



REMUNERATION COMMITTEE

4 Sept 2023

Minute

Present: Hugh Mitchell, Convener
Janet Legrand, Senior Lay Member
Frank Armstrong Co-opted Member
Douglas Millican, Co-opted Member
Toby Kelly, Academic Staff Member

In attendance: Peter Mathieson, Principal and Vice-Chancellor
Leigh Chalmers, Vice-Principal and University Secretary
James Saville, Director of Human Resources
Jo Roger, Director of HR Partnering - Professional Services
Sheila Jardine, Senior HR Partner - Reward
Lee Hamill, Director of Finance (For item 5 and item 8)
Shona Blair, Corporation & Direct Tax Manager (For item 5 only)

Apologies Sharan Atwal, President, EUSA

1	Welcome
	The Convener welcomed all attendees to the meeting and noted it was the first meeting for Douglas Millican. No conflicts of interest were declared.
2	Minutes of meeting of 22 May 2023
	The minutes were formally approved by the Committee as a true record of the meeting.
3	Matters arising from meeting of 22 May 2023
	No other matters were raised by committee members.
4	Action Log update and Annual Meeting Cycle
	No comments were raised by the committee members.

SUBSTANTIVE ITEMS

5	Shared Equity Scheme Annual Report
	An introduction to the paper was provided by Director of Finance who then handed over to the Corporation & Direct Tax Manager to provide a summary of the annual report, providing detail on current membership and the positive return on investment to the University. The committee discussed the current policy parameters and suggested they stay as is but agreed a review of these should be taken more regularly.

	<p>The convener thanked the Director of Finance and Corporation & Direct Tax Manager for the update.</p> <p>[Corporation & Direct Tax Manager then left the meeting and the convener moved directly to item 8 which included input from Director of Finance].</p>
8	Grade Scale Review
	<p>[this item was brought forward to follow item 5 to allow Director of Finance to be present for this item]</p> <p>The Director of HR Partnering spoke to the paper providing a summarised update of the project overall and in particular the proposed changes which fall under the committee's remit namely those affecting our grade 10 pay structure. The committee were supportive of the pay structure design but discussed their views on the project overall raising some concerns around timing, funding and the context for making this investment. These concerns will be discussed at the next University Executive.</p> <p>[Director of Finance then left the meeting]</p>
6	Subsidiaries Annual Report
	<p>The Director of HR Partnering presented an annual governance summary of senior reward activities in the subsidiary companies. The committee welcomed the data and discussed the findings. The committee agreed it was a good start point and welcomed an annual report going forward.</p>
7	Outcomes of 2023 Grade 10 and Equivalent Contribution Review, Central Academic Promotions and Grade 1-9 Contribution Reward
	<p>The Director of HR Partnering presented the committee with update on outcomes from both the Central Academic Promotion and Grade 10 Salary Review round. Committee members discussed how robustly budgets are set and managed throughout these processes. Feedback on budgets will be provided to project teams already in place to carry out fundamental reviews of both the academic promotion and contribution reward policies.</p>
9	Senior Leadership Team Remuneration
	<p>The Director of HR spoke to the paper proposing the approach that the Principal will take in reviewing the salaries of the senior leadership team in January 2024. The committee agreed to the approach which will be presented to Court on 9 October 2023.</p>

ROUTINE ITEMS

10	Any Other Business
	None raised
11	Date of next meeting
	The date of the next meeting was confirmed as 25th January 2024.

Individual Salary Proposals

[Toby Kelly left the meeting]

12	Update of Electronic Decisions since May Meeting
	The convener commented on the paper, noting the Committee had electronically considered and approved two senior appointment salaries and five out of cycle salary increases since the May 2023 meeting. One retention salary had been approved by the Principal.
13	Individual Settlement Case – Employee Tribunal Case
	The Director Human Resources spoke to the paper providing context. Committee members supported the proposal.