

**MINUTES OF THE REMUNERATION COMMITTEE MEETING
HELD ON 5 SEPTEMBER 2019, 4.00pm, SEMINAR ROOM 3, CARDONALD
CAMPUS**

PRESENT:

Sandra Heidinger	Committee Chair
Gordon McGuinness	Board Member
David Newall	Board Chair
David Watt	Board Member

IN ATTENDANCE:

Jon Vincent	Principal
Brian Hughes	Vice Principal, Curriculum & External Relations
Janet Thomson	Vice Principal, Resources and College Development
Lorraine McGaw	Assistant Principal, Human Resources

19.12 WELCOME AND APOLOGIES

The Committee Chair welcomed everyone to the meeting. Apologies were noted from Robert Fraser.

19.13 DECLARATIONS OF INTEREST

There were no declarations of interest.

19.14 MINUTES OF MEETING HELD ON 11 APRIL

These were approved as an accurate record.

19.15 MATTER ARISING

Item 19.06 - Principal's Professional Development

It was noted that the Chair would seek a report from the Principal at the end of October, discussing the benefits of his current programme of professional development.

SH

19.16 ADMINISTRATIVE RESTRUCTURE

On 12 June the Board of Management had delegated to Remuneration Committee authority to make decisions on administrative restructure following the conclusion of consultation.

In doing so, the Board had stipulated that any decision to make compulsory redundancies should be a decision for the full Board.

The Assistant Principal, HR briefed Remuneration Committee on the points raised through the consultation process, which had concluded on 16 August. A total of 65 responses had been received and, having reflected on these, management were now proposing some modifications to their original proposals. The main thrust of these was to reduce the number of administrative staff who would be located centrally, while increasing the number located within Faculties. The revised model would retain central management of the Faculty-base administrative staff, and would involve a net reduction of 8.3 FTE posts, as originally proposed.

Having discussed the revised proposals, the Committee agreed that they should now be the subject of a further brief consultation exercise with the aim of the new structure being introduced with effect from 1 November. The Committee noted that the required reduction in staff numbers would be achieved through a combination of unfilled vacancies, redeployment to vacant positions and offers of voluntary severance. There would be no requirement for compulsory redundancies.

The Committee agreed that, following further consultation, offers of voluntary severance could be made to staff in the terms agreed by the Board of Management on 12 June. It was estimated that three such offers would be required in order to achieve the proposed staffing reduction.

Finally, the Committee noted the requirement for an equalities impact assessment to be undertaken before the restructure was implemented.

LMcG

19.17 ACADEMIC MANAGEMENT RESTRUCTURE

The Vice Principal, Curriculum & External Relations briefed the Committee on a current review of the academic management structure at the College. Benchmarking with other similar colleges had shown that Glasgow Clyde, with 15 Heads of Curriculum and 80 Senior Lecturers, had a relatively high proportion of senior academic roles. There was an opportunity to reduce the management overhead, and to simplify the management structure, by moving to a one-tier model with a smaller number of senior positions.

The financial impact of restructure, in scale and timing, was difficult to predict. However, if significant savings were to be achieved it

would be necessary to reduce staff numbers. To that end, it was desirable that a voluntary severance scheme be available to which Heads of Curriculum and Senior Lecturers could apply.

The Committee supported the proposal to restructure the College's academic management, and noted the intention to issue a consultation paper to staff in early October. In line with the approach taken in respect of the Administrative Restructure, the Committee RECOMMENDED to the Board of Management that, following consultation, Remuneration Committee should have delegated authority to make decisions on restructure. It was noted that this delegated authority would not extend to any proposals for compulsory redundancy, which would require to be taken to the Board of Management for decision.

19.18 VOLUNTARY SEVERANCE SCHEMES

Committee members recalled that the VS Scheme for the current administrative restructure had required to be approved by the Glasgow Colleges' Regional Board and by the Scottish Funding Council. Should the College wish to offer VS terms to senior academic staff, per 19.17 above, there would be a need for the Board of Management to submit a fresh proposal for GCRB and SFC to consider.

In addition, the Principal advised the Committee that it would be beneficial for the College to have available a scheme that would enable it to offer VS terms to lecturing staff. This was because changing levels of student demand meant that the College could from time to time find itself over-staffed in certain academic subjects. Where appropriate, the College had in the past managed this situation through flexible contracts. Whilst this would continue where appropriate, the Committee noted that many temporary lecturers had, after two years' service, now progressed to open-ended contracts.

In the light of the above, the Committee RECOMMENDED to the Board of Management that it should submit proposals to GCRB for two Voluntary Severance Schemes; one for academic managers, the other for lecturers. It was noted that the next relevant meeting of GCRB was on 10 October. In view of this, the Board Chair agreed to contact Board members at an early stage to ask for their approval to expedite this business by email correspondence.

DN

19.19 EQUALITIES IMPACT ASSESSMENT ON DECISIONS MADE

The Committee noted that EIAs were required in relation to the two restructure schemes proposed and also in relation to the selection of staff for voluntary severance.

LMcG

19.20 DATE OF NEXT MEETING

The next meeting was scheduled for Wednesday 15 January 2020 at 3.30pm on Langside Campus.