

Remuneration Committee minutes

A meeting of the Remuneration Committee was held on Tuesday 17 March 2020 at 13:30 via Skype for Business.

Present: Douglas Mundie (Chair)
John Wallace

Apologies: Sheila Duncan
Veena O'Halloran

Officers: Martin Fairbairn, Chief Operating Officer (for items 1-4)
Karen Watt, Chief Executive (for items 1-4)
Helen Gibson (minutes)

20/01 Welcome and Chair's business

The Chair welcomed members to the meeting (rescheduled from 13 March) and noted apologies: noting in particular that the outbreak of Covid-19 was making it more challenging for everyone to continue with normal business at the present time.

20/02 Minutes from the previous meeting on 13 December 2019 (RC/19/MIN3)

Minutes from the previous meeting on 13 December 2019 were agreed as a true record.

20/03 Matters Arising

It was noted that this was an extra meeting, primarily to deal with pay, and therefore the matters arising from the previous meeting would be handled at the Committee's next full meeting (currently scheduled for 17 April).

20/04 Resource planning update (RC/20/01)

The Chief Executive introduced the paper which comprised a set of briefings that had been shared with staff the previous week on proposed organisational changes to fulfil the priorities in SFC's strategic framework.

She explained that while this sets out a vision which includes elements of culture change and different ways of working, it starts necessarily with some structural change including the creation of a business intelligence and policy unit and greater resilience for the Finance function. This had been discussed with Unite (the recognised union) before holding conversations with the wider staff body through two open staff sessions and follow-up team meetings. She also noted that the emerging Covid-19 situation meant there may be a need to review the timing of further engagement and implementation.

Committee members welcomed the proposals and the approach taken, including the briefing documents which gave a clear presentation of the plans and rationale. It was noted that the financial implications had been discussed with the Finance Committee and it was agreed that more detail on the financial arrangements would be provided to the Remuneration Committee at its next meeting.

20/05 Directors' and CEO's remuneration for 2019-20 (RC/20/02)

The Committee considered and agreed the 2019-20 pay award for the Chief Executive and Directors, both of which are within the parameters of the Scottish Government Pay Policy.

20/06 Chair and Board Members' fees for 2019-20 (RC/20/03)

The Committee considered and agreed the 2019-20 fees for the Chair and Board Members, both of which are within the parameters of the Scottish Government Pay Policy.

19/07 Date of next meeting

Friday 17 April 2020.