

Meeting of the BBC Remuneration Committee

SUMMARY MINUTES

Wednesday 28 February 2024
Broadcasting House, London, and by video conference

ITEMS OF BUSINESS

1. Minutes of 11 December Remuneration Committee
 - a) Matters arising
2. Quarterly management report
3. Annual reporting
 - a) Outline Remuneration Report
 - b) Pay gap update
 - c) Pay disclosures – policy and approach for 23/24
4. Incentive schemes 2024/25
5. AOB

ATTENDANCE

Members:

- Robbie Gibb Non-executive director (Chair)
- Muriel Gray Non-executive director
- Damon Buffini Non-executive director

Board members present:

- Tim Davie Director-General
- Leigh Tavaziva Group Chief Operating Officer

With:

- Chris Sandford Head of Governance
- Uzair Qadeer Chief People Officer
- Nikki Severs Group Head of Reward
- Fiona Camenzuli PwC

REMUNERATION COMMITTEE SUMMARY MINUTES – 28 February 2024

1. Minutes of 11 December Remuneration Committee meeting and matters arising

- 1.1 The minutes were approved.
- 1.2 The Committee noted that a review of diversity data in the World Service language services had been discussed offline and that steps were being taken to ensure recruitment processes were fair.

2. Quarterly management report

- 2.1 The Committee reviewed the quarterly management report. EFT was on track for the year. The current attrition rate and the position in relation to current vacancies were noted. Attrition was noted to be low in comparison to benchmarks. Progress against the reward strategy was discussed, noting plans to introduce greater pay progression linked to performance. The completion of the annual reviews of job pay ranges and internal markets were noted, along with an update on key annual report data.
- 2.2 The Committee noted the latest data on severance payments and asked for additional detail on how the totals were expected to change during the next phase of transformation. Performance against the diversity and inclusion targets was noted, with the approach to RAG rating delivery discussed.

3. Annual reporting

a) Outline Remuneration Report

- 3.1 The Committee reviewed a draft structure of the report for the Annual Report and Accounts. The Chair's foreword would be developed further offline. The inclusion of the new reward principles was noted. The report would be approved at the next meeting.

b) Pay gap update

- 3.2 The Committee were briefed on the latest projected position in relation to the pay gap report. It was expected that the gaps would marginally increase year-on-year, in part due to the size of the apprentice intake and also impacts of pay progression. The Committee discussed the basis for the calculations and noted that the current pay system did not present any concerns in relation to equal pay. The system had been reviewed by the EHRC and an action plan completed in response to this.
- 3.3 It was noted that work was underway to understand more about the underlying drivers behind the gaps and to assess the nature of any remaining risks. The approach to recruitment in relation to the diversity targets was discussed. It was noted that the pay gap calculations were broadly seen in the market as a good way to benchmark current practice and to assess any potential gaps.

c) Pay disclosures – policy and approach for 23/24

3.4 The Committee noted an update on the forecast disclosure list to be published in the Annual Report and Accounts. The policy on which disclosures would be based was approved.

4. Incentive schemes 24/25

4.1 The Committee reviewed the overview of incentive schemes across the Group and the principles underlying all the schemes. The overview was noted and minor technical changes to the wording of the principles were agreed, to reflect current practice. The approach to overseeing remuneration issues in BBC Studios was noted.

5. AOB

5.1 There were no other items of business.