



## REMUNERATION COMMITTEE

CONFIDENTIAL MINUTE OF MEETING HELD ON 27 OCTOBER 2021 AT 16:00

REMOTELY VIA MS TEAMS

Present	
Sue Irving (Chair)	Hugh Carr
Malcolm MacLeod	Will Dowson
In Attendance	
Lorraine Grierson	
Alex Killick	
Apologies for absence	
A Hill	R Nash

Item 1	Welcome and Apologies for Absence		
Paper No: Verbal	Lead: Sue Irving	Action Requested	Note
Discussion	Members were welcomed to the meeting and apologies were received from R Nash and A Hill. Confirmation was given that the meeting was quorate.		
Decision	N/A		
Action	N/A		

Item 2	Declaration of Interest		
Paper No: Verbal	Lead: Sue Irving	Action Requested	Note
Discussion	No declarations of interest were given.		
Decision	N/A		
Action	N/A		

Item 3	Matters Arising – Updated Senior Staff Remuneration Policy		
Paper No: Verbal	Lead: Alex Killick	Action Requested	Approve
Discussion	<p>AK confirmed with the members that amendments raised at the meeting on 7<sup>th</sup> October had been made to the Policy.</p> <p>After discussion Committee members agreed that in Section 3 - No1, the words ‘based on inflation’ were to be deleted.</p> <p>Discussions were had around 4.3, second bullet point, re new employees. It was explained</p>		

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	that new members of staff with less than 1 years services would not normally progress up the pay range scale, however they would receive the inflationary element based on performance. After much discussion the members agreed that the following sentence should be deleted: <i>They will however receive the inflationary element on base salary, subject to acceptable performance.</i>
Decision	To approve the policy once the amendments were made.
Action	Make the amendments above to the Pay Policy - AK

<b>Item 4</b>	<b>Review of the Principal's Performance and consideration of pay and progression</b>		
Paper No: REMCO0710-C	Lead: H Carr	Action Requested	<b>Approve</b>
Discussion	It was confirmed that the Principal's review had taken place between the Principal, Chair of the Board and Chair of Remuneration Committee.  Confidential to Committee members only.		
Decision	It was agreed that recommendation 1 - Approve the recommendations on annual pay award (including pay progression based on performance assessment) based on appraisal of individual performance in 2020/21, be approved.  Further discussion with the full committee was required before approving recommendation 2 ...		
Action	H Carr to speak to Principal.  A further meeting to be arranged - LG		

<b>Item 5</b>	<b>Objectives for the Principal 2021/22</b>		
Paper No: REMCO0710-D	Lead: H Carr	Action Requested	<b>Discussion</b>
Discussion	It was reported that the Principal's objectives for 21-22 would see a continuation of work streams re Ambition 2025 which had been impacted on due to the pandemic. The new Pay and Performance policy requires senior staff to not only meet stretching targets but also behavioural expectations.  ...  Discussion arose, and agreed, that the role for Remuneration Committee is to review the Principal's objectives which set the direction of the College and therefore should then be taken to the full board for approval. The objectives for the VPs should sit with the Principal and not with Remuneration Committee.  As the College is in the process of developing a new values and behaviours framework, it was requested that the objectives are recalibrated at the mid -year point in the cycle to reinforce college values in the appraisal process.		
Decision	Objectives to be revised and brought back to Committee and the process to be reset for next year.		
Action	Objectives to be revised - HC		

<b>Item 6</b>	<b>Review of VP's and Directors Performance and consideration of pay and progression</b>		
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Paper No: REMCO0710-E	Lead: A Killick	Action Requested	<b>Approve</b>
Discussion	Through discussion it was agreed by members to put this item aside until a decision was made in respect of the Principal's salary grading review.  The Chair of Remuneration asked AK to provide a summary of the discussions raised throughout the last two meetings to ensure those members who were not present could reflect on the concerns, and risks raised before coming to the next meeting.		
Decision	To discuss this item alongside that of the Principals pay review.		
Action	A summary document to be produced for members to reflect on discussion – AK.		

Item 7	<b>Any Other Business</b>		
Paper No: Verbal	Lead: Sue Irving	Action Requested	
Discussion	No other business was raised.		
Decision	N/A		
Action			

### Additional comments

*The date of the next Remuneration Committee Meeting will be 12 November 2021 at 3.00 pm.*