



# REMUNERATION COMMITTEE

MINUTE OF MEETING HELD ON 29 AUGUST 2022 AT 16:00

REMOTELY VIA MS TEAMS

## Present

Sue Irving	Caroline Stuart
Will Dowson	Ann Hill
Malcolm MacLeod	Richard Nash
Claire McLean	Jamie Ross

## In Attendance

Joanna Campbell	Jill Galloway
Lorraine Grierson	

## Apologies for absence

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### Item 1 Welcome and Apologies for Absence

Paper No: Verbal	Lead:	Action Requested	Note
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Discussion	The Chair welcomed members and particularly to CM, JR, CS who were attending for the first time. There were no apologies given and confirmation was given that the meeting was quorate		
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### Item 2 Declaration of Interest

Paper No: Verbal	Lead:	Action Requested	Note
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Discussion	There were no declarations of interests raised.		
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### Item 3 Action Log

Paper No: REMC0-08.22-A	Lead: Lorraine Grierson	Action Requested	Note
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Discussion	All actions were duly noted. JG to supply a deadline date for completion of review of Senior Staff Job Descriptions.		
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### Item 4 Minute of the last meeting – Confidential minute of 29 November 2021

Paper No: REMC0-08.22-B	Lead:	Action Requested	Note
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Discussion	The Minute of the meeting on 29 November 2021 was approved		
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Decision			
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Item 5	Matters Arising		
Paper No: Verbal	Lead:	Action Requested	Note
Discussion	WD raised a query from the Minutes in respect of additional responsibility payments for the two VPs. The query was whether these payments are pensionable and if so, would this make them a permanent payment. The Secretary to the Board confirmed that she would send the response from AK to Committee members.		
Decision			
Action	Secretary to the Board to forward the response to members.		

Item 6	Executive Leadership Structure		
Paper No: REMC0-08.22-C	Lead: J Campbell	Action Requested	Approval
Discussion	JC joined the meeting.  Confidential to members only ....		
Decision			
Action			

Item 7	Principal's Objectives and Pay Review		
Paper No: REMC0-08.22-D	Lead: C Stuart	Action Requested	Approval
Discussion	Confidential to members only .....		
Decision			
Action			

Item 8	Senior Staff Pay Recommendations		
Paper No: REMC0-08.22-E	Lead: J Campbell	Action Requested	Approval
Discussion	Confidential to members ....  The Board Secretary would arrange another Rem Com meeting for October.  Recommendations:  1 Note Principal's performance and assessment - agreed.  2 Consider whether to apply/pause/ or not apply the remuneration policy as set out in the table on page 3 – agreed cost of living uplift ....  3 - Determine the performance payment levels for Better than Target and Excellent for 2022/23 – to be deferred to meeting in October.		
Decision	A/a		
Action	Board Secretary to arrange a new meeting in October  .....		

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Item 9	Executive Leadership Team Objectives		
Paper No: REMC0-08.22-F	Lead: J Campbell	Action Requested	<b>Approval</b>
Discussion	JC advised members that the objectives for the Executive Team were attached in Appendix 1. Members agreed to defer the paper until October. This will allow paperwork to be updated ... and further discussion to take place after the Strategy day.  Members agreed that objectives should be confirmed at the start of the performance year and that pushing back to October was not effective. ...		
Decision	Members agreed to defer the paper until the meeting in October.		
Action	<b>Board Secretary to arrange a date for October.</b>		

Item 10	VSS Scheme		
Paper No: REMC0-08.22-G	Lead: J Galloway	Action Requested	<b>Approval</b>
Discussion	J Galloway joined the meeting.  Confidential to members ....		
Decision	...		
Action			

Item 11	Terms of Reference and Committee Self Evaluation		
Paper No: REMC0-08.22-H	Lead: L. Grierson	Action Requested	<b>Approval</b>
Discussion	The committee noted the new layout of the terms of reference and it was asked that there was a clear indication in them that executive team objectives were in place at the beginning of the academic year and appraised timeously at the end of the year. The terms of reference would be circulated to members reflecting this update for approval.  Regarding the self evaluation – once the Board Secretary had received all members forms for collation, the final copy would be circulated to members for reference and comment.		
Decision	Add the above to the terms of reference.		
Action	<b>LG to amend terms of reference to reflect the timeliness of objective setting.</b>		

Item 11	Any Other Business		
Paper No: Verbal	Lead:	Action Requested	<b>Note</b>
Discussion	.....		

## Additional comments

*The date of the next Remuneration Committee Meeting is scheduled for TBC*

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