

Board of Management

Meeting of the Remuneration Committee

MINUTE OF THE 3rd MEETING HELD ON WEDNESDAY 24th June AT 1700 HRS (RC3)
VIA MS TEAMS VC

Present	
Lesley Woolfries (LW) (Convener)	George Galloway (GG)
Alisdair Barron (AB) (Board Chair)	Karen Kelly (KK)
Jim Gallacher (JG)	Graham Mitchell (GM)
In attendance	
Paul Clark (PC) (College Secretary/Minute)	Paul Little (PL) (Principal)
John Gribben (JG) (HR Director)	
Apologies for absence	

Item RC3-1	Apologies for Absence	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	None received	

Item RC3-2	Declarations of Interest	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	PC indicated that his salary position falls within the scope of the paper under consideration, as did JG (below).	

Item RC3-3.1	Minute of the Remuneration Committee meeting held on 20 January 2020	
Paper No: RC2-A	Lead: Convener	Action requested: Approve
Discussion/ Matters Arising	Agreed as an accurate record.	
Decision/Noted	Approved	

Item RC3-3.2	Pay Rewards and Performance	
Paper No: RC2-B	Lead: P Little/J Gribben	Action requested: Approve
Discussion/ Matters Arising	PL introduced the paper which was a follow up to the previous meeting's consideration of senior staff salary levels.	

JG indicated that his salary position was also within the scope of the subject of the paper.

JG reminded the Committee that it had approved Phase 2 of the new pay structure for senior staff, but had required an Equalities Impact Assessment (EQIA) to be undertaken prior to implementation. This has now been completed by the College's solicitors, Thornton's.

However, since this approval, the COVID-19 pandemic had materialised, and the situation, financially and otherwise was very different from when the original approval had been given in January. As a result, the proposals had been revisited, and the paper has been revised to include the Equality Impact Assessment, as well as reflections on the pandemic.

The revised proposal therefore includes an amended framework for the implementation of the new pay structure.

It was noted that the EQIA does not present any unknown factors to the college, specifically:

- The EQIA outcome confirms that the revised proposals presented "... is/will be robust"
- and
- It identifies that there are differentials in pay that should be addressed.

It was therefore proposed that full implementation be postponed until the financial position of the College becomes more stable; that transitional arrangements for pay arrangements be introduced via PDR to resolve discrepancies in pay differentials for certain members of SMT; that new pay scales be applicable in cases of promotion or new appointments; and that subject to PDR the Principal would have flexibility to move members of SMT and ELT to an appropriate point on the pay scales.

In effect this introduces a delay to the previously agreed implementation of Phase 2 of senior staff remuneration, and a gradual resolution of issues identified via the EQIA. This approach has been reviewed by the College's legal advisers who have confirmed that this does not create any further equality issues, although there remains the possibility of challenge based on the current position. There may also still be a negative response from the Trade Unions, and disappointment from those members of ELT affected by the delay to implementation.

PL indicated that implementation would take place over 6 months approximately (rather than 12 months).

JG reported on a delay to phase 3 implementation which involved an holistic pay and reward strategy across the College. However this will be implemented in due course as appropriate.

The Committee sought and received a number of clarifications regarding timescales and impacts, and concluded their consideration of the revised proposals in the paper with approval.

Decision/Noted

Recommendations approved

Item RC3-4		Any Other Notified Business	
Paper No: Verbal	Lead: Convenor	Action requested: Note	
Discussion/ Matters Arising	LW took the opportunity to advise those present that the College is still required to undertake an External Review of Board Effectiveness, and that while paused over the period of crisis, this process can be progressed remotely. LW will consult with PC to consider next steps.		
Decision/Noted			

Item RC3-5		Disclosability of Papers	
Paper No: Verbal	Lead: Convenor	Action requested: Note	
Discussion/ Matters Arising	No change to the current status is proposed.		
Decision/Noted			

Item RC3-6		Date of Next Meeting	
Paper No: Verbal	Lead: Convenor	Action requested: Note	
Decision/Noted	As required and to be confirmed.		

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
Item RC3-3.2	Progress pay scale implementation on the basis as agreed.	Principal	ASAP

ACTION POINTS ARISING FROM PREVIOUS MEETING

Item	Description	Owner	Target Date
IRC4-4	Implement Senior Staff pay increase	PL	ASAP Not progressed
RC4-4	Convene Remuneration Committee meeting for 5 th June at 4pm	PC	ASAP Complete