



REMUNERATION COMMITTEE

27 May 2024

Minute

**Present:** Hugh Mitchell, Convener  
Janet Legrand, Senior Lay Member  
Douglas Millican, Co-opted Member  
Toby Kelly, Academic Staff Member

**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

**Apologies** Frank Armstrong Co-opted Member  
Sharan Atwal, President, EUSA

<b>1</b>	<b>Welcome</b>
	The Convener welcomed all attendees to the meeting. No conflicts of interest were declared.
<b>2</b>	<b>Minutes of meeting of 25 January 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 25 January 2024</b>
	No other matters were raised by committee members.
<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>Revised 2023 version - Scottish Code of Good HE Governance 2023</b>
	Senior HR Partner – Reward presented an update on the revised Scottish code with subsequent recommendations to update the existing Remuneration Committee’s Framework for Decision Making. The committee discussed how managers must be more transparent in confirming staff are consistently performing and delivering excellence when salaries are to be considered for review. The committee agreed with the suggested changes and requested some additional points to be added to the Framework for Decision Making.

	The Framework will then be sent to the committee electronically for final approval.
<b>6</b>	<b>Grade UE10 Population - Terms of Reference</b>
	The Director of HR Partnering presented a draft Terms of Reference document and initial baseline data to enable the committee to better understand the grade 10 population within the University. The committee discussed and agreed that this was a good start and work should be progressed. The committee look forward to seeing the first pack of data in the September meeting.

**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 10 <sup>th</sup> September 2024.

*[Toby Kelly left the meeting]*

**Individual Salary Proposals**

<b>12</b>	<b>Out of Cycle - Electronic Decisions since January 2024 Meeting</b>
	The convener commented on the paper, noting the Committee had electronically considered and approved two senior appointment salaries and one out of cycle salary increase since the January 2024 meeting. Separately, adjustments and settlements for four individuals had been approved by the Principal and the Convener as appropriate.