

- a) The minutes were passed at the meeting of Board 17 July 2015

4. MATTERS ARISING

NOTED:

- a) Board approved the term of John Winters to be extended to end November 2015

5. APPOINTMENT OF EXTERNAL TRUSTEES

RECEIVED: The paper was presented by TW and JH

NOTED:

- a) It was noted that JC acted in the role as advisor in the process.
- b) JH term ends in January 2016 and intends to step down at this time.
 - i. It was felt that any of the proposed candidates would be capable to Chair the Board. They were asked during the interview if they would be prepared to Chair and they all stated they would.
 - ii. JH suggested that a conversation that could be had with the Provost about whether the future chair of the Board of Trustees could be invited as an observer to College Council.
- c) The panel agreed that Neil Sachdev and Kate Owen had the skills that the Board needs currently require.

- d) Kate Own has a strong governance background and has been a member of College Council for the past 8 years.
- e) It was agreed that in order avoid having to undertake the recruitment and appointment process again once JH steps down a trustee designate should be identified.
 - i. It was suggested that there is a political consideration as Council may not understand the purpose of a trustee designate. The paper that is put forward to Council needs to show how the process of recruitment and appointment has been fair, just and transparent. It was suggested that members of Board may attend the Council meeting.
- f) In regards to the appointment of Jill Finney as Trustee designate, the panel very strongly wished to have her as Trustee and hoped that she would to become a trustee when JH ends her term.
- g) The committee agreed to put forward a recommendation to Board to approve Kate Owen and Neil Sachdev as Lay Trustees whose term will begin once ratified by Union Council and to recommend that Jill Finney to be appointed Trustee Designate until January 2016 when she will become an Lay Trustee.

RESOLVED:

- 1) **To recommend to Board to approve Kate Owen and Neil Sachdev as Lay Trustees whose term will begin once ratified by Union Council with Jill Finney to be appointed Trustee Designate until January 2016 when she will become a Lay Trustee.**

Meeting closed 17.15

Proposed Increase in Casual Hourly Rates

As delineated by the Financial Procedures (section 10.3) the Appointments and Remuneration Committee should annually review and approve the casual staff hourly rates. These rates are based on the national minimum wage (NMW) which increased from £6.31 to £6.50 per hour on 1 October 2014.

Casual workers are not offered holiday or sick pay as they are not contracted employees however they receive an enhanced hourly rate which includes a holiday pay monetary replacement.

Casual pay rates within ICU vary according to levels of responsibility. The table below lists the current rates and the proposed increases.

<u>Imperial College Union Casual Hourly Rates</u>	Current Basic	Inc. Holiday Pay	New Rate	Inc. Holiday Pay
Level 1 - Supervised Basic Staff	6.50	7.29	6.50	7.29
Level 2 - Senior Staff	7.15	8.01	7.36	8.25
Level 3 – Unsupervised Skilled Senior Staff (New Ents – DJ)	8.00	8.97	8.24	9.24
Level 4 - Supervised Full Time Staff	7.40	8.29	7.62	8.54
Level 5 - Unsupervised Skilled Senior Staff (Catering - Chef)	8.00	8.97	8.24	9.24
Level 6 - Unsupervised Skilled Senior Staff (Ents - DJ)	10.00	11.21	10.30	11.55
Vans - Level 1	6.50	7.29	6.70	7.51
Vans - Level 2	9.00	10.09	9.27	10.39
Vans - Level 3	20.00	22.41	20.60	23.08

Those on the level 1 hourly rate received an increased in line with the NMW change on 1 October 2014 in order to fulfil our legal obligation. However, in order to maintain the current differential, it is proposed that the other levels are increased by the same proportional uplift (3%) in the NMW.

38 individuals who have worked shifts paid at higher rates from 1 October will be affected. It is proposed that the increase in hourly rates is back dated to 1 October 2014. The cost of back dating is approximately £612.00.

Recommendation

A 3% increase for casual staff is to be implemented effective 1 October 2014.

Malcolm Martin

Head of Finance