

Board of Management Remuneration Committee

Minute of the Meeting of the Remuneration Committee of the Board of Management of Dumfries and Galloway College, held at 12 noon on Tuesday 10 November 2020 via Microsoft Teams

Present: Delia Holland (Chair) Janet Brennan
Hugh Carr Karen McGahan
Ian White

In attendance: Joanna Campbell - Principal
Keith Ross, HR Consultant
Lorraine Grierson - Secretary to the Board

Minute Taker: Lorraine Grierson (Minute Taker)

Apologies:

1 Welcome and Apologies for Absence

The chair welcomed all to the meeting. The Chair confirmed the meeting was quorate.

The Chair advised the members that item 5 would be addressed at the end of the meeting whereby the Board Secretary would leave and a confidential minute would be taken.

Item 6 on the Agenda had the wrong paper against it and the correct paper was circulated to the members.

2 Declaration of Interest

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

3 Minute of Meeting of 24 September 2020

The Minute of the Remuneration Committee meeting held on 24 September 2020 – amendments to be made as below.

JB advised that item 6.0 in the minute should state that both she and HC were involved in the recruitment of the VP for Finance & Commercial Services. She also advised that it should be numbered 4.2 and not 6.0.

4 Matters Arising not included on the agenda

There were no matters arising.

5 Committee Self Assessment

The Secretary to the Board explained to the members that the self-evaluation process had begun with 1-1 appointments being arranged with the Chair for all board members. This would follow with a questionnaire for all members to complete which incorporated 10 sections to be scored 1 to 5 and comments can be added. The results would be collated anonymously and fed back to the Board. She explained that this information would feed into the external review and the process would be reviewed and formalised. The Vice Chair explained that she would normally review the Chair of the Board performance and she would check over the questionnaire to ensure there was no overlap.

Board of Management Remuneration Committee

Action: Secretary to the Board would liaise with Vice Chair.

6 Performance Review Framework

Confidential to Committee Members only

7 Appraisal and Objective Setting for VPs and Directors

The Principal spoke to the report, which had been issued. To give background, she explained that at the beginning of the year the VP roles had no objectives framework so these were established from the job description. She met with VPs to set the objectives as shown in pages 2/3 of paper. KPIs were agreed.

This gives the committee a framework to measure the performance of executives and directors against. The VPs are responsible for this, and these would be presented at the next committee meeting. These should be completed at the beginning of the year.

Decision: Approved.

9 Any Other Business

No further business.

10 Principal's Performance 2019/20 and Objectives

Confidential minute taken.

11 Date and Time of Next Meeting

The date and time of the next Remuneration Committee is Tuesday 2 March 2021, at 11.30 am.