



Remuneration Committee minutes

The meeting of the Remuneration Committee was held on Friday 14 June 2019 at 10:15am at 97 Haymarket Terrace, Edinburgh

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

Officers: Martin Fairbairn, Chief Operating Officer
Karen Watt, Chief Executive (by phone for items 1-6)
Helen Gibson, Assistant Director of HR & OD (minutes)

19/11 Welcome

The Chair welcomed the members and those attending.

19/12 Minutes from the previous meeting on 15 March 2019 (RC/19/MIN1)

The minutes of the meeting on 15 March 2019 were agreed as a true record.

19/13 Matters Arising

There were no matters arising not otherwise on the agenda.

19/14 Rolling Agenda (RC/19/06)

The committee noted the items on the rolling agenda. The Committee suggested some agenda items to be covered over the course of the next twelve months:

- Review of Board induction procedures (October)
- Review of CEO probation review process (October)
- Resource planning (rolling)

19/15 Internal resource planning 2019-20 (RC/19/07)

The Committee received an update on resource planning, with a particular focus on the proposed approach to the financing of core and programme activity. The Committee welcomed the executive's approach and suggested that this should be a rolling item on the agenda for the foreseeable future.

19/16 HR and OD Report (RC/19/08)

The Committee noted the report.

On the equalities update, the Committee commented that organisations such as Changing the Chemistry can be very effective in supporting organisations with diversity at recruitment stage.

The executive also gave a verbal update on progress with identifying a SFC Trade Union representative to participate as an observer in SFC's Board meetings: noting that all being well this arrangement should be up and running within the next few days.

19/17 Any Other Business

It was noted that the Chief Executive's probation period was coming to an end and that the Committee had agreed to lead the review process on behalf of the Chair. The process for this had been drawn up by correspondence and was finalised in this meeting. It was confirmed that the final probation report should be submitted to Human Resources by 11 July unless there are any extenuating circumstances.

Having noted that Michael Cross' secondment into SFC as Director was coming to an end on 31 July, the Committee asked to record its thanks to Michael for his contribution to SFC and to wish him well with his next steps.

19/18 Date of Next Meeting

The next meeting of the Committee is scheduled to take place on Friday 4 October 2019.