



REMUNERATION COMMITTEE

18 November 2021

Minute

Present: Hugh Mitchell, Convener
David Law, Co-opted Member
Frank Armstrong Co-opted Member
Janet Legrand, Senior Lay Member
Claire Phillips, Senatus Assessor
Ellen MacRae, President, EUSA

In attendance: Peter Mathieson, Principal and Vice-Chancellor
Sarah Smith, Vice-Principal Strategic Change and Governance and University Secretary
James Saville, Director of Human Resources (HR)
Sheila Jardine, Senior HR Partner – Reward & Recognition
Lee Hammill, Director of Finance (Item 6)
Shona Blair, Corporation and Direct Tax Manager (Item 6)

Apologies: Linda Criggie, Deputy Director of HR (Employee Relations and Reward)

1	Welcome
	The Convener welcomed all attendees to the meeting. No conflicts of interest were declared.
2	Minutes of meeting of 25 May 2021
	Having been reviewed by the outgoing Convener, the minutes were formally approved by the Committee as a true record of the meeting.
3	Minutes of extraordinary meeting of 28 October 2021
	The minutes were formally approved by the Committee as a true record of the meeting.
4	Matters arising from meeting of 25 May 2021
	The Director of HR referenced the commitment made at the May 2021 meeting by the Committee to undertake regular self-assessment of practices using the Committee of University Chairs (CUC) HE Senior Staff Remuneration Code. In light of revisions to the Code, published in November 2021, practices will be reviewed and a paper presented for discussion at the May 2022 meeting. No other matters were raised by committee members.
5	Action Log update and Annual Meeting Cycle
	The Director of HR advised that the annual meeting cycle details had been added to the Action Log for ease of reference and explained that the May meeting is intended

	<p>as less operational in nature, giving time for discussion on strategic pay matters and may also include external consultancy input.</p> <p>There were no comments on the Action Log by committee members.</p>
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SUBSTANTIVE ITEMS

6	Grade 10 2021/22 Contribution Review
	<p>The Director of HR provided a verbal update to the committee following the announcement of additional funds being made available through the “Sharing in our Success” initiative as discussed at the extraordinary meeting on 28/10/2021. Both the Director of HR and the Principal confirmed that most feedback had been positive.</p>
7	Shared Equity Scheme - Annual Report
	<p>The Director of Finance spoke to the paper which provided background on the scheme and an update on current membership. There was discussion on the outstanding offers to join the scheme which have passed the standard 12 month offer period.</p> <p>The Director of Finance confirmed that letters will be issued before the end of 2021 to advise withdrawal of the offer where the allotted timeframe has elapsed and no further contact confirming intent is received by a given date. It was agreed that in future a courtesy reminder will be issued to staff three months prior to the expiry of their 12 month offer period, at which point the offer will expire.</p> <p>The Committee noted the number of live cases which have exceeded the standard 10-year term. The Director of Finance committed to managing the administration of these more closely going forward.</p> <p>The Committee found the information helpful and agreed the scheme remained a useful tool to be used sparingly by the Principal in the recruitment of senior staff.</p> <p>The Convener thanked the Director of Finance and the Corporation and Direct Tax Manager for their paper and contribution to the discussion.</p>
8	Senior Management Team Remuneration
	<p><i>[Sarah Smith left the meeting]</i></p> <p>The Director of HR spoke to the paper proposing the approach to be taken by the Principal in reviewing the salaries of the senior management team. He confirmed that, with the Committee’s agreement, the proposal would be presented for Court approval on 29 November 2021.</p> <p>Following discussion, the Committee supported the proposed approach</p>
	<i>[Sarah Smith re-joined the meeting]</i>

ROUTINE ITEMS

9	Any other business
	There was no other business.
10	Date of next meeting
	The date of the next meeting was confirmed as 24 th January 2022.

[Claire Phillips and Ellen MacRae left the meeting]

11	Summary and Update of Electronic Decisions
	The Director of HR spoke to the paper, confirming one appointment salary had been approved by the Committee since its last meeting in May 2021 and four 'out of cycle' salary increases had been approved by the Principal.
	The Director of HR reminded members of the approval levels by the Remuneration Committee and the Principal. He confirmed that cases presented to the Committee for its approval would have already been discussed with and approved by the Principal.
	The Committee noted three out of cycle retention cases and approved the salaries pertaining to the following roles: Chair in Quantum Computing, Chair of Experimental Medicine and Head of Institute of Geography.