

## Remuneration Committee minutes

An extra meeting of the Remuneration Committee was held on Friday 18 May 2018 at 09:30 at 97 Haymarket Terrace, Edinburgh.

This was a single issue meeting to discuss and agree the Business Case for the remuneration of the incoming Chief Executive on appointment.

**Present:** Douglas Mundie (Chair)  
Veena O'Halloran  
Marlene Wood

**Officers:** Helen Gibson (minutes)

### 18/14 **Welcome**

The Chair welcomed the members and those attending.

### 18/15 **Draft business case**

The business case had been drafted in consultation with the Chair and members of the Committee and a final draft had been circulated to members of the Committee prior to the meeting.

The Committee made some final edits and agreed that the business case was now ready to be submitted to the Scottish Government's Pay Policy team.

### 18/16 **AOCB**

Two points were discussed under AOCB:

- i) In view of the likely timescales for the recruitment of the Chief Executive, the Committee recommended that the Interim Chief Executive's temporary appointment be extended by three months to 31 October 2018 and that the Director of ASOA's

inward secondment be extended to 31 December 2018: both subject to an appropriate break clause should the appointment of the permanent Chief Executive necessitate an earlier change.

- ii) Committee members had picked up some recent concerns about resourcing and workload in parts of the organisation and asked to see a Directorate-level breakdown of the most recent full staff survey (December 2017).

**18/17**      **Date of next meeting**

The next meeting of the Committee is scheduled to take place on Friday 21 September 2018 at 09:30.