

Board of Management

Meeting of the Conveners' Committee

MINUTE OF THE 3rd MEETING OF THE CONVENERS' COMMITTEE HELD ON MONDAY 29 APRIL 2024 AT 1500 HRS (CC3) VIA MS TEAMS

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

Item CC3-1	Apologies for Absence	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	Apologies were received from A Sullivan and P Little.	

Item CC3-2	Declarations of Interest	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	No declarations were made.	

Item CC3-3.1	Minute of previous meeting held on 29 January 2024	
Paper No: CC3-A	Lead: Convener	Action requested: Approval
Decision/Noted	To approve the minute, subject to a minor correction to the attendance section, and note that all actions arising from the previous meeting were now complete with the exception of CC2-4.2.	

The Committee agreed to receive the verbal update on organisational change, requested under Any Other Notified Business, followed by items 4.5 and 4.6.

Item CC3-5	AONB: Organisational Change	
Paper No: Verbal	Lead: J Gribben	Action requested: Discuss
Discussion/ Matters Arising	J Gribben was invited to provide a verbal update on progress on organisational change since the most recent meeting of the Board on 27 March 2024. Due to the financial and funding challenges the sector faces, the College's deficit for 2023-24 is forecast to be £1.8 million and the voluntary severance scheme was re-opened to staff on 28 March 2024 to achieve the required savings. The open call for voluntary	

severance applications received 51 applications by the deadline of 19 April 2024. The Executive Leadership Team (ELT) reviewed all applications and 22 were approved in principle. Members noted that approximately half of the required savings would be achieved through those applications that had been approved in principle and that an update would be provided to the People & Culture Committee and the Board at their next respective meetings.

Decision/Noted

To note the verbal report.

Item CC3-4.5 Review of Senior Staff Performance and Remuneration

**Paper No:
CC3-H**

Lead: P Little/J Gribben

Action requested: Discuss

**Discussion/
Matters Arising**

In P Little’s absence, J Gribben provided an overview of the performance and remuneration of the Senior Management Team (SMT) and the ELT. Members discussed the update on the Professional Development Reviews (PDR) undertaken by the Principal and noted that an extraordinary meeting of the Committee would be scheduled once national bargaining had been concluded, as agreed at the previous meeting of the Committee (CC2-4.2). The Committee welcomed the implementation of the PDR and noted the outcomes reported by the Principal.

Decision/Noted

To review the performance and remuneration of senior staff.

Item CC3-4.6 Review of Principal’s Performance and Remuneration

**Paper No:
CC3-I**

Lead: A Barron

Action requested: Discuss

**Discussion/
Matters Arising**

The Committee considered the Principal’s annual performance review undertaken by the Chair, A Barron, and the remuneration paper prepared by J Gribben.

Since papers were circulated, J Gribben explained, the Glasgow Colleges’ Regional Board (GCRB) had now confirmed that guidance issued by the Scottish Funding Council (SFC) in 2017 states that a Regional Strategic Body does not have powers of approval to a review of the terms and conditions of an assigned college principal appointed before the Post-16 Education (Scotland) Act 2013 came into effect. While such matters were for the Committee to decide upon, the Committee noted that the GCRB would seek assurance that proposals were consistent with the Public Sector Pay Policy and Financial Memorandum.

Members recognised that the Principal continued to ably lead the College and deliver on our strategic priorities and operational objectives in unprecedentedly difficult circumstances. When considering remuneration, it was recognised that the Principal is the only member of staff at the College whose salary had not been subject to any kind of review, outwith cost of living awards, for more than a decade. Following a discussion, the Committee agreed in principle to award the Principal a 3% salary increase for 2023-24, backdated to 1 August 2023 and – subject to the annual review of performance next year – to award a 3% salary increase in 2024-25. Members asked J Gribben to prepare a

	<p>paper confirming the costs of the pay award in principle and outlining its alignment with the Public Sector Pay Policy and the Financial Memorandum. The Committee agreed that D McGowan will share this paper with the Committee for a final decision by correspondence.</p> <p>J Gribben highlighted to the Committee the Principal's current contract of employment states that he should serve a notice period of 8 weeks and recommended that members review these terms. Following a discussion, the Committee agreed to amend the Principal's notice period to 12 months – for both the College and the Principal.</p>
Decision/Noted	<p>To review the Principal's performance and remuneration and agree in principle to a salary increase of 3% in 2023-24 and, subject to review, a 3% increase in 2024-25.</p> <p>To request that J Gribben prepare a paper to allow the Committee to take a final decision on the Principal's remuneration by correspondence.</p> <p>To agree to amend the Principal's contract of employment to include a notice period of 12 months served by the College and the Principal.</p>

Item CC3-3.2		External Effectiveness Review Report	
Paper No: CC3-B	Lead: C Munro/ D McGowan	Action requested: Approval	
Discussion/ Matters Arising	<p>The Committee considered the draft report on the External Effectiveness Review (EER) undertaken by C Munro. D McGowan described the draft report as overwhelmingly positive and highlighted its findings that the Board is highly effective and ensures that the student experience is central to its discussions and decision-making. Members welcomed the findings and recommendations outlined in the draft report and asked that D McGowan provide feedback on their behalf to C Munro. The Committee agreed to recommend the EER report to the Board for final review and approval in June 2024.</p>		
Decision/Noted	<p>To discuss the draft EER report and agree to recommend it for final approval to the Board in June 2024.</p> <p>To agree that D McGowan will provide feedback on the draft EER report to C Munro.</p>		

Item CC3-3.3		Draft Schedule of Board and Committee Meetings	
Paper No: CC3-C	Lead: D McGowan	Action requested: Approval	
Discussion/ Matters Arising	<p>D McGowan tabled the draft schedule of meetings for the Board and its committees for the 2024-25 academic year. He highlighted that the most notable change was the proposal to hold an annual joint meeting of the Audit & Assurance Committee and Finance Committee to review the Annual Report and Accounts. R Quinn supported the proposal and emphasised the need to be mindful of the Audit & Assurance Committee's independent and objective role when implementing this change. The Committee were content with the draft schedule as tabled.</p>		
Decision/Noted	<p>To agree to recommend the draft schedule for 2024-25 to the Board for final approval at its meeting in June 2024.</p>		

Item CC3-3.4		Committee Schedule of Business	
Paper No: CC3-D	Lead: D McGowan	Action requested: Approval	
Discussion/ Matters Arising	D McGowan provided an overview of the Committee’s planned business and papers for the forthcoming academic year. Members were content with the schedule of business as tabled.		
Decision/Noted	To approve the schedule of business for 2024-25.		

Item CC3-4.1		Committee Terms of Reference Review	
Paper No: CC3-E	Lead: D McGowan	Action requested: Discuss	
Discussion/ Matters Arising	D McGowan reminded members that all of the Board’s committees review their Terms of Reference at least annually to ensure they remain fit for purpose, with any changes being recommended to the Board for final approval. Noting that the Committee is responsible for reviewing and setting senior staff remuneration, terms and conditions, R Quinn suggested that the wording of Section 2.7 should be amended to more clearly reflect this. The Committee agreed that this amendment should be made.		
Decision/Noted	To recommend a minor amendment to Section 2.7 of the Committee’s Terms of Reference to the Board for final approval in June 2024.		

Item CC3-4.2		Board Recruitment Update	
Paper No: Verbal	Lead: D McGowan	Action requested: Discuss	
Discussion/ Matters Arising	<p>D McGowan confirmed to the Committee that 41 applications were submitted for the Board’s 3 non-executive member positions and the Shortlisting Panel selected 7 candidates to be interviewed on 14 May 2024. Following a decision being made by the Selection Panel, he explained, a recommendation paper would be submitted to the GCRB for final approval by 10 June 2024.</p> <p>The Committee welcomed the encouraging volume of applications received – and noted that a review of the Board’s non-executive recruitment approach and materials had been undertaken ahead of the current round commencing. D McGowan highlighted that 37% of applicants were women, double the proportion in the last recruitment round, while 73% were under the age of 50, 34% were from a Black Asian Minority Ethnic (BAME) background and 14% declared a disability. Members welcomed the level of interest from skilled candidates from diverse backgrounds to serve on our Board.</p> <p>D McGowan also reported that the Shortlisting Panel had agreed to recommend a candidate to the Committee for consideration for a co-opted position on the Audit & Assurance Committee or Finance Committee. The Committee agreed that the candidate should be offered an interview and asked that D McGowan make the necessary arrangements.</p>		

Decision/Noted	To note that update on non-executive Board member recruitment. To agree to invite the recommended candidate for an interview for a co-opted committee member position.
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Item CC3-4.3	Board Development Plan Progress Report
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Paper No: CC3-F	Lead: D McGowan	Action requested: Discuss
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Discussion/ Matters Arising	The Committee considered a progress report on the Board Development Plan for 2023-24 and welcomed that the vast majority of actions were either complete or on track/ongoing. D McGowan confirmed that a final progress report will be tabled at the Board in June 2024 for review and feedback ahead of the new plan being developed.	
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Decision/Noted	To review the progress made against the Board Development Plan.
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Item CC3-4.4	Strategic Risk Review
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Paper No: CC3-G	Lead: D McGowan	Action requested: Discuss
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Discussion/ Matters Arising	D McGowan confirmed that no score changes were recommended for the 2 risks reported to the Committee as a result of the recent quarterly review. He highlighted that the Management Action Plans (MAPs) were enclosed for review. Members were content with the scores as set.	
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Decision/Noted	To note the risk MAPs reported to the Committee.
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Item CC3-5	Any Other Notified Business
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Paper No:	Lead: Convener	Action requested: Discuss
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Decision/Noted	To note that no additional business was notified.
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Item CC3-6	Disclosability of Papers
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Paper No: Verbal	Lead: D McGowan	Action requested: Note
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Decision/Noted	To retain the disclosability status as listed on the papers.
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Item CC3-7	Date of Next Meeting
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Paper No:	Lead: Convener	Action requested: Note
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Decision/Noted	Monday 26 August 2024, subject to the approval of the Board.
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The meeting closed at 17:15.

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
CC3-4.6	Prepare a paper on the agreed pay award for the Principal and circulate it for a final decision by correspondence.	JFG/DM	31 May 2024
CC3-3.2	Provide feedback on the External Effectiveness Review draft report to C Munro and table the final report for the approval of the Board.	DM	19 June 2024
CC3-3.3	Table the final 2024-25 schedule of meetings for the Board's approval.	DM	19 June 2024
CC3-4.1	Amend Section 2.7 of the Committee's Terms of Reference and table for final approval of the Board.	DM	19 June 2024
CC3-4.2	Invite the recommended candidate to interview for a co-opted committee member position.	DM	31 May 2024

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

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	ASAP 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	Complete April 2024
CC2-4.1	Implement the Committee's decisions regarding recruitment for 2023-24.	DM	Complete ASAP