

Board of Management

Meeting of the Remuneration Committee

MINUTE OF THE 1st MEETING HELD ON MONDAY 23 SEPTEMBER 2019 AT 1815 HRS (RC1) AT CITY CAMPUS

Present	
Lesley Woolfries (Convener)	Alisdair Barron (AB) (Teleconference)
George Galloway	Karen Kelly (KK)
In attendance	
Paul Clark (PC) (College Secretary/Minute)	Paul Little (PL) (Principal)
John Gribben (JGr) (HR Director)	
Apologies for absence	
Jim Gallacher	

Item RC1-1	Apologies for Absence	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	Apologies received from JG and GM	

Item RC1-2	Declarations of Interest	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	No declarations of interest were indicated.	

Item RC1-3.1	Minute of the Remuneration Committee meeting held on 29 April 2019	
Paper No: RC1-A	Lead: Convener	Action requested: Approve
Discussion/ Matters Arising	Minute agreed. Actions noted as complete.	
Decision/Noted	Approved	

Item RC1-3.2	Committee Annual Report	
Paper No: RC1-B	Lead: P Clark	Action requested: Approve
Discussion/ Matters Arising	PC introduced the Annual Report of the Committee for session 2018-19. Referencing the Committee Terms of Reference, the summary schedule of work of the Committee for 2018-19, and the considerations and discussions undertaken by the Committee through the session, the report	

provides a summary report of the Committee's activities.

The Committee noted the benefits of providing all Board Committees with this reportage, as:

- It provides a reference for progress and achievement, and an accessible update on the Committee's recent and current areas of focus, within the parameters of the Committee's areas of responsibilities. This is of value to new Committee members, other Board members, and other stakeholders.
- It provides a sound basis for the development of a College Annual Report, ensuring a robust governance framework and perspective for reportage.
- It reflects good governance practice.

The Committee noted and agreed the content of the report.

Decision/Noted

Approved

Item RC1-3.3

Committee Programme of Work 2019-20

**Paper No:
RC1-C**

Lead: P Clark

Action requested: Approve

**Discussion/
Matters Arising**

PC introduced the Committee Schedule of Work for 2019-20, which will be used to create a record of the Committees priorities and discussions throughout 2019-20. PC indicated that the dates will be updated for 2019-20.

Decision/Noted

Approved

Item RC1-3.4

Senior Staff Remuneration

**Paper No:
RC1-B**

Lead: Principal

Action requested: Approve

**Discussion/
Matters Arising**

PL referred to the context within which various anomalies have emerged in terms of placement on senior staff pay scales, and which now require correction. The aim is to provide assurance to the Board and SMT that this matter is being addressed, to ensure the retention of key staff and to achieve fairness and consistency of application.

JGr indicated that the current proposal is to begin to address a number of anomalies. JGr and PL indicated a particular urgency to address those highlighted in the paper initially. Further recommendations will be brought to this committee in due course. PL reminded members of the loss of both ELT and SMT staff in recent times.

JGr indicated that a more holistic approach to senior staff performance and reward was required, while addressing equity. PL provided his positive assessment of the performance of each of the postholders involved.

LW referred to the need for performance review to be robust. The Principal pointed out that he line manages all these senior staff directly, and is able to assure the Committee of the good performance of those individuals.

KK raised the importance of equal pay considerations, as well as a sound mechanism for performance measurement, and expressed the view that

	<p>this needs to be addressed with urgency.</p> <p>AB highlighted influencing factors impacting on starting salaries which have caused differential salaries, some of which may result in equality concerns, though he was pleased that these were now being addressed. Given the benefits of this proposal, AB expressed support. LW also supported the drive towards parity. GG highlighted to cost of recruitment/replacement.</p> <p>There was full agreement by the Committee for the recommendations within the paper. The Committee also agreed with JGr that a further paper be presented to the Committee in January covering all such anomalies within the senior team.</p> <p>JGr proposed various solutions referring to medical cover for the Principal. It was agreed that AB would follow up and conclude this matter in consultation with JGr and the Principal. JGr indicated that Phase 2 of the current paper could include proposals for extending this cover to other senior staff.</p>
Decision/Noted	<p>Recommendations approved Action: JGr to provide a further paper to Committee as agreed (January 2020)</p>

Item RC1-4.1		Committee Terms of Reference	
Paper No: RC1-E	Lead: P Clark	Action requested: Discuss/Decision	
Discussion/ Matters Arising	<p>PC introduced the Committee Terms of Reference (ToRs), highlighting the good governance practice adopted by the Board and its Committees of reviewing these on an annual basis.</p> <p>The ToRs were agreed in the context of the adjustment to the PNC ToRs.</p>		
Decision/Noted	Noted and agreed.		

Item RC1-5.1		Any Other Notified Business	
Paper No: Verbal	Lead: Convenor	Action requested: Note	
Discussion/ Matters Arising	There was no further business proposed.		
Decision/Noted			

Item RC1-5.2		Disclosability of Papers	
Paper No: Verbal	Lead: Convenor	Action requested: Note	
Discussion/ Matters Arising	The Disclosability status of the papers to remain unchanged.		
Decision/Noted			

Item RC1-5.3	Date of Next Meeting	
Paper No: Verbal	Lead: Convenor	Action requested: Note
	The next meeting will take place on Monday January 20.	
Decision/Noted		

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
RC1-3.3	Update Programme of Work	PC	20.01.20
RC1-3.4	Present further paper on Senior Staff Remuneration	JGr	20.01.20

ACTION POINTS ARISING FROM PREVIOUS MEETING

Item	Description	Owner	Target Date
Item RC4-4	Implement Senior Staff pay increase	PL	ASAP complete
Item RC4-4	Convene Remuneration Committee meeting for 5 th June at 4pm	PC	ASAP (Deferred to Sept 2019) complete