

# Human Resources and Remuneration Committee, Quarter 1, 2024-2025

Wed 04 September 2024, 16:30 - 18:30

Teams


## Agenda

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### Opening Items

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**16:30 - 16:32** **1. Welcome, Apologies, and Announcements**  
2 min  
*Information* *David Sandison*


**16:32 - 16:33** **2. \*Terms of Reference**  
1 min  
*Information* *David Sandison*  
 Terms of Reference for Human Resources and Remuneration Committee (As Approved in June 2024).pdf (3 pages)

**16:33 - 16:34** **3. Declarations of Interest**  
1 min  
*David Sandison*

**16:34 - 16:39** **4. Minutes of the Previous Meetings**  
5 min  
*Decision* *David Sandison*

#### 4.1. Extraordinary Meeting


*Decision* *David Sandison*

 Non-Confidential Minutes of the Previous Meeting of of Human Resources and Remuneration Committee (2023 Extraordinary).pdf (2 pages)


 Confidential Minutes of the Previous Meeting of of Human Resources and Remuneration Committee (2023 Extraordinary).pdf (1 pages)

#### 4.2. Quarter 4 Meeting

*Decision* *David Sandison*

 Non-Confidential Minutes of the Previous Meeting of of Human Resources and Remuneration Committee (2023 Q4).pdf (6 pages)

 Confidential Minutes of the Previous Meeting of Human Resources and Remuneration Committee (2023 Q4).pdf (3 pages)

 Confidential Minutes of the Previous Meeting of of Human Resources and Remuneration Committee (Remuneration matters) (2023 Q4).pdf (2 pages)

**16:39 - 16:39** **5. Matters Arising**  
0 min  
*Discussion* *David Sandison*

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# HR Items

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## 16:39 - 16:44 **6. Quarterly report - (Confidential)**

5 min

*Information* *Kathy MacDonald*

-  Item 6C - 2024 Human Resources and Remuneration Cover Paper - Quarterly HR Report.pdf (2 pages)
  -  Item 6C - HR Quarterly Report - May - July 2024 - HR&R.pdf (10 pages)
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## 16:44 - 16:49 **7. Proposed Employment Law Changes - (Confidential)**

5 min

*Discussion* *Kathy MacDonald*



-  Item 7C - 2024 Human Resources and Remuneration Cover Paper - Proposed Employment Law Changes.pdf (1 pages)
  -  Item 7C - July 24 - Proposed Employment Law Changes - Action Plan.pdf (7 pages)
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## 16:49 - 16:54 **8. ASOS Discussion - (Confidential)**

5 min

*Discussion* *Various*

Cover Paper to follow

-  Item 8C - ASOS Paper - 28.08.2024.pdf (2 pages)
  -  Item 8C - HR&R Paper Sept 24 - ASOS.pdf (4 pages)
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## 16:54 - 16:59 **9. Casual Staff Remuneration - (Confidential)**

5 min

*Decision* *Kathy MacDonald*

-  Item 9C - 2024 Human Resources and Remuneration Cover Paper - Proposed Casual Rates increase.pdf (1 pages)
  -  Item 9C - Proposed Casual Rates increase.pdf (2 pages)
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## Policies for approval

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## 16:59 - 17:04 **10. Alcohol and Drugs Policy Wellbeing - (Confidential)**

5 min



*Decision* *Kathy MacDonald*

-  Item 10C - 2024 Human Resources and Remuneration Cover Paper - Alcohol & Drug Policy Draft.pdf (1 pages)
  -  Item 10C - August 24 - Alcohol & Drugs Policy.pdf (5 pages)
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## 17:04 - 17:09 **11. Wellbeing Policy - (Confidential)**

5 min

*Decision* *Kathy MacDonald*

-  Item 11C - 2024 Human Resources and Remuneration Cover Paper - Wellbeing Policy Draft.pdf (1 pages)
  -  Item 11C - August 24 - Wellbeing Policy.pdf (7 pages)
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## Closing Items

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## 17:09 - 17:14 **12. Any Other Business**

5 min

*Discussion* *David Sandison*

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17:14 - 17:15 **13. Dates of Next Meetings**

1 min

*Information*

*David Sandison*

The dates of the next meetings are:

- Q2: Wednesday 20th November at 16:30 on Teams
- Q3: Wednesday 12th February at 16:30 on Teams
- Q4: Wednesday 14th May at 16:30 on Teams