



REMUNERATION COMMITTEE

12 September 2022

Minute

Present: Hugh Mitchell, Convener
Frank Armstrong Co-opted Member
Janet Legrand, Senior Lay Member
Toby Kelly , Academic Staff Member
Niamh Roberts, President, EUSA

In attendance: Leigh Chalmers, Vice-Principal and University Secretary
Sheila Jardine, Senior HR Partner - Reward & Recognition
Jo Roger, Director of HR Partnering
Lee Hamill (for agenda item 5 only)
Shona Blair (for agenda item 5 only)

Apologies Peter Mathieson, Principal and Vice-Chancellor
James Saville, Director of Human Resources (HR)

1	Welcome
	The Convener welcomed all attendees to the meeting introducing new members Leigh Chalmers, Toby Kelly and Niamh Roberts. The convener also expressed appreciation for previous contributions of David Law who has stepped down from the committee. No conflicts of interest were declared.
2	Minutes of meeting of 23 May 2022
	The minutes were formally approved by the Committee as a true record of the meeting.
3	Matters arising from meeting of 23 May 2022
	No other matters were raised by committee members.
4	Action Log update and Annual Meeting Cycle
	The Director of HR Partnering confirmed that the outstanding actions were covered in the agenda for today's meeting. There were no comments on the Action Log by committee members.

SUBSTANTIVE ITEMS

5	Shared Equity Scheme Annual Report
	The Director of Finance provided an introduction on the scheme for the benefit of new committee members and handed over to Corporation and Direct Tax Manager to provide a summary of membership, return on investment and confirmation of no significant impact on the take up of the scheme seen since the introduction of benefit

	<p>in kind taxation. The committee expressed their thanks for the summary update and agreed the scheme should continue to be made available for the recruitment of senior staff and that the parameters of the scheme should continue to be tightly monitored.</p> <p>The Convener thanked the Director of Finance and Corporation and Direct Tax Manager for their paper.</p>
6	Outcomes of 2022 Grade 10 & Equivalent Contribution Review, Central Academic Promotions
	<p>The Director of HR Partnering provided the committee with a verbal update on outcomes and subsequent impact on grade 10 pay gaps following both the Central Academic promotion and Grade 10 salary review round. Committee members agreed that more work is required to collect individual characteristics to enable further analysis and the committee discussed that gender distribution at each grade has the biggest impact on pay gaps so enabling even progression and monitoring is key.</p>
7	Senior Leadership Team Remuneration
	<p>The Director of HR Partnering spoke to the paper proposing the approach the Principal will take in reviewing the salaries of the senior leadership team in January 2023. The committee agreed to the approach which will be presented to Court on 4 October 2022.</p>

ROUTINE ITEMS

8	Any Other Business
	None raised
9	Other Remuneration Matters
	<p>The Director of HR Partnering raised a point for clarification on the governance and oversight of senior pay matters within those university subsidiary companies which are not 100% owned. The committee discussed and agreed on their oversight responsibilities would not extend to these.</p>
10	Date of next meeting
	The date of the next meeting was confirmed as 30 January 2023.

[Toby Kelly and Niamh Roberts left the meeting]

11	Update of Electronic Decisions
	<p>The Senior HR Partner, Reward spoke to the paper, noting the Committee had electronically considered and approved four senior appointment salaries and two out-of-cycle salary awards since the May 2022 meeting. Four out of cycle salary increases had also been approved by the Principal.</p>