

Board of Management

Meeting of the Conveners' Committee

MINUTE OF THE 4th MEETING OF THE CONVENER'S COMMITTEE HELD ON WEDNESDAY 26 JUNE AT 1000 HRS VIA MS TEAMS

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

Item CC4-1	Apologies for Absence	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	Apologies were received from D Baillie. D McGowan asked members to appoint an Acting Convener, as per Section 2.3 of the Standing Orders. The Committee agreed that A Sullivan should chair the meeting in D Baillie's absence.	

Item CC4-2	Declarations of Interest	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	Members made no declarations.	

Item CC4-3.1	Minute of Previous Meeting	
Paper No: CC4-A	Lead: Convener	Action requested: Approve
Decision/Noted	To approve the minute of the previous meeting and note that all actions were complete or had been superseded.	

Item CC4-3.2	Principal Remuneration	
Paper No: CC4-B	Lead: J Gribben	Action requested: Approval
Discussion/ Matters Arising	<p>A Sullivan thanked J Gribben for preparing the requested paper following the Committee's decision in principle taken at the previous meeting. She highlighted that the Committee had discussed this matter and considered papers over 3 meetings recently, and had been subject to wider discussion for several years.</p> <p>J Gribben provided an overview of the paper prepared to allow the</p>	

Committee to make a final decision. Members noted the Financial Memorandum requires the College to have regard to the Public Sector Pay Policy (PSPP) and noted that the Minister for Further and Higher Education had recently confirmed that colleges are not bound by PSPP. J Gribben advised the Committee that PSPP for 2023-24 caps the amount that CEOs can be awarded at £1,500 but does allow for salary progression of up to 3% in addition to a pay award and, in exceptional circumstances, to extend a pay increase beyond 3% where there is robust market evidence to support doing so. He highlighted that a pay scale is not in place for the Principal's post.

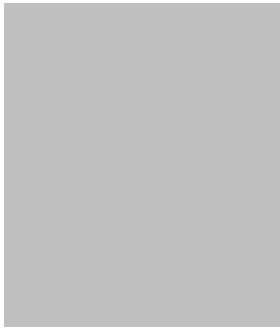
During the discussion, the Committee acknowledged the challenging environment in which the College operates and the key sensitivities involved, as well as recognising the necessity for a fair pay award that is underpinned by a sound rationale for the decision. As the Principal is the only member of staff at the College whose salary has not been subject to a review outwith capped cost of living awards for a decade, members noted that he is earning less in real terms than in 2013-14 and, additionally, that his salary has not kept pace with equivalent positions and responsibilities in tertiary institutions and public sector organisations over the period. Members concurred that this was not a sustainable position and agreed that this constituted exceptional circumstances.

Having regard to previous discussions and all papers considered to date, and recognising satisfactory performance and acknowledging the key sensitivities involved, the Committee approved an increase of 3% to the Principal's salary for 2023-24, backdated to 1 August 2023.

Decision/Noted

To approve an increase of 3% to the Principal's salary for 2023-24.

Item CC4-3.3		Non-NPRA Staff Pay Award	
Paper No: CC4-C	Lead:	Action requested:	
Discussion/ Matters Arising	<p>J Gribben highlighted that he and D McGowan are non-National Recognition and Procedures Agreement (NPRA) staff and will remain in the meeting as long as members wish, and will leave at any time if the Committee wishes to consider this in private. The Committee recognised that the proposal was a collective pay award, with J Gribben present to provide technical advice and D McGowan offering secretariat support. Members agreed that they were content for both staff members to remain in the meeting for this item.</p> <p>J Gribben advised that national bargaining for support staff had now concluded and recommended that the cost of living increases in Circular STS 01/24 be applied to non-NPRA staff pay scales as tabled, in line with the Committee's previously agreed position. He also highlighted that staff who have left the College must request this pay award and recommended that members agree that the College consider this on a case-by-case basis with appropriate due diligence. The Committee agreed to the recommendations as tabled.</p>		
Decision/Noted	<p>To approve the following increases for the Executive Leadership Team, Senior Management Team, Associate Deans/Directors and Heads of Service, applied pro-rata:</p>		



- £2,000 consolidated payment for the period 1 September 2022 to 31 August 2023.
- £1,500 consolidated payment for the period 1 September 2023 to 31 August 2024.
- £1,500 consolidated payment for the period 1 September 2024 to 31 August 2025.

To agree that requests from former members of staff be considered by the College on a case-by-case basis with appropriate due diligence.

Item CC4-4	Any Other Notified Business
Paper No:	Lead: Convener
Decision/Noted	To note that no additional business was notified.

Item CC4-5	Disclosability of Papers
Paper No: Verbal	Lead: D McGowan Action requested: Note
Decision/Noted	That the disclosability status of the papers be retained as tabled.

Item CC4-6	Date of Next Meeting
Paper No:	Lead: Convener Action requested: Note
Decision/Noted	Monday 26 August 2024

The meeting closed at 1100 hours.

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
	None		

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

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 Superseded
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 Complete
CC3-3.3	Table the final 2024-25 schedule of meetings for the Board's approval.	DM	19 June 2024 Complete
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 Complete
CC3-4.2	Invite the recommended candidate to interview for a co-opted committee member position.	DM	31 May 2024 Complete
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 Complete