



REMUNERATION COMMITTEE

MINUTE OF MEETING HELD ON 29 NOVEMBER 2021 AT 16:30

REMOTELY VIA MS TEAMS

Present	
Sue Irving	Hugh Carr
Ann Hill	Will Dowson
Richard Nash	
In Attendance	
Alex Killick	Joanna Campbell
Lorraine Grierson	
Apologies for absence	
	Ann Hill

Item 1	Welcome and Apologies for Absence		
Paper No: Verbal	Lead: Sue Irving	Action Requested	Note
Discussion	No apologies were given.		
Decision			
Action			

Item 2	Declaration of Interest		
Paper No: Verbal	Lead: Sue Irving	Action Requested	Note
Discussion	It was agreed to raise any declarations of Interest throughout the meeting.		
Decision			
Action			

Item 3	Matters Arising		
Paper No:	Lead:	Action Requested	Note
Discussion	n/a		
Decision			
Action			

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Item 4	Minute of the last meeting		
Paper No: REMCO1121- A1,A2,A3	Lead: Sue Irving	Action Requested	Note
Discussion	<p>Minutes of 7 October 2021 are approved with the proviso that the sentence - 'Adjustments to the median of the market alongside the performance pay system should ensure that the pay and performance policy remains fit for purpose' to be deleted.</p> <p>Confidential Minute of 7 October 2021 – approved.</p> <p>Confidential minute of 27 October 2021 – approved.</p>		
Decision	Minutes approved.		
Action			

Item 5	Revised Salary Structure Proposal for Senior Staff		
Paper No: remco1121-B	Lead: Alex Killick	Action Requested	Approval
Discussion	<p>AK summarised the conversations that had taken place at the previous meetings. The Committee agreed they needed to be able to defend their position on what is a fair rate of pay for senior staff and asked that the proposition for the policy was redefined. The policy describes a pay range with a minimum and maximum position and it was important that the right structure for determining pay for the Principal and Vice Principals was in place.</p> <p>Discussion focussed on whether there should be a median, or have increments and the inflationary element. It was agreed that there needed to be a defensible system in place to ensure that anyone joining at the base rate, can move up the scale in a measured way.</p> <p>After thorough discussions it was agreed that a system with spot salary will give no incentive to strive for, and there should be no fixed increment.</p> <p>It was agreed that the cost of living element is the same for everybody. Performance should be assessed year on year with no presumption of progress unless exceptional performance and this should replace the 1/3, 2/3 system.</p> <p>The cost of living will also be applied to the benchmark and the movement towards that figure is based on performance. This will be based on a maximum percentage rather than a point scale.</p> <p>.....</p> <p>In respect of the table at 3.3, it was suggested that only the bottom three be rewarded ie 'achieved', Better than target achieved' 'excellent' with a percentage range agreed annually for each performance outcome.</p> <p>The following is a summary of the decisions.</p> <ul style="list-style-type: none"> • cost of living is the same for everyone. 		

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- There will be no fixed incremental points, but there will be scope for incremental progression to the benchmark figure based on excellent performance.
- The benchmark figure should be kept under review to ensure competitiveness.
- It was agreed that the percentages can be reviewed annually in advance, and course correction reviews are an option if exceeding performance over a sustained period.
- Once the member of staff reaches the benchmark figure, this will be dealt with on an individual basis.
- An agreement was reached re setting percentage rates this year ...
- It was agreed that the line in table 3.4 re Depute Principal, should be removed as the College does not have a Depute.

In respect of a performance increment for senior staff with less than 1 year's service, it was agreed that if they have demonstrated excellent performance and been in post for a minimum of 6 months, they should receive an increase which is in line with the 6 months probationary period and appraisal system.

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The Committee was also asked to make a decision regarding the percentage pay increases for the past year for the Principal, Vice Principals and Directors. Table 4.2 outlined this proposal and the Committee agreed with these payments

It was agreed that Remuneration Committee would meet to review future percentages on a date before the appraisal takes place but after the public sector pay policy had been agreed.

The Committee commended senior staff for the contribution and effort they had put in over the past year.

The wording in the job descriptions should be reviewed eg how can an evaluation take place based on 'world class performance', with a preference for the term 'sector leading', how can this be measured?

Decision

As recap above.

It was also agreed that for staff with less than 1 year's service, who have demonstrated excellent performance and been in post for a minimum of 6 months, should receive an increase which is in line with the 6 months probationary period and appraisal system.

Action

Wording in the job descriptions to be reviewed. AK to check the pension status of the payments.

Item 6

Consideration of Ill-Health Retirement

Paper No:
REMCO1121-D

Lead: Alex Killick/Joanna Campbell

Action Requested

Approval

Discussion

J Campbell joined the meeting.

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AK left the meeting at 18.23 hrs.

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Decision
Action	

Item 7	Implementation of New Leadership Structure-Director Appointments		
Paper No: REMCO1121-D	Lead: Alex Killick/Joanna Campbell	Action Requested	Discussion
Discussion	<p>It was noted that further information was provided in paper 7.1 re the rationale for Director level roles within the College and the impact of two roles that were previously designated 'Heads'. It was confirmed that the breadth and depth of the two roles were changing to incorporate a cross-college and strategic responsibility.</p> <p>Head of Estates and Infrastructure would be incorporating the business continuity, disaster recovery as well as the sustainability lead. Head of Finance would incorporate strategic planning across the college.</p> <p>Discussions ensued re the title of 'Directors' for the posts based on the salary structure as this would not reflect the current market value for Directors. It was noted that there had been a benchmarking exercise across the sector and it had been agreed to adopt a standard approach.</p> <p>AK explained that should the individual be carrying out 70% of the duties currently, then they could automatically take on the additional responsibility so this would be a match for them to move to a Director title.</p>		
Decision	The Committee endorsed the new leadership structure.		
	HC agreed to participate in the appointment of the Director of Digital Services and MM agreed to participate in the appointment of the Executive Director.		
Action			

Item 8	Any Other Business		
Paper No: Verbal	Lead: Sue Irving	Action Requested	Note
Discussion	No other business was raised.		
Decision	N/A		
Action			

Additional comments

The date of the next Remuneration Committee Meeting is to be confirmed.