



REMUNERATION COMMITTEE

10 September 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  
Dora Herndon, President EUSA

**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 & Shona Blair, Head of Global & Direct Tax (for Agenda Item 5 only)

<b>1</b>	<b>Welcome</b>
	The Convener welcomed all attendees to the meeting. No conflicts of interest were declared (see point 6)
<b>2</b>	<b>Minutes of meeting of 27 May 2024</b>
	The minutes were formally approved by the Committee as a true record of the meeting.
<b>3</b>	<b>Matters arising from meeting of 27 May 2024</b>
	No other matters were raised by committee members. Sheila Jardine welcomed final feedback on the revised Remuneration Committee Framework for Decision Making and the committee agreed for this to be taken forward to Court on 7 October for their agreement prior to publishing.
<b>4</b>	<b>Action Log update and Annual Meeting Cycle</b>
	No comments were raised by the committee members.

**SUBSTANTIVE ITEMS**

<b>5</b>	<b>Shared Equity Scheme Annual Report</b>
	The Head of Global & Direct Tax provided a summary of the membership and return on investment throughout the past year highlighting that there had been little change in the participation of the scheme. She confirmed a recent visit from HMRC confirmed the University is meeting all of its requirements for active employee

	<p>participants. The committee agreed to a proposal to introduce an annual communication to scheme members to seek updates on matters potentially affecting equity share values and to serve as a reminder of the terms applicable to their continued participation to mitigate the risk of any problems emerging with repayment upon exit. The committee expressed their thanks for the summary update and look forward to seeing improvement next year and agreed the scheme should continue to be made available for the recruitment of senior staff. They recognised the ongoing effort of Finance in ensuring compliance and an improvement of the application of scheme rules. The Convener thanked the Director of Finance and the Head of Global &amp; Direct Tax for their paper.</p>
<b>6</b>	<b>Subsidiaries Annual Report</b>
	<p>Frank Armstrong brought to the committee's attention that he sits on the Board of the subsidiary Edinburgh Innovations, no conflict of interest was noted. The Director of HR Partnering presented an annual governance summary of Reward activities in the subsidiaries. She confirmed that she attends the Subsidiary Oversight Group as requested by Remuneration Committee in 2023.</p>
<b>7</b>	<b>Grade 10 Population</b>
	<p>In enabling committee members a better understanding of the Grade 10 population Director HR Partnering - Professional Services presented highlights from analysis carried out on this population. The committee noted the ongoing growth of the grade 10 population particularly in relation to annual grade 10 promotions and the relatively low turnover of the G10 population. The committee welcomed this information and requested it continue to be built on assisting them in future decision making. Requested changes to this report are noted in the actions.</p>
<b>8</b>	<b>Outcomes of 2024 Grade10 and Equivalent Contribution Review &amp; Central Academic Promotions</b>
	<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. Discussion was held on the approach taken and robustness and impact of the central grade 10 panel. A review of the central academic promotion process is currently underway and an update will be provided at the January meeting. Discussion was also held on budget allocation in these processes and the committee will be provided with an update in January 2025 for the 24/25 grade 10 Salary review.</p>
<b>9</b>	<b>Senior Leadership Team Remuneration</b>
	<p>The Director of HR spoke to the paper proposing the approach the Principal will take in reviewing the salaries of the senior leadership team in January 2025. The</p>

	committee agreed to the approach which will be presented to Court on 7th October 2024.
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**ROUTINE ITEMS**

<b>10</b>	<b>Any Other Business</b>
	None raised
<b>11</b>	<b>Date of next meeting</b>
	The date of the next meeting was confirmed as 27 January 2025.

*[Toby Kelly and Dora Herndon left the meeting]*

**Individual Salary Proposals**

<b>12</b>	<b>Out of Cycle - Electronic Decisions since January 2024 Meeting</b>
	The Senior HR Partner, Reward spoke to the paper, noting the Committee had electronically considered and approved three senior appointment salaries. No retention cases came forward to the committee in the period since the May meeting. Four out of cycle salary increases had also been approved by the Principal.