



Minutes

Meeting: Remuneration Committee

Date: 26 November 2013

Time: 10:30 am

Venue: Room 3.15, Musselburgh Office

Present: Paul Edie, Chair (Convener of Committee)
Theresa Allison
Mike Cairns

In Attendance: Karen Anderson, Depute Chief Executive
Gordon Weir, Director of Resources
Anne Forsyth, Executive Assistant

Apologies: Annette Bruton, Chief Executive
Gordon Weir, Director of Corporate Services

Item	Action
<p>1.0 APOLOGIES FOR ABSENCE</p> <p>Apologies for absence, as listed above, were noted.</p>	
<p>2.0 DECLARATION OF INTEREST</p> <p>All members of the Committee and the Depute Chief Executive declared an interest in respect of Item 6.</p>	

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3.0 MINUTE OF MEETING HELD ON 11 FEBRUARY 2013

The minute of the meeting held on 11 February 2013 was submitted and approved as a correct record.

4.0 MATTERS ARISING

There were no matters arising.

5.0 PROPOSED PAY REMIT FOR 2013-14 REPORT NO: RC-02-2013

The Depute Chief Executive presented the paper which advised the Remuneration Committee of the proposed pay remit for the 2014/15 with a recommended option to submit a two year remit also covering 2015/16. The following points in particular were noted:

- That there was an expectation that public bodies would submit pay proposals which covered two years, although this was not a mandatory requirement of the policy. The two year policy aimed to provide certainty for employers and staff, helped to ensure annual pay awards were paid on time and reduced their administrative burden and costs associated with the pay process.
- That the details of the proposed pay remit for the Care Inspectorate for 2014/15 was:
 - Revalorisation of all spinal column points at £21k and less with a 1% increase plus a £300 underpin increase to address low pay in 2014 and be applied again in 2015.
 - A 1% increase in basic pay for all staff earning above £21k to be applied in both 2014 and again in 2015.
 - Staff who were not on the maximum of their grade and who had performed to a satisfactory level received incremental progression which would apply in both years.
 - A 1% increase to allowances ie homeworking and distant islands allowance to be applied in 2014 and then again in 2015.
- That the Trade Union submission was to follow and would be submitted to the Resources Committee.

The Committee:

- Noted the content of the report.
- Approved the pay remit for submission to the Finance Pay Policy Team of the Scottish Government.

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**6.0 PAY POLICY FOR SENIOR APPOINTMENTS
VERBAL UPDATE**

The Depute Chief Executive updated the Committee on the Scottish Government's Public Sector Pay Policy for Senior Appointments 2014/15 as published by the Cabinet Secretary for Finance, Employment and Sustainable Growth in September 2013.

The Committee:

- Noted the update and Scottish Government publication which was available on their website (ISBN: 978-1-78256-880-3).

**7.0 JOB EVALUATION
VERBAL UPDATE**

The Depute Chief Executive updated the Committee on the progress in respect of the Job Evaluation process.

The Committee:

- Noted the update that an external consultant had been commissioned and would commence with the evaluation of all new posts within the Care Inspectorate structure.
- Noted and was assured that this process gave a degree of independence and that further updates would be considered by the Resources Committee.

8.0 AOCB

There was no other competent business.

Signed:

Paul Edie
Chair

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