

Board of Management

Meeting of the Remuneration Committee

MINUTE OF THE 3RD MEETING HELD ON MONDAY 6 JUNE 2023 AT 1700 HRS (RC4) VIA MS TEAMS

Present	
Lesley Woolfries (LW) (Convener)	Audrey Sullivan (AS)
Lorna Hamilton (LH)	Ronnie Quinn (RQ)
Graham Mitchell (GM)	
In attendance	
Drew McGowan (DM) (Minute)	John Gribben (JFG)
Apologies	
Alisdair Barron (AB) (Board Chair)	

Item RC4-1	Apologies for Absence	
Paper No:	Lead: Convener	Action requested: Discussion
Noted	Apologies were received from AB.	

Item RC4-2	Declarations of Interest	
Paper No:	Lead: Convener	Action requested: Note
Noted	None.	

Item RC4-3.1	Minutes of the Remuneration Committee held on 24 April 2023	
Paper No: RC4-A	Lead: Convener	Action requested: Approve
Decision	To approve the minutes.	

Item RC4-4.1	Professional Development Review	
Paper No: Verbal	Lead: J Gribben	Action requested: Discussion/Decision
Discussion	JFG confirmed that the Professional Development Review (PDR) launched in May to members of the Senior Management Team (SMT) and Executive Leadership Team (ELT) and provided an update on uptake. Members welcomed the progress to date and noted that the Conveners' Committee, which will consider remuneration in the next academic year, will be updated in the new academic year.	
Decision/Noted	To note the report.	

Item RC4-4.2		Data Breach Investigation
Paper No: Verbal	Lead: J Gribben	Action requested: Discussion/Decision
Discussion	JFG informed the Committee that the Data Protection Office (DPO) has completed its independent investigation of the data breach reported to members at the previous meeting. Members were reminded that the data breach concerned the inadvertent disclosure of an SMT member's remuneration. The DPO wrote to JFG to confirm that the data breach was contained to three individuals and not shared further. Based on this, the advice of the DPO is that there is no requirement to report to the Information Commissioner's Office. JFG confirmed that all staff members involved had been informed and the matter was now considered closed.	
Decision/Noted	To note the report.	

Item RC4-5		Any Other Notified Business
Paper No: Verbal	Lead: Convener	Action requested: Discuss
Decision/Noted	None.	

Item RC4-6		Disclosability of Papers
Paper No: Verbal	Lead: D McGowan	Action requested: Note
Decision/Noted	To retain the disclosability status of papers as tabled.	

Item RC4-7		Date of Next Meeting
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	To note that the Conveners' Committee will meet on 28 August 2023.	

The meeting closed at 17:20

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
RC4-4.1 06 06 23	Provide an update on the Professional Development Review to the Conveners' Committee.	JFG	January 2024

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
RC3-4.1	Complete Benchmarking exercise for non-NPRA staff and table for consideration of the Committee at a future meeting.	JFG	January 2024
RC3-7	Schedule an additional meeting of the Committee to consider a progress report on the PDR rollout and the status of the DPO investigation.	DM	Complete 06/06/2023
RC2-3.2	Provide a verbal update on the rationale for the separation of PNC and RC.	DM	Complete 24.04.23