

## Board of Management

### Meeting of the Performance, Remuneration and Nominations Committee

MINUTE OF 1<sup>st</sup> MEETING HELD ON 2 OCTOBER 2017 AT 1700 HRS (PRNC1) AT CITY CAMPUS

Present	
Alisdair Barron (AB)	C McMurray (CMcM)
George Black (GB)	Karen Kelly (KK)
Jim Gallacher (JG)	Lesley Woolfries (Convener) (LW)
P Little (PL)	
In attendance	
Paul Clark (PC) (College Secretary/Minute)	
Apologies for absence	
None	

Item PRNC1-1	Apologies for Absence	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	No apologies were received.	

Item PRNC1-2	Declarations of Interest	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	The Principal declared an interest in Item 9, and indicated that he would withdraw from the meeting at that point.	

Item PRNC1-3	Minute of the Performance, Remuneration & Nominations Committee Meeting held on 8 May 2017	
Paper No: PRNC1-A	Lead: Convener	Action requested: Approve
Decision/Noted	The minutes were accepted as an accurate record.	
	<p>Actions:</p> <p>All complete except PRNC4-4. The Committee noted that the Board would review the PRNC minutes with details of the Principal's remuneration at its meeting on 11<sup>th</sup> October.</p>	

<b>Item PRNC1-4</b>		<b>Committee Annual Report 2016-17</b>	
Paper No: PRNC1-B	Lead: P Clark	Action requested: Approve	
Discussion/ Matters Arising	<p>The Committee agreed that this was an accurate and useful record of the Committee's activity from the previous year.</p> <p>JG queried the Committee ToRs referring to the Committee's responsibility to review senior staff performance. It was agreed that PC would review the Code of Good Governance to check for guidance in terms of senior staff performance and salary review.</p>		
Decision/Noted	PC to review Code of Good Governance.		
<b>Item PRNC1-5</b>		<b>Committee Programme of Work 2017-18</b>	
Paper No: PRNC1-C	Lead: P Clark	Action requested: Approve	
Decision/Noted	The Committee approved the Programme of Work.		
<b>Item PRNC1-6</b>		<b>Strategic Risk Review</b>	
Paper No: PRNC1-D	Lead: P Clark	Action requested: Discuss	
Discussion/ Matters Arising	<p><b>Risk 12:</b> A question was raised regarding GLQ planning for business continuity. PC will liaise with F Samara to pursue information re Business Continuity Planning from GLQ/FES. The Committee noted the high risk score noted, and recognised that there should be a focus to reduce the score.</p> <p>PL noted that alternative accommodation might be available via unsold college sites.</p> <p>It was noted that JISC provides to the sector a degree of co-ordinated protection for IT-related failures.</p> <p><b>Risk 15:</b> The Committee requested further detail regarding mitigation/management measures relating to each of the identified sub-risks. It was agreed that Risk MAP 15 should include actions and reference to Brexit threats in the next risk review cycle.</p> <p>GB referred to the significant ESF fund clawback claim made by Scottish Government. PL indicated that the College had followed guidelines and so it would be unlikely to transpire. CM reported that the Audit Committee did not consider this a high likelihood threat.</p> <p>The Committee noted that appetite for these risks is low, and that management actions should focus upon reducing these risk scores.</p>		
Decision/Noted	<p>PC/FS to review Risk MAP 12 in relation to alternative accommodation, GLQ/FES responsibilities, and support for network security in the next risk review cycle (December 2017).</p> <p>ST to further develop - (by December 2017)</p> <p>PC to report RED Risk MAP updates to full Board in December 2017.</p>		

<b>Item PRNC1-7</b>		<b>Impact of Faculty of Nautical Studies PIs</b>	
<b>Paper No:</b> PRNC1-E	Lead: D Dickson	Action requested: Note	
<b>Discussion/ Matters Arising</b>	<p>GB emphasised the need to report performance across Faculties and specific Curriculum areas, in order to identify where further improvements might be made.</p> <p>PL indicated that there is some dependency upon external variables (e.g. industrial action, funding etc) that is outwith the College's control.</p> <p>The Committee requested that high level performance review reports per Faculty should come to the PRNC, to identify areas where improvements can be made with an impact upon overall College PIs.</p>		
<b>Decision/Noted</b>	Director of Performance and Improvement to provide a presentation with a focus upon performance improvement in specific curriculum areas. (Jan 2018)		

<b>Item PRNC1-8</b>		<b>City of Glasgow College PIs 2016-17</b>	
<b>Paper No:</b> PRNC1-F	Lead: D Dickson	Action requested: Note	
<b>Discussion/ Matters Arising</b>	Committee received reportage on the latest Student Success PIs, and discussed the reasons for the variations (positive and negative) among the modes of learning from 2015-16 – 16-17.		
<b>Decision/Noted</b>	To note the report.		

<b>Item PRNC1-9</b>		<b>Principal's Remuneration Review 2017 – Update</b>	
<b>Paper No:</b> Verbal	Lead: L Woolfries	Action requested: Discuss	
<b>Discussion/ Matters Arising</b>	<p>The Principal left the meeting prior to this item which was taken at the end of the agenda.</p> <p>LW provided a verbal update. It was agreed that PRNC includes a performance review of the Principal in the schedule of work.</p> <p>CM reminded the Committee of the ToRs that refer to Senior Staff Performance review. The Committee acknowledged that the Principal monitors and manages the performance of the senior team.</p> <p>LW summarised the previously agreed remunerative scale for the Principal, and discussions with the Principal regarding potential personal development/ benefits. PRNC requested a paper outlining possible medical cover benefits, referencing that previously provided to executive staff at Glasgow Met. This should include cost vs benefit analysis.</p> <p>LW referred to negative publicity surrounding GCRB's decision to award a significant pay increase to its senior executive, which was subsequently revoked by ministerial intervention. LW indicated that the CoGC Board should take comfort in the robust process undertaken in evaluating the</p>		

	Principal's performance, and agreeing a remuneration review.
	AB reported that he is following up the matter by requesting all related background information relating to the proposed pay increase referred to above, as well as on the subject of the role of GCRB in setting T&Cs of assigned college principals, including all legal advice obtained.
<b>Decision/Noted</b>	PC – include Principal's Performance Review on April 30 2018 Agenda.  PC - request paper from HR on potential medical cover benefits (referencing those available to Executive staff at former GMet College)

<b>Item PRNC1-10</b>	<b>Disclosability of Papers</b>	
<b>Paper No:</b>	Lead: P Clark	Action requested: Note
<b>Decision/Noted</b>	Disclosability status of papers agreed by Committee.	

<b>Item PRNC1-11</b>	<b>Any Other Notified Business</b>	
<b>Paper No:</b>	Lead:	Action requested:
<b>Decision/Noted</b>	PL reported that not all Colleges have an equivalent Committee to PRNC, that has responsibility for assuring the Board of regular performance monitoring.	

<b>Item PRNC1-12</b>	<b>Date of Next Meeting</b>	
<b>Paper No:</b>	Lead:	Action requested: Note
<b>Decision/Noted</b>	Monday 15 January 2018	

## ANNEX TO THE MINUTE

### ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
PRNC1-3	<b>Minute of PRNC on 8 May 2017:</b> Review PRNC minute with details of Principal's Remuneration at Board meeting.	ALL	11 10 17
PRNC1-4	<b>Committee Annual Report 2016-17:</b> Review code of Good Governance.	PC	ASAP
PRNC1-6	<b>Strategic Risk Review:</b> Review MAPs as agreed.	PC/ST/FS	12 17
PRNC1-7	<b>Impact of Faculty of Nautical Studies Pls:</b> Provide a presentation as agreed.	DD/PC	15 01 18
PRNC1-9	<b>Principal's Remuneration Review 2017:</b> Include on April 2018 agenda.	PC	30 04 18

### ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
PRNC5-4	<b>Long Term Financial Planning:</b> Defer paper to next meeting of FPRC.	PC/ST	FPRC Mtg <b>Complete</b>
PRNC4-4	<b>Principal's Remuneration Review:</b> Report to Board of Management.	AB	21 06 17