

## Board of Management

### Meeting of the Remuneration Committee

MINUTE OF THE 4<sup>th</sup> MEETING HELD ON TUESDAY 2 MARCH 2021 AT 1500 HRS (RC4)  
VIA MS TEAMS VC

Present	
Lesley Woolfries (Convener)	Graham Mitchell (GM)
Alisdair Barron (AB)	Audrey Sullivan (AS)
Karen Kelly (KK)	
In attendance	
Paul Clark (PC) (College Secretary/Minute)	Paul Little (PL) (Principal) (From Item 4.4.2 only)
John Gribben (JFG)	Julie Dale (JD)
Apologies for absence	
George Galloway	

Item RC4-1	Apologies for Absence	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	PC reported that GG has retired from the Board, and has tendered his resignation. The Committee sends best wishes to George.	

Item RC4-2	Declarations of Interest	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	JFG, PC, JD declared interest in paper 4.2.	

Item RC4-3.1	Minute of the Remuneration Committee meeting held on 5 February 2021	
Paper No: RC4-A	Lead: Convener	Action requested: Approve
Discussion/ Matters Arising	Actions - complete	
Decision/Noted	Approved subject to review for publication (Action - review at next meeting)	

Item RC4-4.1	Principal's Remuneration	
Paper No: Verbal	Lead: John Gribben	Action requested: Discuss
Discussion/	Noted: Principal not present.	

<b>Matters Arising</b>	<p>JFG provided an update on the matter of the Principal's remuneration.</p> <p>Principal's pay. This will involve application of the public sector pay policy, with the continuance of the pay period from April to March, so the pay award to be applied up to April 2021.</p> <p>The Principal will continue to explore development opportunities with the Chair. The Principal has also agreed to explore pension arrangements with the provider recommended.</p> <p>LW highlighted the current management pressures associated with the pandemic, and that personal development opportunities that involved time away from the College would perhaps be limited in the meantime which was appreciated and understood in the prevailing circumstances</p> <p>The Committee agreed that the Business Expenses Procedure is to be reviewed and forwarded to the Board and to this Committee for noting. This revision will ensure that the same rules apply to the Principal as to all other staff.</p>
<b>Decision/Noted</b>	Action: Review Business Expenses Procedure to ensure consistency and transparency. JFG, 26.4.21

Item RC4-4.2	Pay Award – Non NRPA Staff	
<b>Paper No: RC4-B</b>	Lead: John Gribben	Action requested: Discuss
<b>Discussion/ Matters Arising</b>	<p>JFG introduced the paper, to enable a review of pay awards for employees not included in the national bargaining arrangements. All points have been discussed with ST and tested for affordability.</p> <p>1. Principal's remuneration: the Committee noted that this matter had been progressed as noted above.</p> <p>2. Non NRPA staff (Heads of Service, Associate Deans): It was agreed to apply the 5/12% increase (1 April to 31 August 2020) which had already been agreed under NRPA following the change in pay year. It was noted that a likely 2% "cost of living" pay award to all support staff was still to be agreed with the Trade Union. It was agreed to apply the same increase to Non-NRPA staff, once this agreement has been reached. Should there be any variance in the pay award anticipated at this point for NRPA staff, the committee will further consider implications for Non-NRPA in the interests of consistency of approach. Agreement in principle confirmed, subject to outcome of the trade union ballot and NRPA position being confirmed.</p> <p>The Principal joined the meeting at this point (1555hrs).</p> <p>3. ELT/SMT: The Committee agreed the application of the public sector pay policy to ELT/SMT including all applicable codicils and caps. It was also agreed to continue with the same pay year for ELT/SMT as the Principal (April to March).</p>	

	It was further agreed that future pay increases would be in line with those agreed under NRPA, subject to the application of public sector pay policy, and assurances of affordability.
	These actions were agreed by the Committee.
<b>Decision/Noted</b>	To apply pay increases as outlined above.

<b>Item RC4-5.1</b>	<b>Minute of the Remuneration Meeting held on 18 January 2021</b>	
<b>Paper No: RC4-C</b>	Lead: Paul Clark	Action requested: Note
<b>Discussion/ Matters Arising</b>	It was agreed to review the minutes for publication.	
<b>Decision/Noted</b>	Action: Review and present for approval at the next Committee meeting.	

<b>Item RC4-6</b>	<b>Any Other Notified Business</b>	
<b>Paper No: Verbal</b>	Lead: Convener	Action requested: Discuss
<b>Discussion/ Matters Arising</b>	None	

<b>Item RC4-7</b>	<b>Disclosability of Papers</b>	
<b>Paper No: Verbal</b>	Lead: P Clark	Action requested: Note
<b>Discussion/ Matters Arising</b>	As discussed.	
<b>Decision/Noted</b>		

<b>Item RC4-8</b>	<b>Date of Next Meeting</b>	
<b>Paper No: Verbal</b>	Lead: Convenor	Action requested: Note
<b>Decision/Noted</b>	Monday 26 April 2021	

**ANNEX TO THE MINUTE**

Item	Description	Owner	Target Date
RC4-4.1	Review Business Expenses Procedure to ensure consistency and transparency	JFG	26.04.21
RC4-4.2	To apply pay increases to non-NRPA staff as agreed	JFG	Subject to NRPA agreement
RC4-5.1	Review and approve minutes for publication	PC	26.04.21

**ACTION POINTS ARISING FROM PREVIOUS MEETING**

Item	Description	Owner	Target Date
RC3-4.1	1. Further meeting of Committee to be called for 2 March at 3pm. 2. Paper to be presented at next meeting re pay increases for staff outwith National Bargaining. 3. AB to consult with the Principal on the Committee's considerations, including potential contact with a pension consultant.	PC	<b>Complete</b>
		JG	02.03.21 <b>Complete</b>
		AB	02.03.21 <b>Complete</b>
RC2-5	Paper on Principal's Remuneration to be presented	JG	05.02.21 <b>Complete</b>
RC2-5	Call additional meeting of Remuneration Committee	PC	05.02.21 <b>Complete</b>
RC1-3.1	Implement agreed pay rise for senior managers in line with National Bargaining	PL/JGr	18.01.21 ongoing