



Minutes

Meeting: Remuneration Committee

Date: 20 March 2012

Time: 11:30 am

Venue: Room 7 Compass House

Present: Frank Clark, Chair (Convener of Committee)
Theresa Allison
Mike Cairns

In Attendance: Annette Bruton, Chief Executive
Gordon Weir, Director of Resources (except item 5)
Anne Forsyth, Executive Assistant.

Item	Action
1.0 APOLOGIES FOR ABSENCE	
There were no apologies for absence.	
2.0 DECLARATION OF INTEREST	
There was no declaration of interest.	
3.0 MINUTE OF MEETING HELD 27 SEPTEMBER 2011	
The minute of the meeting held on 27 September 2011 was submitted and approved as a correct record.	

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4.0 MATTERS ARISING

There were no matters arising.

**5.0 DIRECTORS' PERFORMANCE DEVELOPMENT REVIEW AND REMUNERATION FOR 2012/13
REPORT NO: RC-01-2012**

The Chief Executive presented the report which noted the annual evaluation of performance of Directors. The following points in particular were noted:

- That the Chief Executive had only been able to progress two of the Directors' PDRS satisfactorily due to the incompleteness of the other two.
- That it had been suggested that the two outstanding Directors' PDRS would be remitted to a further meeting of the Remuneration Committee in October 2012.

The Committee:

- Noted the information provided by the Chief Executive on the performance of Care Inspectorate Directors.
- Approved the advancement of one Director by one spinal point on the incremental scale.
- Noted that the satisfactory performance of one Director who was already at the maximum point on the incremental scale.
- Agreed that the Chief Executive would continue discussion in respect of the two outstanding Directors to allow a judgement to be made and submitted to Committee in October 2012.

**6.0 PROPOSED PAY REMIT FOR 2012/13
REPORT NO: RC-02-2012**

The Director of Resources presented the report which advised the Remuneration Committee of the proposed remit for the Pay Strategy 2012/13. The following points were noted:

- That the revalorisation of all spinal column points under £21k with an increase of £250 to address low pay would be carried out.
- That the top three points of Grade 3 were between £21k and £22.3k and the £250 underpin would be extended to the whole scale to avoid splitting the pay scale to maintain consistency with other spinal column points.

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- That staff who were not on the maximum of their grade and who had performed satisfactorily would receive incremental progression.
- That there would be no other increase for the remaining spinal column points or allowances.
- That there had been a requirement to undertake negotiations to review and harmonise terms and conditions for the Care Inspectorate and that this had been considered in the 2012/13 budget.
- That the Care Inspectorate faced potential challenges in respect of Equal Pay due to the different inherited pay and grading structure and that a formal job evaluation exercise would be conducted during 2012/13 and would form part of the 2013/14 Pay Remit.

The Committee:

- Noted the content of the report and approved the pay remit for submission to the Finance Pay Policy Team of the Scottish Government.
- Noted that the formal supporting submission from the Trades Unions had not yet been received, however this had not affected the pay remit submission.
- Agreed that once the formal supporting submission from the Trades Unions was received, that the Remuneration Committee would need to reconsider if it differed materially from the position reported verbally.
- Agreed that the Chief Executive, at the appropriate time, bring forward an update on Job Evaluation

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**7.0 PUBLIC SECTOR PAY POLICY FOR SENIOR APPOINTMENTS 2012/13
REPORT NO: RC-03-2012**

The Director of Resources presented the report which provided the Committee with details of the Public Sector Pay Policy for Senior Appointments for 2012/2013. The following points were noted:

- The pay parameters for 2012/13 were that the basic award had been set at zero percent and progression was suspended.
- The Chair was required to confirm this to the Finance Pay Policy Team.
- The basic award for the Chair and Board Members had also been set at zero percent.
- It was the responsibility of the Sponsor Team to confirm this to the Finance Pay Policy Team.

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The Committee:

- Noted and accepted the position and noted the content of the report.

8.0 AOCB

There was no other competent business.

Signed:

Professor Frank Clark CBE