**Minutes of Remuneration Committee (Remco) meeting**

**Monday 25 November 2019 at 10am**

**Members Present:** Marie Mallon (Chair)

Noel Hyndman

Martin Pitt

John Turkington

**In Attendance:** Pamela McCreedy (Chief Operating Officer)

Rodney Allen (Director)

Orla Kee (HR Manager)

Anne McMurray (Anne McMurray Development Ltd) agenda item 3

Louise Donnelly (Committee Secretary)

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| The Chair welcomed members to the meeting and advised that agenda item 6 would be deferred for consideration by the Audit and Risk Assurance Committee (ARAC). |
| 1. **Apologies**   No apologies were noted. |
| 1. **Declaration of Conflicts of Interest**   There were no issues declared by Committee members or attendees. |
| 1. **Role Profile Review – Anne McMurray**   The draft report had previously been circulated to members and Anne McMurray summarised progress on the review to date. Staff engagement was key throughout the Review and around 60 staff participated in the various meetings, focus groups and clinics.  Following discussion members agreed that, subject to minor amendment, they were content with the conclusions and recommendations raised in the report. Anne McMurray thanked members for their input and agreed to update the report to reflect the outcome of the discussion.  The next stage in the process is to present the findings to a joint Director and Audit Manager workshop scheduled for 9 December 2019 with a further workshop for all staff scheduled for 16 December 2019. |
| 1. **Director Recruitment**   Pamela McCreedy updated members on the Director Recruitment exercise. The closing date for the competition is 9 December with interviews scheduled to take place mid-January 2020. It is anticipated that offers of employment will be made to successful candidates on 17 January 2020. Pamela thanked members for their feedback and support to date with the recruitment exercise. |
| 1. **Pay – 1 April 2020**   Rodney Allen and Orla Kee briefed members on the current draft pay proposal. The existing two year pay agreement is due to expire on 31 March 2020 and it is anticipated the new pay proposal can be negotiated to take effect on 1 April 2020 with no need for delay or make back payments. The current proposal has been prepared for consultation with TUS in December  A final paper summarising pay negotiations will be presented to Rem Com in advance of any sign off on a final pay deal. Members discussed current arrangements and the wider position in relation to public sector pay. Members were content that management proceed in the way proposed. |
| 1. **A.O.B.**   **6.1 Date of next meeting** – A meeting will be scheduled potentially in February 2020. |

**Remuneration Committee**

**25 November 2019 – Matters arising from the meeting**

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| **ISSUE** | **TARGET DATE** | **RESPONSIBILITY** | **PROGRESS/**  **OUTCOME** |
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| **Issues arising from meeting of 25 November 2019** | | | |
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