

Board of Management

Meeting of the Conveners' Committee

MINUTE OF THE 2nd MEETING OF THE CONVENER'S COMMITTEE (CC2) HELD ON MONDAY 29 JANUARY 2024 AT 1500 HRS VIA MS TEAMS

Present	
Douglas Baillie (Convener)	Ronnie Quinn
Alisdair Barron	Audrey Sullivan
Lorna Hamilton	
In attendance	
John Gribben	Drew McGowan (Minute)
Paul Hillard	
Not Present	

Item CC2-1	Apologies for Absence	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	No apologies were received.	

Item CC2-2	Declarations of Interest	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	P Hillard declared a connection to item 3.2; however, as he is not a voting member of the Committee and given that the Glasgow College's Regional Board (GCRB) has made a final decision, it was determined that this did not amount to a declarable interest.	

Item CC2-3.1	Minute of Previous Meeting held on 28 August 2023	
Paper No: CC2-A	Lead: Convener	Action requested: Approve
Decision/Noted	To approve the minutes and to note that all previous actions were complete.	

Item CC2-3.2	Homologation	
Paper No: Verbal	Lead: D McGowan	Action requested: Approve
Discussion/ Matters Arising	D McGowan confirmed that the Committee were requested to take a decision by correspondence on 3 November 2023 to approve the submission of a supplementary paper to the GCRB on the reappointment of P Hillard to the Board. While the Committee noted that GCRB had approved a second term of four years for P Hillard on 28 November	

	2023, D McGowan advised members that section 2.6 of the Standing Orders required that the decision be homologated at the next meeting of the Committee. Members agreed that they were content to do so.
Decision/Noted	To approve the decision taken by correspondence on 3 November 2023.

Item CC2	Organisational Change and Financial Controller Recruitment	
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Paper No: Verbal	Lead: J Gribben	Action requested: Discuss
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Discussion/ Matters Arising	<p>Ahead of the meeting, D Baillie requested that a brief verbal update on organisational change and the recruitment of a Financial Controller be provided to the Committee. While these items would normally be taken under the 'Any Other Notified Business' item on the agenda, D Baillie asked J Gribben to provide the update at this point in the meeting.</p> <p>J Gribben informed the Committee that organisational change remained a fluid situation and, as reported to the Board in December, the agreement with EIS-FELA replaced compulsory redundancies with targeted voluntary severance. He explained that a small, but larger than expected, number of staff had returned to the College and were working on special projects and remained supernumerary.</p> <p>Members noted that Unison had requested the same deal for support staff that the College and EIS-FELA agreed in December for lecturing staff and that discussions were ongoing. J Gribben confirmed that the College would work in partnership with recognised trade unions to reset relationships and progress Fair Work.</p> <p>J Gribben informed the Committee that the College had recently completed a recruitment process for the Financial Controller post. Members welcomed the news that L Shields was appointed to the post and would be joining the College shortly.</p>	
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Decision/Noted	To note the updates.	
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Item CC2-4.2 was taken at this time, with item CC2-4.1 being taken later in the meeting.

Item CC2-4.2	Pay Award for Non-NPRA Employees	
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Paper No: CC2-C	Lead: J Gribben	Action requested: Discuss
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Discussion/ Matters Arising	<p>J Gribben provided an overview of the paper on pay awards for non-National Procedure Recognition Agreement (NPRA) staff. He confirmed that national pay negotiations remain ongoing for lecturing and support staff and, therefore, no recommendation on pay for non-NPRA staff was being tabled for the Committee's decision at this time.</p> <p>Members discussed the Committee's established position that the outcome of national bargaining negotiations in regard to staff pay would be applied to non-NPRA staff. The Committee reaffirmed this position and agreed to consider this matter once pay negotiations were settled nationally, convening an extraordinary meeting if necessary.</p>	
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Decision/Noted	To discuss the paper and agree to consider the pay award for non-NPRA staff at a future meeting.	
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Item CC2-4.3		Benchmarking Exercise Report	
Paper No: CC2-D	Lead: J Gribben	Action requested: Discuss	
Discussion/ Matters Arising	<p>J Gribben tabled the outcome of the benchmarking exercise for senior staff for the Committee's consideration. He highlighted the key developments on senior staff pay, and the Committee's discussions and decision-making, from 2019 to date.</p> <p>The Committee discussed the importance of setting staff salaries that keep pace with comparable roles with other employers and sectors in order to attract and retain qualified people in key roles. Members also recognised that the Principal was the only member of staff whose salary had not been subject to any kind of review outwith cost of living awards.</p> <p>Members agreed that J Gribben should undertake further work to inform the Committee's discussion and decision-making on this matter ahead of the meeting in April. J Gribben suggested that this should involve a new benchmarking exercise, a review of other considerations and engagement with the Glasgow Colleges' Regional Board and the Scottish Funding Council ahead of a recommendation being tabled for the Committee's decision.</p>		
Decision/Noted	To consider senior staff salaries in April 2024 once further work is undertaken.		

Item CC2-4.4		Professional Development Review Update	
Paper No: CC2-E	Lead: J Gribben	Action requested: Discuss	
Discussion/ Matters Arising	<p>J Gribben confirmed that the College's new Professional Development Review (PDR) programme has been piloted with the Executive Leadership Team (ELT) and Senior Management Team (SMT). He confirmed that preparations have been made for a College-wide implementation in the first quarter of 2024. The Committee welcomed this news. J Gribben confirmed that he would keep members apprised of progress with PDR.</p>		
Decision/Noted	To note the update.		

J Gribben left the meeting.

Item CC2-4.1		Board Recruitment and Succession Planning	
Paper No: CC2-B	Lead: D McGowan	Action requested: Discuss	
Discussion/ Matters Arising	<p>D McGowan provided an overview of the outcome of the recent canvas of members, the refresh of the skills and experience and the review of the recruitment materials. He highlighted the implications for the Board and the recruitment proposals as outlined in the paper.</p> <p>The Committee agreed to commence recruitment for 3 non-executive members for terms of 4 years in line with the proposed timescales, starting in late March 2024. Members indicated that they were happy to approve the non-executive member person specification and post description as tabled.</p>		

	<p>Members discussed the findings of the recent refresh of the skills and experience matrix and the impact of those members stepping down from the Board. Considering the current and anticipated needs of the Board and the College, the Committee agreed that the following skills and experience should be listed as desirable criteria in the forthcoming recruitment round:</p> <ul style="list-style-type: none"> • Audit, legal and compliance • Finance, procurement and accountancy • IT and digital <p>The Committee also discussed the importance of attracting diverse skilled candidates and progressing gender balance on the Board. D McGowan confirmed plans to work with Changing the Chemistry, Black Professionals Scotland and Women on Boards to reach people from under-represented groups, in addition to the wider promotion. Members recognised the importance of leveraging the professional networks and contacts of Board members and the College’s staff in this recruitment round.</p> <p>For the shortlisting panel, the Committee agreed to appoint D Baillie, C Singh, L Subido/J Taylor and D MacKeen. Members agreed that D Baillie, A Barron and A Sullivan would be appointed to the interview panel. The Committee agreed that a representative from Colleges Scotland would be asked to join both panels as the Independent Panel Member.</p>
Decision/Noted	<p>To approve the proposed recruitment of 3 non-executive members for terms of 4 years and the associated timescales.</p> <p>To approve the revised non-executive member post description and person specification.</p> <p>To agree on the desirable skills and experience in this recruitment round.</p> <p>To appoint a shortlisting panel and an interview panel.</p>

Item CC2-5	Any Other Notified Business	
Paper No:	Lead: Convener	Action requested:
Decision/Noted	Any Other Notified Business items were taken earlier in the meeting.	

Item CC2-6	Disclosability of Papers	
Paper No: Verbal	Lead: D McGowan	Action requested: Note
Decision/Noted	That the disclosability of the papers be retained as tabled.	

Item CC2-7	Date of Next Meeting	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	Monday 29 April 2024	

The meeting closed at 17:15.

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
CC2-4.2	Consider the non-NPRA staff pay award at a future meeting once national pay negotiations have concluded, convening an extraordinary meeting if necessary.	JFG/DM	April 2024
CC2-4.3	Undertake a new benchmarking exercise, review other considerations, engage GCRB/SFC and make a recommendation on senior staff salaries.	JFG	April 2024
CC2-4.1	Implement the Committee's decisions regarding recruitment for 2023-24.	DM	ASAP

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
CC1-3.5 28 08 23	Submit term extension request for P Hillard to the Glasgow Colleges' Regional Board.	DM	Complete September 2023
RC4-4.1	Provide an update to the Committee on the Professional Development Review.	JFG	Complete January 2024
RC3-4.1	Complete Benchmarking exercise for non-NPRA staff and table for consideration of the Committee at a future meeting.	JFG	Complete January 2024