

REMUNERATION COMMITTEE

2.30pm, on Monday 1 February 2016, Cheviot Room, Basement, Charles Stewart House,
9-16 Chambers Street

Attending: Lady S Rice (SR) (Convenor), Dr A Richards (AR) Dr C Masters (CM),
Mr A Johnston (AJ), Ms S Smith (SS)

In Attendance: The Principal (TO'S) ,Ms Z Lewandowski (ZL), Mr M Peggie (MP),
Professor N Brown (NB)

Apologies:

Item	Summary of Discussion	Action
1	<u>Welcome and Apologies</u> <ul style="list-style-type: none"> • SR welcomed all attendees 	
2	<u>Minutes of Previous Meeting/ Matters Arising</u> <ul style="list-style-type: none"> • The minutes of the 18 November 2015 were agreed by circulation <u>Matters Arising not otherwise covered in the agenda</u> <ul style="list-style-type: none"> • All actions from the 18 November 2015 meeting have been completed or are otherwise on the agenda. 	
3	<u>Pay Context and Grade 10 and Equivalent Staff Annual Review 2016</u> MP introduced this paper and provided an overview of the local and national pay context and proposed the number of awards to be made available through the 2016 Grade 10 review process. TOS advised of his support for the number of awards proposed and highlighted the importance of briefing managers to consider the gender pay gap when reviewing nominations. Remuneration Committee (RC) approved the number of awards to be made available.	
4	<u>Grade 10 and Equivalent Staff Equal Pay Audit 2015</u> MP introduced the report and advised that there have been small improvements in overall mean and median Grade 10 gender pay gap. MP advised that whilst a number of the actions of the Gender Pay Task Group were taken forward in late 2015 we would not expect to see the full impact of these in the data presented in this report. Work will continue on implementing these actions in 2016 and the impact of these will be closely monitored. RC welcomed the paper.	

	<p>In discussion the following points were made:</p> <ul style="list-style-type: none"> • It is positive to see progress with this. • It may be helpful to include comparisons against other HEIs in our analysis. • The importance of training for managers in unconscious bias and appraisal skills. • The importance of induction for Heads of School. • The importance of mentoring schemes in developing female colleagues. • It may be helpful to have more graphical representation of data in the report and to provide more trend data of changes over time. 	
5	<p><u>Commentary of the Independent Observer on Grade 10 and Equivalent Staff Equal Pay Audit Data 2015</u></p> <p>NB presented his report.</p> <p>RC welcomed this paper</p> <p>In discussion the following points were made:</p> <ul style="list-style-type: none"> • The ongoing independent observation of these data is important. • The style adopted for the report is very clear and helpful 	
NB left the Meeting		
6	<p><u>Principal's Pay Recommendations for Senior Team</u></p> <p>TO'S presented his recommendations and advised Remuneration Committee that in line with practice in recent years recommendations were presented with contextual data including internal comparators and external benchmarks. TOS thanked MP and ZL for their support with this process. TO'S noted that Assistant Principals were now being considered in this process.</p> <p>RC considered and approved all of TO'S recommendations with the exception of two cases: one where RC recommended a higher level of award for a member of staff and one where they recommended a slightly lower award.</p> <p>RC suggested that it would be helpful to provide information on the 20-30 highest salaries for staff beneath the Senior Team in future cycles.</p> <p>Action: MP to include this analysis in 2017 Senior Team review</p> <p style="text-align: center;">(SS left the meeting whilst recommendations for her salary were considered)</p>	<p>Action: MP</p>

7	<p><u>Update on Electronic Decisions</u> MP presented a paper summarising the decisions taken by RC by correspondence between meetings.</p> <p>RC welcomed the paper.</p>	
8	<p><u>Any Other Business</u></p> <p>No other business was raised.</p>	
TO'S left the meeting		
11	<p><u>Principal's Plan and Remuneration</u></p> <p>AR provided overview of TO'S performance informed by his annual review discussion and the 360 degree review exercise completed.</p> <p>AR proposed a 1% increase in line with the national JNCHES pay award be awarded to the Principal along with the £15,000 lump sum award include in the Principal's contract</p> <p>Following discussion RC agreed that in light of his ongoing achievements they supported these awards for the Principal.</p>	
12	<p><u>Date of Next Meeting</u> TBC</p>	