

REMUNERATION COMMITTEE

MINUTE OF MEETING HELD ON 29 JANUARY 2024 HRS VIA TEAMS

Present:		
Sue Irving (SI) - Chair	Richard Nash (RN)	Jamie Ross (JR)
Caroline Stuart (CS)	Will Dowson (WD)	Sharon Hodgson (SH)
Claire McLean (CMc)		
In attendance:		
Lorraine Grierson (LG) – Board Secretary	Joanna Campbell (JC)	Joe McGraw (JM)
Apologies:		
Ann Hill		

1. Welcome and Apologies for Absence | Verbal | Chair S Irving

- 1.1.1 SI sent her apologies and confirmed she would be a little late into the meeting. In her absence CS agreed to Chair the meeting.
- 1.1.2 The Chair welcomed everyone to the meeting and apologies were noted from Ann Hill. The meeting was confirmed as quorate.

1.2 Declaration of Interest and Connections | Verbal | Chair S Irving

- 1.2.1 The Chair asked Members if they had any declarations to raise or to indicate any declaration of interest or connection as appropriate throughout the course of the meeting.
- 1.2.2 LG confirmed that she had an interest in paper 6 and would be required to leave the meeting whilst discussions took place. CS agreed to act as minute-taker for this paper.

FOR APPROVAL

2. Minutes of Previous Meetings and Matters Arising

2.1. Minute of Meeting held 29 May 2023 | Paper 2.1 | Chair S Irving

- 2.1.1. **The minute was approved as an accurate representation of the meeting.**
- 2.1.2. There were no matters arising.

2.2. Action Log | Paper 2.2 | L. Grierson

- 2.2.1. LG provided an update on the progress of current actions, confirming that all commentary had been updated and action 3 would be discussed at Paper 4 in this meeting.

2.2.2 The Committee noted the update to the Action Log and agreed that all actions were now closed.

3. Senior Leadership Team Benchmarking | Verbal | J Campbell

Confidential

SI joined the meeting at 16.14 and commenced her role as Chair.

4. Senior Staff Remuneration Policy | Paper 4.1 | J McGraw

4.1 JM introduced his paper and asked the Committee to note that the paper states it is for discussion, but should state for approval. He explained that he had reviewed the Senior Staff Remuneration Policy and recommended the following changes for approval:

1) ...

2) ..., staff are entitled to receive the cost-of-living increase.

3) The pay progression table at 4.2 has been updated to incorporate current information within the sector.

4) The Team objectives should provide incremental increase in line with what happens in the college. The policy has been amended by the inclusion of an additional bullet point at clause 4.4 regarding New Employees following previous agreement by the Committee.

JM recommended members to approve the changes.

4.2.4 **Annex A – Annual Performance Cycle**

- It was noted the dates and timeline were not in sync and to ensure objectives were signed off in July and not September as stated, so that these are in place for the beginning of the new academic year. JC confirmed that this is the case and all SLT objectives had been signed off in July.

Action: The table will be updated to show the correct timings and sequence of events.

JC and JM left meeting at 16.35 to allow members to discuss the paper further.

4.3 It was noted that the performance review should have been discussed in August, however, this was delayed due to the ongoing pay award dispute for staff.

4.7 ...

4.8 SI confirmed that the committee needs to be good stewards of the money.

4.9 The Committee also discussed performance rating and it was agreed that a performance update should be brought to each Committee meeting which would help inform members when deciding performance uplift within a set budget.

4.10 ...

- 4.11 SI recapped the position after rigorous discussion:
- Performance updates for senior staff should be presented to Rem Com at each meeting in order that members are well informed on performance before making any final decision re performance pay progression.
 - Approve the cost of living and percentages as per 22/23
 - ...

**LG left the meeting at 1705 hrs whilst this was discussed.
LG, JC, JM returned 17.08.**

- 4.13 SI informed JC/JM of decisions which had been agreed. She reiterated that the Committee values the senior team and wants to reward them accordingly, however they had to reflect on the financial situation too.
- 4.14 JM thanked SI for the feedback and advised that he would update the policy as per comments.

5. Principal's Objectives and 2023/24 Pay award | Paper 5.1 | C Stuart

- 5.1 LG/JC/JM left the meeting 17.14 hrs and CS agreed to take a confidential minute.

Action: Rework papers 5 & 6 in accordance with the above and organise an additional REMCOM to discuss

6. SLT Performance Review | Paper 6.1 | J Campbell

- 6.1 As above.

7. ELT Capacity - Risk | Verbal | J Campbell

- 7.1 ...

**ACTION: JC to bring a paper to Rem Com re ELT Capacity
FOR INFORMATION ONLY**

8. AOCB | Verbal | S Irving

- 8.1. There was no other business to record.
- 8.2 RN asked re pt 2 of the Policy – Relative Fairness - 'the College will monitor the ratios between the highest and median salary...' The College aims for the ratio to be no higher than 4:1, and can we satisfy that this is reflected in any pay decisions.

It was also asked for the table in Appendix 2 of Paper 6.1 to include a time frame and mapped against the proposed salary increases for the roles.

- 8.2. The meeting adjourned at 1803 hrs.

9. Date of the Next Meeting | Verbal | S Irving




- 9.1. Members will be notified of the date of the next meeting as soon as possible.



**Dumfries and
Galloway College**

One step ahead

Item 2
REM0124-2.2

Key	
	Ongoing
	Closed
	Overdue

Remuneration Committee Action Log 29.01.24

No	Meeting Date	Action	Lead	Deadline	Status	Commentary
1	29/11/21	The wording in the job descriptions should be reviewed to ensure performance can be measured - ie members queried how evaluation can take place based on 'world class performance', 'sector leading'.	JG	Mar 22 May 23 July 23	Closed	<p>This is outstanding due to AK leaving the College and the new VP People starting. VP People has been advised of the action and a completion date to be agreed at Rem Com on 29th Aug 22.</p> <p>Depute Principal job description has been updated.</p> <p>MAY UPDATE: ...</p> <p>AUG 23 UPDATE Action has been picked up by newly appointed VPP.</p> <p>JAN 24 UPDATE:</p>

Remuneration Committee Action Log

No	Meeting Date	Action	Lead	Deadline	Status	Commentary
						Job descriptions reviewed as previously done for Depute Principal. Improved focus on e.g. Capacity for improvement, Need to do (role profile), Corporate Leadership Responsibilities, collaborative working.
2	7/10/22	A question arose with regards to the PRD Process, how it is moderated to ensure a consistent approach and how ' <i>better than</i> ' and ' <i>excellent</i> ' were considered during the ELT review process. JC confirmed that VPs carry this out individually but not as a group however, this would be taken as an action.	JG JM	May 23 July 23 Jan 24	Closed	MAY UPDATE: ... AUG 23 UPDATE Action has been picked up by newly appointed VPP. JAN 24 UPDATE: ELT review and endorse performance ratings prior to submission of REMCO report. Will be done for the first time prior to next meeting.
3	7/10/22	Senior Staff Remuneration Policy. Members queried the terminology around 1% for 'achieving' objectives as staff are paid to achieve their objectives. JG to review the wording for	JG JM	May 23 July 23 Jan 24	Closed	MAY UPDATE: ...

Remuneration Committee Action Log

No	Meeting Date	Action	Lead	Deadline	Status	Commentary
		'achieve' to reflect that staff had achieved their objectives well.				<p>AUG 23 UPDATE Action has been picked up by newly appointed VPP.</p> <p>JAN 24 UPDATE: Policy wording amended as below. However Policy is to be further reviewed at January meeting which will supersede this amendment.</p>
4	29/5/23	Principal's Objectives would be reviewed by CS and disseminated via email for members to review and finalise to take to the Board of Management.	CS/LG	Aug 23	Closed	Reviewed by CS and sent to member for approval on 7/6/23. These were approved at the BoM meeting on 16/6/23.
5	29/5/23	SI suspended ELT Objectives until the Principal's objectives were agreed. These would then be brought back to another meeting or distributed by email.	JC	Oct 23	Closed	<p>AUG 23 UPDATE ELT objectives sent to members via email to review and comment before finalising.</p> <p>OCT 23 UPDATE ELT Objectives sent via email to members for approval on 12/10/23 and approved.</p>
6	19/9/23	Secretary to include the item on Executive Capacity risk for discussion at the next Remuneration Committee meeting.	LG	Jan 23	Closed	Item moved from Audit Committee Action Log to be addressed through Rem Com on 29 Jan 24.