



REMUNERATION COMMITTEE

19 May 2025

Minutes

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, 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 27 January 2025
	The minutes were formally approved by the Committee as a true record of the meeting.
3	Matters arising from meeting of 27 January 2025
	Director of HR confirmed the cancellation of Contribution Awards in 2025 and 2026 for all staff including Grade UE10 and equivalent, with the expectation that this will be replaced with a different process for recognising exceptional performance. The pausing of the Academic Promotion round for academic year 2025/26 was also confirmed. The Committee welcomed the review of these annual processes prior to any future launch.
4	Action Log update and Annual Meeting Cycle
	Confirmed one outstanding item for future presentation - No comments.

SUBSTANTIVE ITEMS

5	Internal Audit of Remuneration Committee Arrangements
	The Director of HR provided a summary of the Internal Audit findings and recommendations. The committee acknowledged the thorough review undertaken by the Audit team and discussed the recommendations made. Further discussions will take place on the regularity of committee effectiveness reviews in line with other

	committees in the university as a whole. Further discussion will take place at a later date on the parameters and controls of pay setting of Grade UE10 staff.
6	Grade 10 Population
	The committee welcomed an updated data pack of information regarding the makeup of the university's Grade UE10 staff. This pack will be updated and presented annually in May each year.
7	Senior Leadership Team (SLT) Salary Review Process
	The committee had a useful debate of four options presented for consideration by the Director of HR Partnering. Given the financial situation and subsequent changes the University is undergoing, a move to individual performance related reward would be difficult in the immediate, short term. The committee suggested to continue to explore other options and design for the medium term and return with these proposals for discussion at a future meeting.

ROUTINE ITEMS

8	Other Remuneration Matters
	None raised
9	Any Other Business
	None raised
10	Date of next meeting
	The date of the next meeting was confirmed as 15 September 2025.

[The chair thanked Dora Herndon for her contributions over the past year confirming this is her final attendance at the Remuneration Committee meeting. The replacement EUSA President is yet to be confirmed. The chair thanked Jo Roger for her contributions as she will step down from supporting Remuneration Committee as she moves into a new role within the University. The chair also thanked Toby Kelly for his ongoing support and Dora and Toby both left the meeting.]

Individual Salary Proposals

10	Electronic Decisions
	The Senior HR Partner, Reward spoke to the paper, noting the Committee had received three requests to consider salaries of senior staff since the January 2025 meeting. One senior appointment salary and one retention salary increase were also approved by the Principal since January 2025. They were pleased to note that the salaries awarded had enabled the University to secure and retain key skills and talent.
	Closed Paper
11	External Directorships
	The VP and University Secretary lead a discussion with Committee members on remunerated external directorships. It was recognised that this matter is covered in the

	Principal's contract only, and with which he complies. There is no wider oversight carried out by the committee, nor is there currently a broad policy. The need for wider oversight will be considered with a view to bringing a broad policy proposal to the Committee.
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