

Board of Management

Meeting of the Performance, Remuneration and Nominations Committee

MINUTE OF 4th MEETING HELD ON 6 APRIL 2017 AT 1700 HRS (PRNC4) AT CITY CAMPUS

Present	
A Barron (AB)	K Kelly (KK)
G Black (GB)	Colin McMurray (CMcM)
Jim Gallacher (JG)	L Woolfries (Convener) (LW)
In attendance	
Paul Clark (PC) (College Secretary/Minute)	
Apologies for absence	
None received	

Item PRNC4-1	Apologies for Absence	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	There were no apologies for absence	

Item PRNC4-2	Declarations of Interest	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	There were no declarations of interest.	

Item PRNC4-3	Minute of the Performance, Remuneration & Nominations Committee Meeting held on 23 January 2017	
Paper No: PRNC4-A	Lead: Convener	Action requested: Approve
Discussion/ Matters Arising	<p>CMcM was in attendance at this meeting. Agreed to amend the minute accordingly.</p> <p>Board Long Service Awards: PC reported that he had made enquiries with the Design Unit regarding the creation of an appropriate design and ordering a small number of (for example) lapel pins. Given the small quantity involved, PC indicated that he is pursuing this matter through the Creative Industries Faculty, to investigate the possibility of a student project to produce the pins.</p>	
Decision/Noted	Minutes agreed as otherwise accurate	

Item PRNC4-3	Minute of the Performance, Remuneration & Nominations Committee Meeting held on 15 February 2017	
Paper No: PRNC4-B	Lead: Convener	Action requested: Approve
Discussion/ Matters Arising	<p>Under action points, record that LW was to provide a verbal update on Principal's Remuneration.</p> <p>It was noted that some of the actions carried forward were historic, and many complete. PC will revise and correct.</p>	
Decision/Noted	Review action points (PC). Minutes otherwise correct.	

Item PRNC4-4	Principal's Remuneration Review 2017	
Paper No: PRNC4-C	Lead: Convener	Action requested: Approve
Discussion/ Matters Arising	<p>AB introduced the paper PRNC4-C, which provides context and further information for the discussion. As requested by Committee members, the paper provides information as relating to colleges in the rest of the UK (England and Northern Ireland).</p> <p>LW referred to the two main considerations - a salary scale (the principle of which had been agreed by PRNC at the previous meeting) and a consideration of other benefits. LW proposed that these two considerations be distinguished in that these other benefits (e.g. study leave for further academic development, health insurance etc.) would be the subject of further dialogue with the Principal, unlike salary considerations.</p> <p>The Committee recognised that although pay and benefits may be seen as a single package by the recipient, there are two distinct areas of consideration within the package with a different set of criteria, including potential benefits to the College. The Committee also considered further the nature of the additional benefits that might be offered to the Principal.</p> <p>LW reported that a conference call had been arranged with PL for 20 April, a date which had been determined by the availability of the Principal. It was noted that this was the day after the next Board meeting, and that as a consequence, a full proposal would not be available for the Board meeting on the 19th April.</p> <p>LW proposed that the Committee consider the spinal range. LW confirmed that GCRB is now the fundable body, although as AB indicated, GCRB is not the Principal's employer.</p> <p>AB reported that he had given an informal assurance to John Kemp, Interim CE of SFC, that he would update him on progress with regard to the review of Principal's remuneration. AB intimated that he would make informal approaches to JK in advance of making final recommendations to the CoGC Board, to provide the Board with reassurance that any recommendations made would be acceptable to SFC.</p> <p>The Committee considered the spinal range of the proposed scale within the paper, and confirmed their agreement that while the "cost of living" increases would apply without the requirement of a performance review,</p>	

movement within the spine would depend upon successful performance against agreed criteria. The Committee was cognisant of the personal net benefit after deductions for tax and NI contributions with salary placement at the minimum of the proposed scale. The Committee further noted that annual cost of living increases would provide an additional future uplift to the proposed salary scale.

The Committee considered the information relating to equivalent sized colleges in England, although one member cautioned against a comparison that may be seen within the College and the sector in Scotland as inappropriate, given salary levels in England compared to Scotland. Another member emphasised to the need to protect the College's interests by ensuring the retention of the Principal. It was also noted that the average Principal's salary at Colleges of a similar size in England was within the spinal range as proposed for the Principal, and considerably higher than the starting point of the proposed spinal range.

LW highlighted the values of the salary range as proposed in the paper, and proposed agreement of this scale, across five points. LW further proposed progress through the scale would be dependent upon performance against agreed criteria. This was agreed by majority. It was also agreed to advise the Principal and the Board of this decision, with an implementation date of 1 August 2017.

The Committee was supportive of, and wished to respond positively to the Principal's stated wish to continue his personal professional development by commencing study for a doctorate. JG reported that the London Institute of Education (IOE) is by repute the world's leading Educational Institute, and, as an example, would be an ideal provider for the Principal's further development. JG reported that the fees and costs associated with undertaking a course at the IOE would be considered affordable. While noting that the Committee should not be prescriptive regarding the detail of where such development should take place, it was agreed that, as an example, the costs as indicated by JG would over a three-year period be justifiable.

It was agreed that LW should communicate the agreed salary scale and implementation to the Principal, and to discuss options for a benefits package, which may include consideration of private medical insurance, pension arrangements, and other options.

LW summarised the timetable of progress as follows: – April/May – LW to discuss with Principal as above, and AB to communicate informally with SFC. Report to Board of Management regarding agreed remuneration package in June.

Decision/Noted

Communicate decision re salary scale to Principal (LW)
Discuss benefit options with Principal (LW)
Informally communicate decision re salary to JK at SFC (AB)
Report decision to Board of Management (AB)

Item PRNC4-5		Disclosability of Papers	
Paper No:	Lead: P Clark	Action requested: Note	
Discussion/ Matters Arising	Retain existing disclosability status		
Decision/Noted			

Item PRNC4-6		Any Other Notified Business	
Paper No:	Lead: Convener	Action requested: Approve	
Discussion/ Matters Arising	<p>KK reported on the decision of Finance Committee (by email) to progress sale of North Hanover Street and Charles Oakley building with the existing preferred developer, and to approve the recommendations in the Property Disposals paper as circulated to the Committee in March. This was noted.</p> <p>AB reported that he had asked PC to progress investigations into the availability of staff access to a credit union.</p>		
Decision/Noted			

Item PRNC4-7		Date of Next Meeting	
Paper No:	Lead: Convener	Action requested: Approve	
Decision/Noted	Monday 8 May 2017		

Convener's Signature _____

Date _____

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
PRNC4-4	Principal's Remuneration Review: Communicate decision re salary scale to Principal	LW	05/17
PRNC4-4	Principal's Remuneration Review: Discuss benefit options with Principal	LW	05/17
PRNC4-4	Principal's Remuneration Review: Informally communicate decision re salary to JK at SFC	AB	05/17
PRNC4-4	Principal's Remuneration Review: Report to Board of Management	AB	21 06 17

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
PRNC3-3	Principal's Performance Review process: Submit to Board for noting	PC	23 02 17 Complete
PRNC3-4	Progress Report: to be prepared and submitted to the Board for noting	LW/ PC	23 02 17 Complete
PRNC3-4	Principal's Remuneration Review: To source appropriate further information	LW/AB/PC	04 2017 Complete
PRNC2-4	Committee Terms of Reference: Submit recommended revised ToR at June meeting of the BoM.	PC	21 06 17
PRNC2-7	Board Member Long Service Recognition: Recommend for approval by the Board.	PC	19 04 17 Complete
PRNC2-10	Performance Review – Faculties Round 1: Present enhanced paper including action plans at next meeting.	PC/DD/ JMcG	08 05 17
PRNC2-12	AONB: Principal's Remuneration: Consider at a special meeting prior to BoM Planning Day.	PC/ALL	Prior to 23 02 17 Complete