



REMUNERATION COMMITTEE

25 January 2024

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
Sharan Atwal, EUSA President

In attendance: Peter Mathieson, Principal and Vice-Chancellor
Leigh Chalmers, Vice-Principal and University Secretary
James Saville, Director of Human Resources (HR)
Jo Roger, Director of HR Partnering
Sheila Jardine, Senior HR Partner, Reward & Recognition

1	Welcome
	The Convener welcomed all attendees to the meeting. No conflicts of interest were declared.
2	Minutes of meeting of 4 September 2023
	The minutes were formally approved by the Committee as a true record of the meeting.
3	Matters arising from meeting of 4 September 2023
	Toby Kelly requested an update on the impact of the recent grade scale changes to which the Director of Human Resources confirmed the final endorsement through CJNC has now been received and that overall, the new grade structure has been received very positively by staff.
4	Action Log update and Annual Meeting Cycle
	No comments were made by the committee.

SUBSTANTIVE ITEMS

5	Grade 10 and Equivalent Staff Equal Pay Audit 2023
	The Director of HR Partnering provided a summary of the Grade 10 Equal Pay Audit which is produced annually. The committee acknowledged the positive 1% reduction in average gender pay gap from 7.3% to 6.3%. The committee discussed that although protected characteristics disclosure rates have increased, there is still a

	need to do more on improving these disclosure rates to be able to draw more meaningful conclusions on ethnicity and disability pay gaps. The committee requested a deeper analysis of the grade 10 population which will be brought to the next meeting.
6	Grade 10 Professorial and Senior Staff Contribution Reward 2024
	The Director of HR provided a summary of the paper where for 2024 the increment and lump sum awards budget will replicate previous year's levels. As in the previous year, the committee requested that compliance to the number of awards available is better monitored and enforced by the panel. They also reiterated that pay gaps should be referenced when increments are discussed.

ROUTINE ITEMS

7	Other Remuneration Matters
	The committee discussed that following the changes in the USS pension scheme, HR should monitor and highlight any potential impact this may have on senior staff taking early retirement.
8	Any Other Business
	None raised
9	Date of next meeting
	The date of the next meeting was confirmed as 27 May 2024.

[Toby Kelly and Sharan Atwal left the meeting]

Individual Salary Proposals

10	Three Year Analysis of Electronic Decisions
	The Senior HR Partner, Reward spoke to the paper, noting the Committee had electronically considered and approved four senior appointment salaries and four retention salary increases since the September 2023 meeting. Three out-of-cycle salary increases had also been approved by the Principal. Over the past 3 years the committee had considered and approved 26 appointment salaries and 18 out of cycle salaries aiding retention of key staff. 28 out of cycle increases were also approved by the Principal in the 3 years. The Committee discussed the approach taken to approve these individual cases throughout the year and were pleased to note that the salaries awarded had enabled the University to secure and retain key skills and talent.
	<i>[At the request of the Remuneration Committee Convener, Peter Mathieson, Leigh Chalmers, James Saville, Jo Roger & Sheila Jardine left the meeting to allow a discussion of the SMT and Principal pay proposals. No notes were taken of this discussion. Peter Mathieson, James Saville and Jo Roger returned when invited by the Convener for the conclusion of the discussion and noting the outcome.]</i>
	Closed Paper

11	Principal's Pay Recommendations for Senior Management Team
	<p>In-line with the principles approved by Court in October 2023, a proposal to increase pay in line with the JNCHES cost of living increase for 2023 of 5% was approved. Following robust debate and discussion, the Principal was asked by the committee to reflect and reconsider five proposals for further adjustments to salary. As a result, adjustments to two individual salaries to bring them more in line with market were approved. In consideration of salary decisions, a thorough discussion took place not only of individual performance in role, but also on the overall contribution to the successful running of the University, as well as recognition of issues that had gone less well. It was agreed that no single element should determine salary awards, but rather a rounded view of the year as a whole.</p>