

Board of Management

Meeting of the Remuneration Committee

MINUTE OF THE 3rd MEETING HELD ON MONDAY 24 April 2023 AT 1635 HRS (RC3) VIA MS TEAMS

Present	
Alisdair Barron (AB) (Board Chair)	Audrey Sullivan (AS)
Lesley Woolfries (LW) (Convener)	Ronnie Quinn (RQ)
Lorna Hamilton (LH)	
In attendance	
Drew McGowan (DM) (Minute)	Paul Little (PL) for Item 4.2
Not Present	
Graham Mitchell (GM)	

Item RC3-1	Apologies for Absence	
Paper No:	Lead: Convener	Action requested: Discussion
Noted	Apologies were received from GM.	

Item RC3-2	Declarations of Interest	
Paper No:	Lead: Convener	Action requested: Note
Noted	None.	

Item RC3-3.1	Minutes of the Remuneration Committee held on 23 January 2022	
Paper No: RC3-A	Lead: Convener	Action requested: Approve
Discussion/Matters Arising	<p>Members reviewed the draft minutes before considering matters arising from the previous meeting.</p> <p>DM confirmed that the previous Performance, Nominations & Remuneration Committee was separated into the two existing committees as the Principal is not permitted to be a member of a committee that considers remuneration. Since this was last discussed at the meeting in January, he explained, the Board have indicated their preference for a new structure that would see the Performance & Nominations Committee and Remuneration Committee merge to become a Conveners' Committee in the new academic year.</p> <p>After a discussion, and noting that the Principal would not be a member of the new Conveners' Committee, the Committee agreed that the Principal would be invited to attend meetings of the Conveners' Committee as its business required. Members requested that the agenda of the Conveners' Committee be carefully curated to</p>	

	accommodate this logistically but also considering that its remit would include remuneration.
Decision	To approve the minutes. To agree approach to the required attendance of the Principal and curation of the agenda for the new Conveners' Committee.

Item RC3-4.1	Benchmarking	
Paper No: Verbal	Lead: J Gribben	Action requested: Discussion/Decision
Discussion	<p>Before inviting JFG to speak to the item, LW advised the Committee that there were no papers or recommendations tabled for the consideration of members at this meeting. However, as the items (RC3-4.1-3) were on the Programme of Work, she was keen that the Committee consider them by verbal updates rather than defer them for a future meeting.</p> <p>JFG informed members that the benchmarking exercise for non-NPRA staff remains a work in progress and has not yet been completed due to competing demands and priorities, particularly organisational change. He proposed that a paper be tabled at a future meeting after the pay award for September 2022 to August 2023 had been finalised.</p>	
Decision/Noted	To consider the outcome and recommendations of the benchmarking exercise for non-NPRA staff once it is completed at a future meeting.	

Item 4.3 was taken.

Item RC3-4.3	Principal's Performance/Remuneration Review	
Paper No: Verbal	Lead: A Barron	Action requested: Discussion/Decision
Discussion	<p>AB said that he was happy to inform the Committee that the Principal's performance review had been undertaken and to confirm that all measures had been achieved. He said that the Principal had outperformed expectations and led the College considerably well. Members noted that no recommendation on remuneration of the Principal was proposed at this time.</p>	
Decision/Noted	To note the update.	

PL joined at 17:00. RQ left at 17:00.

Item RC3-4.2	Senior Staff Performance/Remuneration Report	
Paper No: Verbal	Lead: P Little	Action requested: Discussion/Decision
Discussion	<p>PL confirmed to the Committee that the College's Performance Development Reviews (PDRs) were in the process of being reinvigorated and would be rolled out in the coming weeks. Members noted that no recommendation on the remuneration of non-NPRA staff was proposed at this time and one SMT member progressed through the pay scale due to resignation.</p>	
Decision/Noted	To note the update.	

Item RC3-5		Any Other Notified Business	
Paper No: Verbal	Lead: Convener	Action requested: Discuss	
Discussion	JFG advised members of a recent inadvertent data breach that disclosed the remuneration of the Senior Management Team (SMT) members within the SMT itself. When asked by LW of the steps taken once this was identified, JFG explained that the College's Data Protection Officer (DPO) had been informed and an investigation was underway.		
Decision/Noted	To note the update.		

Item RC3-6		Disclosability of Papers	
Paper No: Verbal	Lead: D McGowan	Action requested: Note	
Decision/Noted	To note that no papers were tabled, with the exception of item RC3-3.1 which would be disclosable once approved by the Board.		

Item RC3-7		Date of Next Meeting	
Paper No:	Lead: Convener	Action requested: Note	
Discussion	LW recommended that members agree to hold an additional meeting of the Committee to consider an update on the rollout of the new PDR and the status of the DPO investigation. Members agreed that this should take place in early June on the same day as the additional Performance & Nominations Committee meeting.		
Decision/Noted	To agree to hold an additional meeting of the Committee.		

The meeting closed at 17:30

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
RC3-4.1	Complete Benchmarking exercise for non-NPRA staff and table for consideration of the Committee at a future meeting.	JFG	Ongoing
RC3-7	Schedule an additional meeting of the Committee to consider a progress report on the PDR rollout and the status of the DPO investigation.	DM	06/06/203

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
RC2-3.2	Provide a verbal update on the rationale for the separation of PNC and RC.	DM	Complete 24.04.23