

**Monday 28 April 2014**

**12:30 PM**

**A G E N D A**

Room 2009

- 1 Apologies for Absence
- 2 Declaration of Interest
- 3 Minute of Meeting of last meeting
- 4 Matters Arising

**Business**

- 5 Appointment of Regional Chairs (Report attached)
- 6 Staff pay award 2013-14 (Report attached)
- 7 SMT pay award 2013-14 proposal (Report attached)
- 8 Principal's annual performance appraisal (verbal update)
- 9 Any Other Business
- 10 Date and Time of Next Meeting

**Minute of the Meeting of the Remuneration Committee of the Board of Management of Dumfries and Galloway College held on Monday 28 April 2014 at 13:00 in Room 2009.**

**Present:** Brian Johnstone (Chair)  
Delia Holland  
John Henderson

**In attendance:** Carol Turnbull, Principal  
Jannette Brown, Secretary to the Board

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**1 Apologies for Absence**

None

**2 Declaration of Interest**

Members agreed to indicate declarations of interest as appropriate throughout the meeting.

**3 Minute of Previous Meeting**

The Minute of the Remuneration Committee held on 25 March 2013 was approved.

**4 Matters Arising**

None

**5 Appointment of Regional Chairs**

The Secretary to the Board spoke to the report which had been distributed. She highlighted the appointment of twelve chairs and the remuneration rates for each region. The committee noted the report.

**6 Staff Pay Award 2013-14**

The Principal spoke to her report which had been distributed. The Principal updated members on the outcome of the Joint Negotiating Committee with the Trade Unions regarding pay award for the period covering August 2013-March 2015. She confirmed that agreement had been reached with EIS to award teaching staff 2% consolidated for the period 1 August 2013 to 31 March 2015. She then went on to confirm that agreement had been reached with UNISON to award support staff £500 per pay scale or 2% whichever was greater consolidated for the period 1 August 2013 to 31 March 2015. This award also ensured the lowest hourly rate being paid was above the current Living Wage guidance. She further explained that agreement had been reached to award an additional 2 days consolidated annual leave to support staff only to be fixed by College management to enable the College to close for additional days at the Christmas period. The Principal confirmed that the cost of the pay award to teaching and support staff were included in the budget already approved by the Board.

The committee noted the award but expressed concern at the additional 2 days annual leave which is 2 lost working days. These lost working days have the potential to increase staff costs if work cannot be absorbed into remaining working days. The committee believes the College already awards generous annual leave to its support staff.

**7 SMT Pay Award 2013-14**

## BOARD OF MANAGEMENT

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The Principal spoke to her report which had been distributed. The Principal proposed a consolidated pay award to the Senior Management Team of 2% plus 2 days annual leave for the period 1 August 2013 to 31 March 2015. The Principal confirmed that the cost of the pay award to the SMT was included in the budget already approved by the Board.

The committee raised concerns about the increased annual leave entitlement but accepted for fairness should be same as awarded to support staff. The committee approved the award proposed by the Principal.

The Principal left the meeting at this point.

### **8 Principal's Annual Performance Appraisal**

A general discussion took place in relation to Principal's annual appraisal/pay award. The committee agreed that the Principal should be offered the same pay award as the SMT unless the previous Chair had agreed other arrangements. It was agreed that the Chair would take forward with the Principal and report back at the next meeting.

### **9 Matters Arising**

None

### **10 Date and Time of Next Meeting**

The next meeting is scheduled to take place on 23 September 2014 at 2.00 pm.

**Minute of the Meeting of the Remuneration Committee of the Board of Management of Dumfries and Galloway College held on Monday 25 March 2013 at 15.30 pm in Room 2009.**

**Present:** R Griggs (Chair)  
Delia Holland  
John Henderson

**In attendance:** Carol Turnbull, Principal  
Helen Pedley, Director of Human Resources  
Jannette Brown, Clerk to the Board

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1. The Principal presented a report to members with proposals following the Joint Negotiating Committee (JNC) meetings with the Trade Unions regarding a pay award for the 2012-13 academic session. The Principal also presented a budget summary forecast for this year and the next 2 financial years reflecting the proposed salary increases. Members agreed that in the current financial climate a consolidated pay award must be affordable and sustainable. The Pay Award Proposal was broken down into 3 sections:
  2. EIS (Teaching staff) – Members discussed the proposal and the Unions request for a consolidated pay award in the region of 3 to 4% across all pay scales. Members discussed the current financial climate and agreed that a consolidated pay award must be affordable and sustainable. Members accepted the rationale behind the proposal and noted the Principal's proposal to offer an award of 2.5% providing a maximum salary to £34,660 which would maintain the salary at the sector average.
  3. UNISON (Support Staff) - Members discussed the proposal and the Unions request for a consolidated pay award in the form of a lump sum across all pay scales as opposed to a percentage. The rationale being that this would be more beneficial for the lower paid staff without eroding the differential between each pay sale. The union also requested an addition 5 days annual leave (consolidated) per FTE as well as requesting that the College consider implementing the recently revised living wage of £7.45 per hour. The Principal explained that the proposal for a lump sum together with additional leave would offer parity between the EIS and UNISON award in that no member of support staff would receive less than the equivalent of 2.5% but lower paid staff would receive more. Members discussed the affordability of the proposal in particular the financial cost of the additional annual leave. Members noted the Principal's proposal of a consolidated award of £550 lump sum per FTE and an increase of 3 days annual leave consolidated but had reservations about the sustainability of the additional annual leave.
- Clerk to the Board and Director of Human Resources withdrew from the meeting at this point.
4. SMT – Following discussion and the Principal's recommendation, members agreed to a consolidated award of 2.1% per FTE across all pay scales.

## BOARD OF MANAGEMENT

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The Principal withdrew from the meeting at this point.

- 5 Following discussion the committee agreed that a 1% pay award should be offered to the Principal. The Principal re-joined the meeting at this point where she declined the offer of a pay award. Members reluctantly accepted the position that the Principal would not receive a pay award at this time.

The Clerk to the Board re-joined the meeting at this point.

- 6 Date and time of next meeting – 19 February 2014 at 12:30pm.

## Board of Management

### APPOINTMENT OF REGIONAL CHAIRS

#### 1. Purpose

The purpose of this report is to inform members of the Ministerial appointment of regional chairs.

#### 2. The Report

The Ministerial appointment of twelve regional chairs, including of the ten regional colleges was announced in a recent news release. The Chairs are:

- Aberdeen and Aberdeenshire - Ken Milroy
- Ayrshire - Willie Mackie
- Borders - Anthony Jakimciw
- Central - Hugh Hall
- Dumfries and Galloway - Brian Johnstone
- Edinburgh - Ian McKay
- Fife - Stephen Magee
- Glasgow - Henry McLeish
- Lanarkshire - Linda McTavish
- West - Keith McKellar
- West Lothian - Janie McCusker

An interim appointment was made in the Dundee and Angus region, pending the outcome of a further public appointment round. There was no appointment in the Highlands and islands college region as this is not a Ministerial appointment.

Regional college chair appointments are subject to standard terms and conditions of appointment. These include the following remuneration rates.

Region	Daily rate (7.5 hours)	First financial year		Subsequent years	
		Maximum Days	Maximum total fee	Maximum Days	Maximum total fee
Borders Central Dumfries and Galloway West Lothian	£200	104	£20,800	78	£15,600
Aberdeen and Aberdeenshire Ayrshire Fife Lanarkshire Tayside West	265	104	£27,560	78	£20,670
Edinburgh Glasgow	330	104	£34,320	78	£25,740

Formal letters of appointment have yet to issue in relation to Glasgow and Lanarkshire as the regional arrangements are not yet in place.

#### 6. Recommendation

The Remuneration Committee is asked to note the report.

Jannette Brown  
Clerk to the Board  
April 2014

**Board of Management****STAFF PAY AWARD August 2013 – March 2015****1. PURPOSE**

The purpose of this report is to inform the Remuneration Committee of the outcome of Joint Negotiating Committee (JNC) meetings with the Trade Unions regarding a pay award covering the period from August 2013 – March 2015.

**2. TEACHING STAFF – EIS**

At the JNC representatives indicated that the guidance from the national Branch Executive was to request a consolidated pay award which would result in an increase to the sector maximum, in effect an increase of approximately 10%. Following further discussion representatives stated they would wish an award in the region of 2 to 3% and would be willing to consider an award which would take the pay negotiations in line with the new financial year.

An award of 2%, consolidated, was agreed which maintains the maximum salary for a lecturer at the national average. The award is for the period 1 August 2013 to 31 March 2015.

**3. SUPPORT STAFF – UNISON**

At the JNC representatives indicated that they would wish to receive a consolidated pay award of 5% or £1,000 per pay scale whichever was the greater for the member of staff. The reasons stated were that this would be more beneficial for the lower paid staff without eroding the differential between each pay scale. They also requested that the College consider implementing the recently revised living wage of £7.65 per hour. In addition they requested an increase in the annual leave entitlement from 30 days to 33 with an increase in fixed days from 11 to 14.

Following further discussion it was agreed to award £500 per pay scale or 2% whichever was the greater for the member of staff, consolidated. This resulted in a member of staff who earns below £25,000 receiving £500 with those over receiving 2%. This has also ensured that the lowest hourly rate being paid is above the current Living Wage guidance.

In relation to annual leave it was agreed that an additional 2 days would be consolidated but these days would be fixed by College management to enable the College to close for additional days at the Christmas period. For 2014 the days have been fixed to 23<sup>rd</sup> and 24<sup>th</sup> December. This increases the annual leave entitlement to 32 days per year which is equivalent to the sector average.

The award is for the period 1 August 2013 to 31 March 2015.

**6. RECOMMENDATION**

The Remuneration Committee is asked to note the pay award to teaching and support staff and to note that the increased costs were included in budget approved by the Board.

Carol Turnbull – April 2014  
Principal

**Board of Management**

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**SMT PAY AWARD August 2013 – March 2015****1. PURPOSE**

The purpose of this report is to seek approval for a Pay Award to the Senior Management Team for the period 1 August 2013 – 31 March 2015.

**2. PROPOSAL**

The proposal is to award SMT with a financial award plus additional annual leave in line with awards made to other staff. This would result in a 2% increase in salary plus 2 additional days annual leave, consolidated. The additional annual leave days will be fixed at the Christmas period. For 2014 the days have been fixed to 23<sup>rd</sup> and 24<sup>th</sup> December.

This increases the annual leave entitlement to 32 days per year which is equivalent to the sector average.

The award is for the period 1 August 2013 to 31 March 2015.

**6. RECOMMENDATION**

The Remuneration Committee is asked to approve the pay award and increase in annual leave to SMT with effect from 1 August 2013 and to note that the increased costs were included in budget approved by the Board.

Carol Turnbull  
Principal  
April 2014