

Board of Management

Meeting of the Remuneration Committee

**MINUTE OF THE 2nd MEETING HELD ON MONDAY 20 JANUARY 2020 AT 1830 HRS (RC2)
AT CITY CAMPUS**

Present	
Alisdair Barron (AB) (DIAL-IN)	Graham Mitchell (GM)
Jim Gallacher (JG)	Karen Kelly (KK)
George Galloway (GG)	Lesley Woolfries (Convener)
In attendance	
Paul Clark (PC) (College Secretary/Minute)	Paul Little (PL) (Principal)
John Gribben (JG) (HR Director)	
Apologies for absence	

Item RC2-1	Apologies for Absence	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	None received	

Item RC2-2	Declarations of Interest	
Paper No:	Lead: Convener	Action requested: Note
	PC queried whether there may be a potential conflict of interest if paper B included any impact upon his own terms and conditions. PL indicated that there was no content within the item which implied a conflict.	
Decision/Noted		

Item RC2-3.1	Minute of the Remuneration Committee meeting held on 23 September 2019	
Paper No: RC2-A	Lead: Convener	Action requested: Approve
Discussion/ Matters Arising	Minutes approved. Actions complete.	
Decision/Noted		

Item RC2-3.2	Pay Rewards and Performance	
Paper No: RC2-B	Lead: J Gribben	Action requested: Approve
Discussion/	JG introduced the paper. The paper sets out stage 2 of a 3-stage	

Matters Arising

process. JG pointed out that the College's pay structure currently contains some anomalies, with erosion of the pay scales in comparison with other Colleges, some of which are much smaller.

JG indicated the proposal to develop a pay structure around pay scales. JG also indicated the proposal that senior staff do not receive the "cost of living" increase this year, with due attention given to any differential between a salary increment increase and the cost of living increase.

JG indicated that the basis for the proposals is robust and defensible.

LW emphasised the requirement to undertake an EQIA to inform decision-making. JG indicated that no discrepancies are anticipated, and that an EQIA would be undertaken with findings reported back to the Committee.

JG introduced the pay scale, with increments, which is unique to CoGC.

KK queried the proposal regarding the cost of living pay award, in relation to any incremental increase on the scale.

AB referred to the Colleges salary scale structure which was set 10 years ago, with comparison to other colleges. AB characterised the College as the "training college" for the sector, due to the recruitment of CoGC senior staff by other colleges. AB suggested that the salary scales currently in place no longer meet the demands of the market place, and that the proposed scales are an improvement.

LW indicated that there should be clarity with regard to the proposed pay scales. AB referred to the stability rates for senior managers which were not good at the College. AB referred to the increased volume of work placed upon managers when others leave.

It was noted that the proposals are intended to be a cost-efficient review. JG committed that any members of staff undertaking a PDR review would be fully trained. JG enquired as to compliance with public pay restraints. JG referred to public sector pay policy and assured the Committee that the proposals were in line with Scottish Government public sector pay guidance.

LW referred to the administrative error referred to the paper, which JG clarified.

LW referred to the proposals on p5 (4.1 – 4.5). This was approved subject to the circulation of an EQIA.

LW further proposed the approval of Phase 2 of senior staff remuneration as set out under the Recommendations. This was approved.

JG confirmed that Phase 3 would involve a wider group of staff and would come to the Committee in due course.

Decision/Noted

Approved

Item RC2-4		Any Other Notified Business	
Paper No: Verbal	Lead: Convenor	Action requested: Note	
Discussion/ Matters Arising	none		
Decision/Noted			

Item RC2-5		Disclosability of Papers	
Paper No: Verbal	Lead: Convenor	Action requested: Note	
Discussion/ Matters Arising	Non-disclosable.		
Decision/Noted			

Item RC2-6		Date of Next Meeting	
Paper No: Verbal	Lead: Convenor	Action requested: Note	
Decision/Noted			

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
RC2-3.2	Implement Phase 2 of senior staff remuneration	PL/JG	30.3.20

ACTION POINTS ARISING FROM PREVIOUS MEETING

Item	Description	Owner	Target Date
IRC4-4	Implement Senior Staff pay increase	PL	ASAP
RC4-4	Convene Remuneration Committee meeting for 5 th June at 4pm	PC	ASAP