

## Annex B: Compensation for loss of office – disclosure requirements

1. Higher education institutions (HEIs) must have regard to 'Severance payments to senior staff in higher education institutions' (HEFCE Circular letter 06/2009, [www.hefce.ac.uk/pubs/year/2009/cl062009/](http://www.hefce.ac.uk/pubs/year/2009/cl062009/)).
2. The disclosure requirements are analogous to those set out in the Companies Act. These are set out below and cover the head of institution and staff earning in excess of £100,000 per year.
3. HEIs must show the aggregate amount of any compensation for loss of office payable to the head of institution and to staff earning in excess of £100,000 per year, and the number of people to whom this was payable.
4. This amount includes compensation received or receivable by a head of institution and any staff earning in excess of £100,000 per year for either of the following.
  - a. Loss of office as a head of institution or staff member earning in excess of £100,000 per year.
  - b. While a head of institution or staff member earning in excess of £100,000 per year, or on or in connection with ceasing to hold such a position, loss of either of the following.
    - i. Any other office connected with the management of the HEI's affairs.
    - ii. Any office as a head of institution or staff earning in excess of £100,000 per year, or otherwise connected with the management of the affairs of a subsidiary undertaking of the HEI.
5. The amount shall distinguish between compensation in respect of the offices of head of institution and staff earning in excess of £100,000 per year, whether of the HEI or any of its subsidiary undertakings, and compensation in respect of other offices.
6. References to compensation include benefits other than cash, and references to the amount of such compensation are to the estimated money value of the benefit. The nature of such compensation shall be disclosed in detail. HEIs shall describe the source of funding for any compensation award.
7. References to compensation for loss of office include compensation in consideration for, or in connection with, the retirement from office of any head of institution or staff member earning in excess of £100,000 per year.