

**Minutes of the Remuneration & Reward Sub-Committee Held in the Committee Room at 20 Links Parade on Friday 20<sup>th</sup> January 2017.**

**Present:** J Gilbert (Remuneration & Reward Convenor), P Sawers, G Murray, I Frier

**In Attendance:** G Duncan (General Manager)

The meeting began at 1330 hours.

**1. Apologies**

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**2. Declarations of Interest**

There were none.

**3. Board Report on Finance Department Maternity Cover**

G Duncan spoke to the report and gave his reason for his preferred option.

P Sawers queried the financial section of the report and suggested it would be more accurate if it included the cost of the seasonal member of staff who would be required in the Pro Shop, if the preferred option was chosen. I Frier agreed with this.

G Murray said he felt none of the options were affordable other than that the member of staff on maternity leave should return for 3 days and the member of staff providing temporary cover should return to the Pro Shop. The committee agreed that this was the only option that was affordable at this time and confirmed that was what should happen. It was also approved that the temporary cover could continue for 4 weeks following the return of the member of staff on maternity leave which was 1<sup>st</sup> May 2017.

**4. Any Other Competent Business**

**Seasonal Employee**

J Gilbert asked about the member of staff who was covering for the period prior to the recruitment of the Assistant Professional. He said that he was disappointed that the Remuneration and Reward Sub-Committee had not been informed of this, as all new seasonal employees should come before the Remuneration and Reward Sub-Committee.

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The employee concerned had been contracted from April to October and therefore, in his view, this was a new seasonal appointment which should have been approved by the Remuneration and Reward Sub-Committee.

I Frier said he was unaware of this development. J Gilbert said he was concerned about the member of staff who did not have a contract. He was also concerned that the Assistant Professional only worked 14 hours during the winter months but he understood the seasonal employee was doing 35 hours a week. He said he could not understand how this could be achieved within the salary budget. The committee agreed that the General Manager should look into this situation.

#### Junior Program

J Gilbert said that although we no longer are employing an independent Junior Convenor, the KPI's that had been applied to the previous Junior Convenor should apply to whoever undertakes this role.

J Gilbert said that it was important to look at how the Junior Program was performing following the work done by the Junior Convenor, in order to accurately measure performance from now on.

There being no further business the meeting closed at 1430 hours.