

## Board of Management

### Meeting of the Remuneration Committee

MINUTE OF THE 5<sup>th</sup> MEETING HELD ON MONDAY 26 APRIL 2021 AT 1615 HRS (RC5) VIA MS TEAMS VC

Present	
Lesley Woolfries (Convener)	Graham Mitchell (GM)
Alisdair Barron (AB)	Audrey Sullivan (AS)
In attendance	
Paul Clark (PC) (College Secretary/Minute)	John Gribben (JFG)
Apologies for absence	
Karen Kelly (KK)	

Item RC5-1	Apologies for Absence	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	Apologies were received from K Kelly	

Item RC5-2	Declarations of Interest	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	None declared. Principal to be invited to attend for review of minutes.	

Item RC5-3.1	Minute of the Remuneration Committee meeting held on 2 March 2021	
Paper No: RC5-A	Lead: Convener	Action requested: Approve
Discussion/ Matters Arising	No amendments. JG reported that NRPA and Non-NRPA pay rises have now been implemented for inclusion in pay over May/June	
Decision/Noted	Approved	

Item RC5-4.1	Minute of the Remuneration Committee meeting held on 18 January 2021	
Paper No: RC5-B	Lead: Paul Clark	Action requested: Discuss
Discussion/ Matters Arising	Minor amendments agreed.	
Decision/Noted	Minute approved.	

<b>Item RC5-4.2</b>	<b>Minute of the Remuneration Committee meeting held on 5 February 2021</b>	
Paper No: RC5-C	Lead: Paul Clark	Action requested: Discuss
Discussion/ Matters Arising	Minor amendments agreed.	
Decision/Noted	Minute approved.	

<b>Item RC5-5.1</b>	<b>Review of Business Expenses Procedure</b>	
Paper No: RC5-D	Lead: John Gribben	Action requested: Note
Discussion/ Matters Arising	<p>JG proposed a change to section 9.2 dealing with subscriptions to professional bodies. Following discussion the Committee agreed the following wording for the section in question:</p> <p>“The College will not normally bear the cost of personal subscriptions to professional bodies. However, where an individual’s membership of a professional body can be demonstrated to result in wider benefit to the College, in that it has a wider strategic, corporate or organisational benefit, a member of ELT may, <u>in exceptional circumstances</u>, authorise to meet the cost of the individual’s subscription from College funds. In the case of the Principal, the Chair of the Board will authorise.”</p>	
Decision/Noted	Noted. Action: JG to change the wording of the Business Expenses Procedure as agreed.	

<b>Item RC5-6</b>	<b>Any Other Notified Business</b>	
Paper No: Verbal	Lead: Convener	Action requested: Discuss
Discussion/ Matters Arising	PL reported that there is some movement in the sector to establish NRPA arrangements for senior staff including Principals. This is in very early stages, however, and it is not anticipated that this proposal will be settled in the near future..	

<b>Item RC5-7</b>	<b>Disclosability of Papers</b>	
Paper No: Verbal	Lead: Paul Clark	Action requested: Note
Discussion/ Matters Arising	Unchanged	
Decision/Noted	Noted	

<b>Item RC5-8</b>	<b>Date of Next Meeting</b>	
Paper No: Verbal	Lead: Convenor	Action requested: Note
Decision/Noted	Monday 11 October 2021	

## ANNEX TO THE MINUTE

Item	Description	Owner	Target Date
RC5-5.1	Change the wording of the Business Expenses Procedure section 9.2 as agreed.	JG	ASAP

## **ACTION POINTS ARISING FROM PREVIOUS MEETING**

Item	Description	Owner	Target Date
RC4-4.1	Review Business Expenses Procedure to ensure consistency and transparency	JFG	26.04.21 <b>Complete</b>
RC4-4.2	To apply pay increases to non-NRPA staff as agreed	JFG	<b>Complete</b>
RC4-5.1	Review and approve minutes for publication	PC	26.04.21 <b>Complete</b>
RC1-3.1	Implement agreed pay rise for senior managers in line with National Bargaining	PL/JGr	18.01.21 <b>Complete</b>