

## Board of Management

### Meeting of the Remuneration Committee

**MINUTE OF THE 1st MEETING HELD ON MONDAY 21 SEPTEMBER AT 1700 HRS (RC1) VIA MS TEAMS VC**

Present	
Lesley Woolfries (Convener)	Alisdair Barron (AB) (Board Chair)
Karen Kelly (KK)	
In attendance	
Paul Clark (PC) (College Secretary/Minute)	Paul Little (PL) (Principal)
Apologies for absence	
Jim Gallacher (JG)	Audrey Sullivan (AS)
George Galloway (GG)	Graham Mitchell (GM)

Item RC1-1	Apologies for Absence	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	Apologies for absence were received as indicated above. It was noted that AS would be temporarily replacing JG on the Committee as JG has taken temporary medical leave from the Committee and Board.	

Item RC1-2	Declarations of Interest	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	No declarations of interest were indicated at the start of the meeting.  The Principal declared an interest at item RC1-3.3 Committee Programme of Work, when the Committee discussed at which meeting the item of Principal's remuneration should be discussed.	

Item RC1-3.1	Minute of the Remuneration Committee meeting held on 24 June 2020	
Paper No: RC1-A	Lead: Convener	Action requested: Approve
Discussion/Matters Arising	PL reported on national bargaining progress. Once this is concluded then the agreed pay increase would be implemented with all managers. This was agreed. JGr to update members at the next Remuneration Committee meeting (January).  The Principal highlighted a specific anomaly within the senior team pay structure which he undertook to address.	

<b>Decision/Noted</b>	Approved. Action JGr to update RC as above -18 January 2021. Action – PL to address a specific anomaly within the senior team pay structure - asap.
-----------------------	---

<b>Item RC1-3.2</b>	<b>Committee Annual Report 2019-20</b>	
<b>Paper No: RC1-B</b>	Lead: P Clark	Action requested: Approve
<b>Discussion/ Matters Arising</b>	The Committee noted and approved the Report.	
<b>Decision/Noted</b>	Approved	

<b>Item RC1-3.3</b>	<b>Committee Programme of Work 2020-21</b>	
<b>Paper No: RC1-C</b>	Lead: P Clark	Action requested: Approve
<b>Discussion/ Matters Arising</b>	Agreed to include consideration of Principal’s remuneration (January), and remuneration for senior managers (April meeting).	
<b>Decision/Noted</b>	Approved subject to above changes. PC to amend Programme of Work as above.	

<b>Item RC1-4</b>	<b>Any Other Notified Business</b>	
<b>Paper No: Verbal</b>	Lead: Convener	Action requested: Approve
<b>Discussion/ Matters Arising</b>	None	

<b>Item RC1-5</b>	<b>Disclosability of Papers</b>	
<b>Paper No: Verbal</b>	Lead: P Clark	Action requested: Note
<b>Discussion/ Matters Arising</b>	No changes proposed.	
<b>Decision/Noted</b>	Noted	

<b>Item RC1-6</b>	<b>Date of Next Meeting</b>	
<b>Paper No: Verbal</b>	Lead: Convenor	Action requested: Note
<b>Decision/Noted</b>	Monday 18 January 2020	

## ANNEX TO THE MINUTE

### ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
RC1-3.1	Implement agreed pay rise for senior managers in line with National Bargaining	PL/JGr	18.01.21
RC1-3.1	Address pay anomaly within senior team.	PL	Asap
RC1-3.3	Revise Programme of Work as above	PC	Asap

### ACTION POINTS ARISING FROM PREVIOUS MEETING

Item	Description	Owner	Target Date
RC2-3.2	Implement Phase 2 of senior staff remuneration	PL/JG	30.3.20 <b>Delayed</b>
IRC4-4	Implement Senior Staff pay increase	PL	<b>Superseded</b> (RC1-3.1 above)
RC4-4	Convene Remuneration Committee meeting for 5 <sup>th</sup> June at 4pm	PC	<b>Complete</b>