

Board of Management-Remuneration Committee

Minute of the Meeting of the Remuneration Committee of the Board of Management of Dumfries and Galloway College held on Tuesday, 5 November 2019 in Room 2023

Present: Delia Holland (Chair) Brian Johnstone
Janet Brennan Ian White

In attendance: Dorothy McMinn, Executive Assistant (Minute Taker)

1 Welcome and Apologies for Absence

The Chair of the Remuneration Committee welcomed all to the meeting. Apologies had been received from Karen McGahan and Ann Walsh.

2 Declaration of Interest

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

3 Minute of Previous Meeting

Approval of the Confidential Minute of the Remuneration Committee meeting held on 7 August 2019 was postponed. Members felt they had not received sufficient time in which to review the Minute as this had been tabled at the meeting. It was recommended that all Minutes, even those which were of a confidential nature, should be distributed prior to the meeting and uploaded to Admincontrol for review.

ACTION: Executive Assistant to arrange for the Minute to be uploaded to Admincontrol.

4 Matters Arising

No matters arising.

5 Vice Principal Recruitment Update

It was confirmed that an offer of employment had been made, under existing terms and conditions, to DD, currently a Director at City of Glasgow College. The appropriate employment checks were being carried out by the Human Resources Department and it was hoped that DD would join the college early in January 2020. HR, Interim VP, Learning, Teaching & Student Experience would return to her substantive post at Forth Valley College in December 2019.

6 Severance Schemes & Settlement Agreements – Updated Policy and Accountable Officer Training.

The Principal would participate in “Accountable Officer” training in the near future and information/actions would then be cascaded as appropriate.

ACTION: On completion of the Accountable Officer Training, the Principal would be asked to provide further information to the Remuneration Committee.

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7 Remuneration Committee (Terms of Reference)

The Terms of Reference relating to the Remuneration committee had been circulated to members for review and comment. The Chair questioned whether it was necessary for the Vice Chair of the Board to chair the Remuneration Committee, or whether another Board Member could carry out this duty. It was agreed that the Secretary to the Board would be asked to ascertain who chairs this committee in other colleges.

The Chair questioned the appropriateness of the terms and conditions for the Secretary to the Board being held under the Remuneration Committee. She felt that a review of the terms and conditions for this post should be reviewed, and BJ suggested that a discussion with the Principal take place in the first instance. It was therefore agreed that this would remain with the Remuneration Committee for the time being, but could be reviewed in the future.

ACTION: The Regional Chair and the Chair of the Remuneration Committee to meet with the Principal to discuss how this should be taken forward.

It was agreed that the number of members to achieve quorum for the Remuneration Committee would remain at three, but that membership should be amended to include the Chair of the HR Committee and one other Board Member.

ACTION: The Secretary to the Board will be asked to amend the TOR to include the Chair of the HR Committee and one other Non-Executive Board Member.

8 Executive Team Pay Increase – Confirmation of Year 2 of the agreed increase

It was confirmed that the last salary increase for Vice Principals had been awarded over a two-year period and the second increase had now been implemented. Annual leave for Vice Principals currently sits at 45 days per annum.

It was agreed that Executive Team salary reviews would be brought in to line with other staff as 1 September of each year. It was noted however that there was a support staff pay award due in April 2020 and that a “one-off” salary review for the Principal should be considered at that time. Meeting dates for the Remuneration Committee should take account of these review dates.

ACTION: Future Committee meeting dates should fall in line with pay award reviews.

9 Template for Principals’ Objectives

The proposed template to be utilised for reviewing and monitoring the Principals’ Objectives would be brought before the next Remuneration Committee meeting.

ACTION: The Regional Chair and Committee Chair to seek advice from KR, HR Consultant, and agree a suitable template to bring to the next Remuneration Committee Meeting.

10 Principal’s Objectives

Confidential to Committee Members only.

ACTION:

1. BJ/DH would speak to KR to finalise monitoring documentation and agreeing suitable timescales.

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2. **Once a Review and Monitoring Template had been agreed with KR, this would be circulated to Committee Members for approval prior to recommendation to the Board.**

11 Principal's Pay & Date of First Pay Award

The Principal had commenced employment in June 2019 and therefore a salary review would be due in April 2020. BJ asked that consideration be given to an annual September review date for the Principal, although with interim consideration in June 2020, as this would be when the Principal had been in post for one year. It was recommended that a check be carried out on what terms for review had been incorporated in to the offer of employment to the Principal.

This item would be carried forward to the next meeting.

ACTION: BJ to check with Human Resources Department regarding review detail incorporated in to the offer of employment to the Principal.

12 Strategic Risk Register

There were no recommended alterations to the Risk Register.

13 Any Other Business

No other business was raised.

14 Date and Time of Next Meeting – Tuesday, 11 February 2020 at 2.00pm