

Minute of Meeting of the Board of Management of Dumfries & Galloway College held on Tuesday, 3 March 2020 at 14:00 in Room 1074b, Dumfries Campus**Present:**

Delia Holland (Chair)
Joanna Campbell (Principal)
Janet Brennan
Hugh Carr
Susan Livermore

Ian White
Naomi Johnson (by conference call)
Pat Kirby
Ros Francis

In attendance:

Andy Glen, VP Corporate Services & External Development
Douglas Dickson, VP Learning, Teaching & Student Experience Designate
Keith Ross, HR Consultant (Item 4 only)
Dorothy McMinn, Executive Assistant (Minute taker)

1 Welcome and Apologies for absence

The Chair welcomed everyone to the special meeting of the Board of Management and noted that apologies had been received on behalf of John Henderson, Barry Graham, Karen McGahan, Robbie Thomas, Ann Hill, Rob Orr and Penny Davies.

2 Declaration of Interest

Members agreed to indicate declarations of interest as appropriate throughout the meeting.
The Chair confirmed that the meeting was quorate.

3 Procedure for Election of Interim Regional Chair

A comprehensive document had been circulated to Board members prior to the meeting. Disappointment was noted that a Regional Chair had not been appointed by Scottish Government. The Interim Board Secretary would be asked to contact SFC, to ascertain when a further recruitment campaign would commence. The Chair requested more in depth information regarding the process and timescale for recruitment and asked that the Board have more input to the process.

The procedure contained within the distributed paper had been agreed by Scottish Government.

It was confirmed that Scottish Government had approved Delia Holland as Acting Chair to the Board of Management until 31 March 2020. An Interim Chair would be appointed by the Board on 24 March 2020, to serve as Regional Chair until Scottish Government made a formal appointment.

An Interim Chair would be appointed at the Board of Management meeting scheduled for 24 March 2020 and it was agreed that candidates wishing to stand for the position provide a written statement at their earliest convenience.

The Board Secretary would email Non Executive Board members explaining the election process, and those wishing to stand should support their self-nomination with a written statement. Should more than one nomination be received, a secret ballot would take place prior to the Board Meeting on 24 March 2020 and Scottish Government would then be informed of the outcome prior to the elected candidate taking up the post on 1 April 2020.

Whilst some members once again expressed their disappointment that the Board had been put in this position by a lack of success in the first recruitment round, approval was given for this procedure to be adopted.

4 Transformation Plan

Confidential to Board members

5 Voluntary Severance Scheme

The Remuneration Committee, at its meeting on 11 February 2020, had approved the Voluntary Severance Scheme (VSS) for recommendation to the Board of Management. Approval by SFC was required and this had been received. Management had sought legal advice and it was stated that no settlement agreements would be entered in to and re-employment of individuals within two years would be considered.

KR awaited written confirmation from solicitors regarding pension scheme advice in the case of VSS, as pension strain costs arise.

The importance of being up front with staff around the rationale behind decisions taken on redundancy approval was noted.

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Approval of the VSS, to support the Transformation plan was agreed, with full approval now being required from the SFC. The VSS would open at the end of the consultation period (15 April 2020). IWe abstained from voting on VSS. A full update would be provided to the Board of Management at the 24 March 2020 meeting.

The Principal would provide Board members with a suggested statement for any external communication regarding the VS Scheme.

6 Any Other Business

- It was reported that the Acting Chair of the Board of Management could not Chair the Remuneration Committee. It was agreed that should any matters arise for the attention of the Remuneration Committee, J B would stand as Chair.
- The difficulty in recruiting to the position of Board Secretary was noted. The closing date for recruitment had been extended and five applications had been received, although the suitability of applicants was being reviewed. The Principal, together with HC, Interim Head of HR, had identified a potentially suitable internal candidate. A sub group would be set up to vet applications and drive the recruitment process forward. Members would be Delia Holland, Janet Brennan, Penny Davies, Joanna Campbell and supported by Helen Cronie.
- PD has come across gaps, which should be explored and amended.
- PD would continue to act as Interim Board Secretary.
- DM would create a doodle poll for Board members, to secure a date in May 2020 to hold a Board Development Day. Future Proof Learning would facilitate the Development Day.

7 Date and Time of Next Meeting

The next meeting of the Board of Management was scheduled for Tuesday, 24 March 2020 at 3.00pm.