

**MINUTE OF THE MEETING OF THE REMUNERATION COMMITTEE  
HELD ON WEDNESDAY 25 JANUARY 2017  
THE BOARDROOM, LANGSIDE CAMPUS**

**PRESENT:**

|              |  |
|--------------|--|
| S Heidinger  | Committee Chair                                      |
| D Newall     | Board Member   |
| G McGuinness | Board Member (from discussion on item 17.12 onwards) |
| D Watt       | Board Member   |

**IN ATTENDANCE:**

|          |   |
|----------|---|
| G Murray | Clerk to the Board (Minute Taker)   |
| L McGaw  | Assistant Principal, HR (for discussion on Items 17.10,<br>17.11 and 17.12) |

**ACTION**

**17.06 WELCOME AND APOLOGIES**

S Heidinger thanked members of the Committee for attending. There were no apologies. G McGuinness had indicated that he was running late.

**17.07 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**17.08 MINUTE OF THE MEETING OF THE REMUNERATION COMMITTEE ON 9 MARCH 2016**

S Heidinger was the only member of the Committee who had been present at that meeting, in addition to the Clerk to the Board. S Heidinger recommended the following changes to accurately reflect the discussions which had taken place:-

- Include G Murray in list of Attendees
- 16.01 - at the end of the sentence ending 'from', include 'the Scottish Funding Council'.
- 16.03 - at the top of page 2, delete the reference to 'SH' in the Action column.
- 16.03 - in the last sentence replace the reference to the Organisational Development Committee with 'the Remuneration Committee' and replace the corresponding reference in the 'Action' Column.
- 16.05I – in the second paragraph, replace the reference to 'the STPS' with 'HMRC'
- 16.05 – delete the first sentence of the third paragraph and insert 'It was agreed that the Principal's overall remuneration package would be given consideration.'

**17.09 MINUTE OF THE MEETING OF THE REMUNERATION COMMITTEE ON 5 JANUARY 2017**

The minutes of the meeting were approved.

S Heidinger provided an update on Matters Arising from the last meeting (with the exception of the update on the Principal as this would be discussed later in the meeting).

[REDACTED]

[REDACTED]

**S Heidinger advised the Committee that she would consider items 17.11 and 17.12 before receiving an update on the Principal.**

**L McGaw joined the Committee.**

**17.11 SENIOR MANAGEMENT PAY POLICY**

L McGaw presented the proposed Senior Management Pay Policy advising the Committee that this Policy would apply to 12 members of staff including the Principal.

L McGaw outlined the background to the Pay Policy and summarised how pay reviews have been implemented historically. The Committee received a briefing on how the Pay Policy would operate in practice. It was explained that it would be an essential criterion of the Policy that staff had undertaken a Performance Development Review within the academic year for which the pay review would cover although the outcome of that review would have no consequences in respect of the decision to make a pay award. In the event of poor performance, an improvement action plan is put in place. In response to a question, L McGaw advised that there are gaps in the current PDR process with some members of staff not having completed PDRs since 2014.

The Committee sought clarity on what exactly they would have discretion on if the Policy was implemented. The

Committee were advised that they would have to decide at the outset if a pay award would be made and, if being made, the level of that pay award. They would not decide this on an individual basis – the decision would apply to all staff who are subject to the Pay Policy. Discussions took place around the criteria that would be taken into consideration when reaching a decision on the level of the award. Whilst the outcome of National Bargaining could be considered, it was accepted that, based on the practice of National Bargaining to date, (pay awards have had to be backdated) the decision on Senior Management Pay would be taken prior to any outcomes of National Bargaining being announced. The Committee could therefore consider the Public Sector Pay Award Guidance.

The Committee agreed that the Senior Management Pay Policy should be implemented this year but with a view to reviewing this again next year. The Committee agreed to make this recommendation to the Board.

**17.12 REVIEW OF COMMITTEE REMIT**

The Committee considered the proposed changes to the Remit. In addition to the proposed changes it was agreed that the Remit should be revised to reflect that the Committee ‘normally meets’ twice a year. It was agreed that the proposed changes would be recommended to the Board.

**G McGuinness joined the meeting.**

**17.10 UPDATE ON PRINCIPAL**

D Newall was invited to provide an update on the Principal and developments since the Committee last met. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

The Committee authorised D Newall to send the revised Business Case to the Glasgow Colleges' Regional Board and the Scottish Funding Council, subject to any further comments received from Committee Members by Friday. The Business Case would be sent along with a copy of the draft Minute of this meeting.

**17.13 REVIEW OF PAPERS**  
Papers were appropriate.

**17.14 ANY OTHER BUSINESS**  
None

**17.15 EQUALITIES IMPACT ASSESSMENT ON DECISIONS MADE**  
None