

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, 24 September 2020 at 13.30 remotely via Microsoft Teams

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

In attendance: Joanna Campbell, Principal
Penny Davis – Interim Secretary to the Board
Keith Ross, HR Consultant
Dorothy McMinn, PA to the Principal (Minute Taker)

1 Welcome and Apologies for Absence

The Chair of the Remuneration Committee welcomed all to the meeting.

No apologies had been received.

2 Declaration of Interest

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

3 Minute of Previous Meeting 16 June 2020

The Minute of the meeting held on 16 June 2020 was approved.

4 Matters Arising not on the Agenda

Confidential to Committee Members.

4.2 Job Evaluation – It was noted that HC and JB would be involved in the recruitment process for the position of VP Finance & Commercial Services, with RF available in HC's absence.

JC confirmed that successful recruitment to the three Director positions (Student Experience, Curriculum and Marketing & Commercial Services had now completed. As these are new roles to the organisation, clarification was required on Board/Rem Com responsibility for these posts.

ACTION: Board Secretary

5 Strategic Risk Register

It was reported that at a recent FG&P Committee, Item 2.5, Failure to achieve credit target, had been increased. The Chair advised that no risks detailed in the register related directly to Rem Com and therefore it was agreed that this be removed from future Rem Com Agendas and it would only be reinstated should Rem Com related risks be included.

ACTION: Board Secretary

6 Business Transformation Report

The successional recruitment to the three Director positions had successfully concluded Phase 1 of the Transformation Plan. It was reported that a recruitment campaign for VP Finance & Commercial Services was ongoing, with 10 applications being received and long list interviews scheduled for Wednesday, 30 September 2020. SU, formerly of Abertay University had joined the College as Interim VP Finance & Commercial Services.

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Scoping for Phase 2 of the Transformation Plan was currently being developed and it was noted that the priority was to ensure that baseline information was accurate and up-to-date, to progress Phase 2. This baseline review would include Admissions, Timetabling, HR, Payroll, Finance and Purchasing systems. SU, KR, KH and HC would action alignment of the systems used to ensure the same information is used for all systems. KR confirmed that the current payroll was robust but the review would allow aligned reportage. The importance of College digital systems to streamline processes was discussed.

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A complete College rebranding project had commenced.... A timescale of February 2021 had been set for completion.

It was agreed that the Principal would provide an update on Phase 2 of the Transformation Plan to the Board of Management in October 2020, with a final proposal at the December 2020 meeting.

ACTION: As noted.

A procedure of current practice relating to the employment of casual staff was currently being reviewed. HC requested that on completion of the review, the outcome be forwarded to the auditors' for comment.

ACTION: KR to forward the completed review of casual employment to the College auditors.

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ACTION:

It was noted that a "Dashboard" system had been purchased and was currently being developed for College use. A working group would develop a suite of high level reports for management use.

KR agreed to provide Rem Com members with an updated structure for the College Management Team.

ACTION: DM would circulate an updated CMT Structure to Rem Com Members.

7 Review of Pay Policy for Senior Managers

Confidential for Committee members only

Ian White left the meeting at 14.30.

ACTION:

8 Benchmarking Review of Senior Manager Salaries

Joanna Campbell declared an interest at this point and left the meeting.

Following discussion around the previously circulated documentation, the Committee agreed the preparation of a consolidated report for presentation at the next Board of Management meeting to gain approval.

9 Principal's Appraisal 2019/20 and Objectives for 2020/21

See separate confidential Minute.

10 Any Other Business

Terms of Reference – A proposal had been circulated for members to review.

11 Date and Time of Next Meeting

The next Remuneration Committee is scheduled for 10 November 2020 at 11.30am.